



## DEPARTMENT OF JUVENILE JUSTICE

110 William Street, 20<sup>th</sup> Floor • New York • NY 10038

Telephone: (212) 442-8000 • Fax: (212) 442-8534

**Re: Life/Work Skills Group and Individual Services for Youth in Secure Detention and the Community  
Negotiated Acquisition Solicitation (PIN No.: PIN #13008DJJ001)**

Dear Sir/Madam:

The Department of Juvenile Justice (DJJ) is launching a new anti-poverty initiative funded by the New York City Center for Economic Opportunity (CEO).<sup>1</sup> CEO's mission is to reduce the number of people living in poverty in New York City through the implementation of result-driven and innovative initiatives.

DJJ is seeking one or more appropriately qualified vendors to provide a school attachment and career exploration program to the young males and females who have spent time in its secure detention facilities.<sup>2</sup> This program will include the delivery of weekly workshops to youth in detention that will address the educational aspirations, life skills, and future work trajectories of youth. DJJ has contracted for the development of a 12-module curriculum tailored to the specific needs of girls, and another specifically for boys. All young people in DJJ's long-term secure detention facilities will be expected to participate in the workshops; the program is designed to accommodate the transitory nature and differential lengths of stay of youth in detention. Providers are expected to use the workshops to engage young people and encourage them to participate in the program upon their return to the community. In the community, the provider will continue to offer the workshops and facilitate youth reentry by connecting participants with supportive services upon their release. This will require close collaboration with the educational system and a presence in the community to which youth are released.

You are invited to submit a proposal responding to the attached solicitation and scope of work. It is anticipated that two contracts will be awarded, therefore, a separate proposal is required for each site applied for (Horizon Juvenile Center detention and its affiliated community-based site in Upper Manhattan/Bronx, and/or Crossroads Juvenile Center and its affiliated community-based site in Brooklyn), as delineated in the scope. Please submit your response no later than **October 24, 2007, by 2pm**, to:

**Chuma Uwechia, Senior Contract Officer**  
**Department of Juvenile Justice**  
**110 William Street, 20<sup>th</sup> Floor**  
**New York, NY 10038**  
**(212) 442-7716 / contracts@djj.nyc.gov**

Please note that fillable versions of all attachments to this document can be downloaded from DJJ's website <http://www.nyc.gov/html/djj/html/solicitation.html>. If you have any questions concerning this matter please contact me at the above contact information.

Sincerely,

Chuma Uwechia, Esq.

<sup>1</sup> The report of Mayor Bloomberg's Commission for Economic Opportunity, which led to the creation of the Center for Economic Opportunity, is available at: [http://www.nyc.gov/html/om/pdf/ceo\\_report2007.pdf](http://www.nyc.gov/html/om/pdf/ceo_report2007.pdf).

<sup>2</sup> DJJ provides non-secure and secure detention for alleged Juvenile Delinquents (JDs) and Juvenile Offenders (JOs) whose cases are pending, along with post-adjudicated juveniles awaiting transfer to state facilities

**New York City Department of Juvenile Justice (DJJ)  
CEO Life/Work Skills Group and Individual Services Contract  
Scope of Work**

**PIN No.:** PIN #13008DJJ001

**SECTION I – GENERAL INFO**

**Background**

Overwhelming evidence links educational achievement to poverty reduction and increased earnings.<sup>3</sup> While youth who drop out of school are more likely than school graduates to be arrested, youth engaged in quality educational activities have lower rates of re-offense.<sup>4</sup> For adolescents' long-term success, educational engagement and reattachment to educational pathways must go hand-in-hand with an introduction to careers and life skills.

DJJ is seeking contractor(s) to deliver this new program. It is anticipated that up to two (2) contracts will be awarded—one for services in the Bronx-based Horizon Juvenile Center and a community site in the South Bronx/Upper Manhattan, and one for services in the Brooklyn-based Crossroads Juvenile Center and a community site in Brooklyn<sup>5</sup>. **If a vendor is interested in proposing, please note that a separate proposal is required for each site applied for.**

Additional information about the development of this program can be found on the Department's website at <http://nyc.gov/html/djj/html/initiatives.html>.

The program has two phases—the first phase occurs in secure detention facilities and the second occurs in the community for released youth. Vendors are required to have the capacity to deliver services to both youth in the community and youth in detention facilities simultaneously. The contractor will be required to participate in training in the curriculum and program approach, as provided by the Department's curriculum developer. The curriculum developer will provide on-going technical assistance throughout the course of the contract.

**Duration of Program**

The program is funded for a 12-month period, with an anticipated contract start date of December 1, 2007. Two additional 12-month renewal options are available, which are subject to the availability of funding and subsequent evaluation of the effectiveness of the program by DJJ, in conjunction with the Center for Economic Opportunity.

**Available Funding**

Anticipated funding is estimated at an annual amount of \$250,000 per contract.

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<sup>3</sup> U.S. Census Bureau: Annual earnings information from "More Education Means Higher Career Earnings," a statistical brief from the Bureau of Census, and Current Population Reports, Series P20-4761

<sup>4</sup> *Preventing Crime: What Works, What Doesn't, What's Promising*; National Criminal Justice Reference Services, U.S. Department of Justice; *Abandoned in the Back Row: new Lessons in Education and Delinquency prevention*, The Coalition for Juvenile Justice 2001 Annual Report

<sup>5</sup> Among top residential neighborhoods for youth admitted to detention in FY '07 were East New York, Bedford Stuyvesant, Brownsville, Soundview, Morris Heights, and East and Central Harlem.

### **Minimum Requirements and Qualifications**

The following are the minimum requirements of this solicitation. **Proposals that do not demonstrate the ability to meet all of the following requirements will not be further considered.**

1. Contractor must have the capacity to begin services on December 1, 2007, including:
  - Appropriate staffing, including a minimum of 4 FTEs, 3.5 of which are dedicated to the direct provision of the program inside and outside detention as outlined in Section II- Scope of Services.
  - Access to an available and appropriate space in the community (in the South Bronx/Northern Manhattan and/or in Brooklyn according to geographic area being applied for) for provision of services. Community site must be easily accessible via public transportation.
2. The contractor must have the staffing structure and capacity to ensure that the staff who deliver the curriculum in the facilities will be the same staff who work with youth in the community.
3. The contractor must demonstrate administrative and supervisory capacity within its organizational structure to dedicate a minimum of .5 of the total FTE to the administration and supervision of this program.
4. The contractor must demonstrate a satisfactory record of provision of relevant client services through government contracts (city, state or federal) within the last three years.

## **SECTION II – SCOPE OF SERVICES**

### **Program Requirements**

#### **Phase 1: Facility-based Program**

The program begins while youth are in detention at either Horizon Juvenile Center in the Bronx or Crossroads Juvenile Center in Brooklyn. Each contractor will be required to deliver the curriculum specifically developed for this program within the geographic region for which they are applying. This phase of the program includes the following components:

- The program will be conducted in dorms. Each facility has 10 dorms, which house 8-16 residents at any given time. Each dorm will be provided one (1) 45-60 minute session each week.
- Based on the curriculum, the program is designed to be delivered separately to boys and girls. Horizon has two female dorms—one 8-bed and one 16-bed—and 8 male dorms. Crossroads has one 16-bed dorm for females and 9 male dorms.
- Proposer staff is expected to spend a minimum of 15 hours per week per facility to allow for preparation, delivery of curriculum and youth engagement.
- Generally, the program will be delivered between 3 pm and 7 pm on weekdays, because youth attend school, and during a wider range of weekend hours. Arrangements can be made for alternate program delivery schedule during school vacations, holidays, or school staff development days (every-other Friday from 12:30 pm until 3 pm.)
- The contractor is required to engage youth to participate in the community portion of the program.
- The contractor will communicate individual youth progress to DJJ staff and assist in the identification of individual resident and group's strengths and interests.

### Phase 2: Community-based Program

The community phase begins when a youth is released from detention back to the community, and is enrolled into services in response to vigorous outreach efforts made by the provider. This phase will consist of the following components:

- Each contractor will conduct outreach and implement engagement activities to a minimum of 75 youth per annum released to the community from Horizon and Crossroads Juvenile Detention facilities to encourage continued participation in the initiative.
- The contractor will provide the curriculum at least weekly in the community after school and/or on the weekend and school vacations to at least 50 youth per annum.
- The contractor will provide case management and/or advocacy services to youth and families to ensure re-enrollment in appropriate educational facilities upon return to the community within 5 days of beginning the community phase of the program.
- The contractor will provide support/case management services to ensure that youth and family appear at any and all court-related appointments (court dates, probation, or other conditions of release.) Contractor will build relationships with youth's probation officers if youth has an adjudication of probation.
- Programs will provide or make referrals for academic tutoring, recreational and youth-development opportunities.
- The contractor will track, report, and respond to participant performance measures, including curriculum progress, milestone achievement, successful re-entry to school, school attendance, and school progress, attendance at court dates and participation in other youth development programs.

There is significant opportunity for the contractor to propose activities for the community-based portion of the program in conjunction with the developed curriculum. Proposers are encouraged to propose programmatic structures or other programmatic elements that support the goals of the program and show promise in engaging and retaining youth post-detention, which may include community service opportunities, incentives and/or stipends, group or individual projects or portfolios, or mentoring.

### Other Requirements:

- The contractor must utilize the curriculum as provided by DJJ, unless there is specific approval by DJJ of other material
- Program staff must have appropriate background and qualities that enable them to build strong relationships with youth and encourage attendance at the community-based site
- The program must provide appropriate community space and programming for female participants
- Staff must provide on-going outreach to engage and retain youth that return to the community for no less than 90 days and up to 9 months after their release from DJJ
- The contractor must have the ability to provide case management, school advocacy, and court support to all youth that return to the community
- The contractor must track school attendance and progress of participants in the community
- The contractor must track any court dates and outcomes of these appearances, and probation appointments of participants in the community
- The contractor must provide on site, or have linkage arrangements with other youth-development activities and programs, and track participation in those programs in addition to delivering the provided curriculum

- Contractors must administer, collect and report all participant, service, and outcome-related data in a timely and complete manner, as prescribed by the Department and CEO
- The contractor must participate in regularly scheduled meetings with DJJ, CEO, and curriculum developer staff

### **Outcomes and Benchmarks:**

The contractor will be responsible for the following outcomes:

- Facilitating workshops to 10 groups per week per facility
- Measuring changes in attitude and mastery of skills utilizing the curriculum and pre- and post-test instruments, both inside and outside detention
- Conducting outreach and engagement activities for a minimum of 75 youth released to the community
- Tracking completion of the curriculum inside detention and in the community
- Engaging and providing services to a minimum of 50 youth at the community site for a minimum of 90 days
- Ensuring that youth have a positive outcome at the completion of the 90 day period
- Re-engagement in school within 5 days of return to the community for released and engaged youth
- Regular and sustained attendance at school for released and engaged youth
- Regular attendance at any required probation appointments for released and engaged youth
- Attendance by youth and family at ALL required court appearances following release for released and engaged youth
- Participation in pro-social activities for released and engaged youth

### **Performance-Based Measures**

As part of the ongoing efforts to promote program accountability and effectiveness, a portion of the program will be funded through the achievement of performance-based measures (minimum 10% of the total program budget.) These measures, to be proposed in the program approach, apply only to outcomes that can be measured for youth participation in the community phase.

### **Monitoring, Reporting and Evaluation Requirements**

This program is part of the Center for Economic Opportunity (CEO) initiative and will be evaluated to determine whether it is meeting its program goals and contributing to increasing the education, training, employment, earnings, and supports available to low-income individuals. This program and any of its subcontractors are required to comply with monitoring, evaluation, and reporting requirements as defined by DJJ and the Center. At a minimum, the contractor will be required to maintain and submit client-level data (reflecting client and household characteristics, services provided, outcomes, and follow-up). Such data shall be submitted on a monthly basis, or other frequency determined by CEO, in an electronic format that can be read by a commonly available commercial spreadsheet program, such as Microsoft Excel. The contractor shall participate in ongoing monitoring and evaluation activities led by CEO or its designee, such activities may include site visits, surveys, interviews, focus groups, administrative records review, and other data collection and evaluation strategies.

### **SECTION III - FORMAT AND CONTENT OF THE PROPOSAL**

Proposers should provide all information requested below. The proposal should be typed on both sides of 8 1/2" X 11" paper. The City of New York requests that all proposals be submitted on paper with no less than 30% post-consumer material content, i.e., the minimum recovered fiber content level for reprographic papers recommended by the United States Environmental Protection Agency (for any changes to that standard please consult: <http://www.epa.gov/cpg/products/printing.htm>). Pages should be paginated. The proposal will be evaluated on the basis of its content, not length, but **proposers should limit their response to 10 letter-sized typed pages, 12 pt. font**. Failure to comply with any of these instructions will not make the proposal non-responsive.

If your organization is interested in being considered for award of the subject contract, please hand deliver a sealed-proposal (ONE ORIGINAL & 3 COPIES) addressed to Chuma Uwechia at 110 William Street, 20<sup>th</sup> Floor, New York, NY 10038 by no later than **Monday, October 24, 2007 by 2 p.m.** In addition, the proposer's name and address, the Title and PIN # of this solicitation, the detention center proposed for and the name and telephone number of the Proposer's Contact Person should be labeled on the sealed proposal.

The proposal should specifically address the following:

#### **Minimum Submission Requirements**

- **Proposal Cover Letter & Checklist (ATTACHMENT A)** – In the format provided, indicate the detention facility and affiliated community site proposed for, and provide the address of the proposed community site available for the commencement of services on December 1, 2007. Identify the nearest public transportation lines for the proposed community site. The letter should be completed, signed and dated by an authorized representative of the proposer.
- **Price Proposal & Performance Measure Matrix (ATTACHMENT B)** – Using the provided format, attach an annual line-item operating budget for each proposed facility and its affiliated community-based site. Include staffing details (proposed positions, functional job titles, annual salaries, estimated FTEs for each position, estimated distribution of FTEs for services inside detention and services in the community, and fringe) and OTPS including start-up costs, transportation, incentives and/or stipends, and all program-related costs. Also include a narrative justification for all line items listed. Contracts awarded will be a hybrid of line item reimbursement and performance-based. As part of the Program Narrative (see #7 below), proposers are required to propose performance milestones for the applicable portion of services and to fill out the Performance Measure Matrix.
- **Experience Requirements (ATTACHMENT C)** – In the format provided, detail successful experience in the provision of relevant client services through government contracts within the last five years.

#### **Program Narrative**

**Please address, in order, using a narrative format the following:**

- 1) Describe capacity to commence services by December 1, 2007.
- 2) Describe the organization's experience successfully serving court involved and/or at risk youth in New York City. Include any relevant experience providing educational or workforce engagement services to this or similar population.
- 3) Attach a resume, relevant experience and/or description of the qualifications that will be required for each proposed staff person. In addition, provide a statement certifying each proposed staff person will be available for the duration of the project.

- 4) Describe relevant programs currently in operation and how this new program would be incorporated into the organizational structure.
- 5) Describe the location and physical layout/capacity of the space being proposed for the community-based portion. Provide a list of all nearby transportation and the proximity of the space to subway and bus lines.
- 6) Describe in detail how the applicant will provide the work described above. Address the following points:
  - a) The applicant's proposed modalities for attracting, engaging, and retaining high-risk and disenfranchised youth
  - b) The applicant's current services and community partnerships for academic support, advocacy, and school performance tracking
  - c) The applicant's proposed case management approach.
  - d) The applicant's current services and community partnerships for recreation, youth development, and pro-social skills building.
  - e) Proposed use of incentives, portfolios, special projects or stipends.
  - f) Measures of effectiveness for proposed program approach.
- 7) Identify specific measurable and quantifiable milestones that are being proposed for the performance-based portion of the budget. Milestones should reflect activity that occurs in the community and must be tied to the primary goals of the program. Utilize the performance milestone matrix (**ATTACHMENT B**) to identify the % and # of youth expected to reach the milestone, and the dollar amount proposed for each milestone per unit and the total payment on each milestone. All proposers must include a milestone that reflects positive outcomes at the 90<sup>th</sup> day of participation in the community.

**Other Documentation** – In order to expedite the selection and award process to meet the December 1, 2007 start date, we are respectfully asking proposers to complete and submit the following documentation as part of their proposal package. However, failure to submit any of these documents as part of your proposal will not make the proposal non-responsive.

**ONLY INCLUDE 1 COPY OF THE FOLLOWING:**

- VENDEX Questionnaires/Affidavits of No Change (downloadable at <http://home2.nyc.gov/html/mocs/html/research/vendex.shtml>)
- NYC Department of Business Services/Division of Labor Services Employment Report (a PDF copy of the form is available at <http://www.nyc.gov/html/djj/html/solicitation.html>.)
- Certification of Substantiated Cases of Client Abuse/Neglect (**ATTACHMENT D**)

## **SECTION V - Proposal Evaluation and Contract Award Procedures**

All proposals received in the manner set forth will be reviewed to determine if they are responsive to the requirements of this solicitation. Proposals determined to be non-responsive will not be further considered. Proposals determined to be responsive will be considered in terms of the following factors, listed in order of importance:

- Quality of the proposed approach
- Organizational capability to provide the required programmatic components
- Quantity and quality of successful relevant experience
- Annual budget amount and cost effectiveness and performance-based payment structure of the proposed budget

The Agency reserves the right to conduct site visits and/or interviews and/or to request that proposers make presentations and/or demonstrations, as the Agency deems applicable and appropriate. Although discussions may be conducted with proposers submitting acceptable proposals, the Agency reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the proposer's initial proposal should contain its best programmatic and price terms. The Department will enter into negotiations with the vendor(s) determined to be the best qualified at the time of evaluation, based on consideration of the above-cited factors. A contract will be awarded to the responsible vendor(s) whose offer(s) is/are determined to be the most advantageous to the City, taking into consideration the factors set forth in this solicitation. In the case that a vendor is eligible for award of more than one contract, the Department reserves the right, based upon the vendor's demonstrated organizational capability and the best interest of the City, respectively, to determine how many contracts the vendor will be awarded.

Contract award is subject to each of the following applicable conditions and any others that may apply: submission by the proposer of the requisite New York City Department of Business Services/Division of Labor Services Employment Report and certification by that office; submission by the proposer of the requisite VENDEX Questionnaires/Affidavits of No Change and review of the information contained therein by the New York City Department of Investigation; submission by the proposer of a statement describing substantiated cases of client abuse/neglect within your organization in the last 12 months by date of occurrence, level of severity and disposition; and submission by the proposer of a requisite certificate of insurance policy.

**ATTACHMENT A**  
**PROPOSAL COVER LETTER / MINIMUM REQUIREMENT CHECKLIST**  
**PIN #13008DJJ001**

**Proposer:**

**Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Tax Identification #** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Proposed Site:**

Horizon Juvenile Center & Bronx/Upper Manhattan  Crossroads Juvenile Center & Brooklyn

Community Site Address: \_\_\_\_\_

Nearby transportation lines and # of blocks from nearest subway/bus: \_\_\_\_\_

**Certification of Compliance with Minimum Qualification Requirement(s)**

**The proposer has appended:**

Price Proposal & Performance Measure Matrix

Experience Requirements

**Attachment Check List**

Program Narrative

VENDEX Questionnaire/Affidavits of No Change

NYC Department of Business Services/Division of Labor Services Employment Report

Certification of Substantiated Cases of Client Abuse/Neglect (Attachment D)

Is the response printed on both sides, on recycled paper containing the minimum percentage of recovered fiber content as requested by the City in the instructions to this solicitation?

Yes  No

**Proposer's Authorized Representative:**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Attachment - B**  
**Department of Juvenile Justice**  
*Life/Work Skills Initiative*  
*Program Budget Proposal Form*

**General Information and Format Description**

- 1) *The program budget proposal form summarizes the contractor's asking price for services proposed.*
- 2) *Contractor's name should be entered at the top of the form.*

**Salaries** The price proposal form must itemize all position titles and FTE information. In addition to the position titles and FTE information the contractor shall provide the associate annual salary for each position title and total costs. The total cost of all itemized salary lines must be indicated under the "Subtotal Salaries" line.

**Fringe Benefits** The contractor must itemize all related fringe costs associated with salaries (e.g. - FICA, SUI, Health). The total cost of all itemized fringe benefit lines must be indicated under the "Subtotal Fringe Benefits" line.

**Personal Services** The "Personal Services" line is equal to the combined sum of both the "Subtotal Salaries" and "Subtotal Fringe Benefits" lines.

**Other Than Personal Service** The contractor must itemize all "Other Than Personal Service" costs associated with providing the proposed direct program services (e.g. - supplies, transportation, etc). The total cost of all itemized "OTPS" lines must be indicated under the "Subtotal O

**Total Operating Budget** The "Total Operating Budget" line is equal to the combined sum of both the "Personal Services" and "Other Than Personal Service" lines.

**Administrative Overhead** This line item, calculated as a percentage of "Total Operating Budget", can encompass administrative costs associated with administrative overhead (e.g.- audits, payroll costs, Information technology services, etc.) Not to exceed 12% of the total budget.

**Total Proposed Annual Budget** The "Total Proposed Annual Budget" line is equal to the combined sum of both the "Total Operating Budget" and "Administrative Overhead" lines.

**INSTRUCTIONS FOR THE PERFORMANCE MEASURE MATRIX**

**Performance Measure** Describe the outcome measure in narrative terms.

**Expected Rate** Indicate the percentage of unduplicated youth expected to achieve the specific measure based on required # of youth for outreach or for service in the community.

**Expected Number** Indicate the actual number of unduplicated youth expected to achieve this milestone

**Payment Rate** The amount per youth for the milestone

**Total Payment** Total amount proposed for the milestone

**Attachment - B**  
**Department of Juvenile Justice**  
*Life/Work Skills Initiative*  
**Program Budget Proposal Form**

**General Instructions: See attached instructions on information required for price proposal. This form can be downloaded from the Department's website at <http://www.nvc.gov/html/dji/html/solicitation.html>**

Contractor's Name:

Line No.	Budget Category	Item Description	FTE	% effort at facilities	% effort in community	Annual Salary
1	<b>Salaries</b>	<i>List functional job title here</i>				
2						
3						
4						
5						
6						
7						
8						
9		Subtotal Salaries				
10						
11	<b>Fringe Benefits</b>					
12		Federal Insurance Contributions Act (FICA)				
13		State Unemployment Insurance (SUI)				
14		Pension Costs				
15		Health Benefit Plans				
16						
17		Subtotal Fringe Benefits				
18						
19	<b>Personal Services (PS)</b>					
20						
21						
22	<b>Other Than Personal Service (OTPS)</b>					
23		General Supplies				
24		Equipment				
25		Transportation				
26		Stipends/Incentives				
27		Communications				
28		<i>List other line-items</i>				
29						
30						
31		Subtotal OTPS				
32						
33	<b>Total Operating Budget ( PS + OTPS )</b>					
34						
35	<b>Administrative Overhead</b>					
36						
37	<b>Total Proposed Annual Budget*</b>					

\*A minimum of 10% of the total Annual Budget will be withheld subject to successful achievement of performance measures as indicated on the Performance Measure Matrix.

**Budget Justification-**

**Instructions: For each line item above, provide a justification. For PS include the title, role to be played by title, and if an incumbent is identified, qualifications of this person. For OTPS, include any formulas for calculating expenses, and assumptions regarding the stated need. Attach additional pages as necessary.**





**ATTACHMENT D**

**Certification Regarding Substantiated Cases of Client Abuse or Neglect**

The City requires each organization with which it contracts for the provision of human client services to: 1) certify that no substantiated case of client abuse or neglect by any person acting during his/her performance as an employee (including a foster parent, if applicable) of the organization occurred during the latest 12 month period; OR 2) disclose each such substantiated case and provide a brief description of the case, the date of occurrence, level of severity and the case disposition, including an explanation of the action taken against the offender(s) and, if applicable, the organization. Complete the form below to certify or disclose, as applicable.

(\_\_\_) This is to certify that no substantiated case of client abuse or neglect by any person acting during his/her performance as an employee (including foster parents) of the organization named below occurred during the latest 12 month period.

OR

(\_\_\_) This is to disclose that \_\_\_ case(s) of client abuse or neglect by a person(s) acting during his/her performance as an employee (including foster parents) of the organization named below was/were substantiated as having occurred during the latest 12 month period. An attachment to this form provides for each such substantiated case: a brief description of the case, the date of occurrence, level of severity and the case disposition, including an explanation of the action taken against the offender(s) and, if applicable, the organization.

Name of Organization (Print) \_\_\_\_\_

Name of Authorized Representative (Print) \_\_\_\_\_

Title of Authorized Representative (Print) \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_

Date \_\_\_\_\_ 20\_\_\_\_