

Workforce Innovation and Opportunity Act (WIOA) Out of School Youth Program

Pre-Proposal Conference

December 2, 2015

Agenda

- Welcome and Timeline
- Evaluation Criteria
- Pre-Qualifying and Proposal Submission
- Program Expectations
- Post Award Requirements
- Question and Answer Session

Timeline

- Proposal Due Date: December 22, 2015 at 2:00 pm
- Award Announcement: Late February 2016
- Contract Term: July 1, 2016 – June 30, 2020 (with an Option to Renew for up to an additional 2 years)
- Questions: RFPquestions@dycd.nyc.gov – (Must be received by December 15, 2015)

Evaluation Criteria

Points	Category
25	Organizational Experience
15	Staffing Plan
5	Staff Development
30	Program Approach Part One
15	Program Approach Part Two
5	Program Facilities, Record Keeping and Reporting
5	Budget Management



Mayor's Office of Operations



HHS ACCELERATOR

Pre-Proposal Conference

2015

The HHS Accelerator System was launched to simplify and improve the competitive contract process for Health and Human Service providers.

- Agencies publish all Request for Proposals (RFP) Documents in the HHS Accelerator System.
- Prequalified providers approved for relevant Services are “Eligible to Propose” and can submit after RFPs are released.
- **Providers must submit proposals through the HHS Accelerator System by the proposal due date and time (2 pm).**
- All questions about the HHS Accelerator System should be directed to info@hhsaccelerator.nyc.gov.



Document Vault

The Document Vault module allows for file upload and storage, viewing or sharing.

Prequalification Application

Prequalification includes two major sections, the Business Application and Service Application. Providers confirm corporate identity, compliance with regulations, and then demonstrate basic record of service.

Procurements

The Procurements module contains RFPs prequalified organizations can view and compete for.

Financials

The Financials module gives access to budgets, invoices and payments.



Provider Homepage ?

Document Vault

[48](#) Documents in your Document Vault

Alerts

[232](#) Alerts remaining in your Alerts inbox

[0](#) User account requests requiring action

Application

Your Current Organization Status: **Approved**

Your Business Application Status: **Approved**

Your organization has [0](#) pending Service Applications

Your organization has [4](#) approved Service Applications

Procurements 3

[1](#) RFPs you're eligible for will be released within 30 days

[0](#) RFPs you're eligible for have due dates within 30 days

[14](#) RFPs with draft or submitted proposals

[2](#) RFPs with proposals determined eligible for award

Financials 3

[81](#) Contracts pending registration

[119](#) Active Budgets

[34](#) Budgets pending submission

[48](#) Budgets pending approval

[1](#) Budgets returned for revision

[1](#) Modifications and Updates pending submission

[3](#) Modifications and Updates pending approval

[0](#) Modifications and Updates returned for revision

[0](#) Invoices pending submission

[48](#) Invoices pending approval

[1](#) Invoices returned for revision

Documents Shared with your Organization

No organizations have shared documents with you at this time. This section will become active once an organization has granted you access to 1 or more documents.

If you'd like to grant Providers or NYC Agencies view-only access to your documents, you can do so from your [Document Vault](#).

NYC.ID Account Management

[Update your NYC.ID Name or Email.](#)

[Update your NYC.ID Password.](#)

[Update your NYC.ID Security Questions.](#)

PREQUALIFICATION APPLICATION

Eligibility is determined through a two-part prequalification Application.

Business Application

- Establish corporate identity
- Confirm annual regulatory filings
- Board structure and policies.

1 Box turns blue to indicate completion.

2 *Indicates required field.

Service Application

- Browse and search the Client and Community Services Catalog to select services
- Establish track record of service delivery.

3 Options to demonstrate service record:

- Contract/Grant
- Key Staff Resume
- Statement.

COMPETING FOR FUNDING

The NYC Procurement Roadmap is used to plan for RFPs across multiple Agencies.

NYC
HHS Accelerator

Organization Information | Document Vault | Applications | **Procurements** | Financials

Welcome: James Polk, R4 Test Org 12

Procurement Roadmap

The Procurement Roadmap displays the status of NYC Client and Community Services Procurements and allows you to filter on details such as your status, Agency and planned RFP release dates. You may also sort the list by each column.

Saved Provider Favorites are shared across your organization. You can update your organization's favorite Procurements by checking and unchecking Provider Favorites checkboxes and clicking the 'Save Updates to Provider Favorites' button.

Filter Items Save Updates to Provider Favorites Display Provider Favorites Only Procurements: 95 1 2 3 4 5 Next

Provider Favorites	Procurement Title	Agency	Procurement Status	Provider Status	Release Date	Proposal Due Date	Contract Date
<input type="checkbox"/>	AGN - HRA Procurement 1	HRA	Planned	Eligible to Propose	10/25/2013	10/24/2013	07/01/2014
<input checked="" type="checkbox"/>	AGN - DHS Procurement 5	DHS	Released	Eligible to Propose	10/28/2013	10/28/2013	01/07/2014
<input checked="" type="checkbox"/>	AGN - DHS Procurement 2	DHS	Planned	Eligible to Propose	10/29/2013	10/29/2013	07/01/2014
<input type="checkbox"/>	SmokeTest Procurement Do Not Delete	DFTA	Planned	Service App Required	12/20/2013	10/24/2013	12/20/2013
<input type="checkbox"/>	16 jan smoke test	ACS	Planned	Service App Required	01/18/2014	01/19/2014	01/17/2014
<input type="checkbox"/>	anish 2.3.0 UAT testing	DOC	Planned	Service App Required	01/30/2014	01/30/2014	01/30/2014
<input checked="" type="checkbox"/>	Proc 1	DOC	Planned	Service App Required	02/21/2014	02/15/2014	02/23/2014
<input checked="" type="checkbox"/>	DOCGuard	DOC	Released	Service App Required	02/22/2014	02/23/2014	06/01/2014
<input type="checkbox"/>	OST Middle School Expansion: District 02	DYCD	Released	Eligible to Propose	03/14/2014	03/14/2014	07/01/2014
<input type="checkbox"/>	AGN - Proc ACS CT 2014	ACS	Planned	Eligible to Propose	03/19/2014	03/19/2014	07/01/2014

Click
"Procurement
Title" links to
display details.

- Plan for upcoming procurements, some listed months in advance of anticipated release date.
- Check your organization's status for each procurement
- Manage multiple proposals for one or more procurements. Prioritize work based on key dates.

The system displays basic information in the Procurement Summary. Important dates to note are the Pre-Proposal Conference and Proposal Due Date.

Review summary information on the "Procurement Summary" tab.

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NYC
HHS Accelerator

Organization Information | Document Vault | Applications | **Procurements** | Financials

Welcome: Jennifer Sorol, HASACCELERATOR_SUPPORT@NYC

Procurement: Cornerstone Program

Procurement Summary | Services and Providers | RFP Documents | Proposal Summary

Procurement Status: Released
Provider Status: Eligible to Propose

Procurement Summary

Basic Information

Procurement Title: Cornerstone Program
Agency: DYCD - Department of Youth and Community Development
Program Name: Cornerstone Community Centers
Agency Email Contact: RFPQUESTIONS@dycd.nyc.gov

Procurement Description:
The Department of Youth and Community Development (DYCD) Cornerstone program is a joint project of New York City Housing Authority (NYCHA) and DYCD whereby DYCD-funded programs serving youth and adults are located in NYCHA community centers. In 2010, DYCD established the first Cornerstones in 25 NYCHA developments. NYCHA community centers have always been a focal point for residents. Located in NYCHA developments, Cornerstones are ideal gateways through which participants of all ages can engage in activities, access multiple services, and build the community. The overall goal of the Cornerstone initiative is to create vibrant, multi-generational community centers that engage youth, families, and adults; are responsive to local needs; and improve quality of life and well-being of neighborhood residents.

DYCD is seeking appropriately qualified nonprofit organizations to operate innovative Cornerstone community center programs for youth and adults to be located in 94 NYCHA developments across New York City. Cornerstone Programs will provide holistic services that respond to the needs of residents and build on community assets.

* Is this an open-ended RFP?: No
Estimated No. of Contracts: 94
Estimated Procurement Value (\$): 116,472,075.00
Link to Concept Report:

Procurement Dates

RFP Release Date: 09/22/2015
Pre-Proposal Conference Date:
Proposal Due Date: 11/05/2015 02:00 PM

Contract Dates

Contract Start Date: 07/01/2016
Contract End Date: 06/30/2019

Next

The screenshot shows the NYC HHS Accelerator Procurement portal. The top navigation bar includes 'Organization Information', 'Document Vault', 'Applications', 'Procurements' (highlighted), and 'Financials'. A 'Welcome' message identifies the user as 'Manager T Org-One, Provider TST Org 1'. The main content area is titled 'Procurement: Supportive Employment Shelter' and features four tabs: 'Procurement Summary', 'Services and Providers' (highlighted in green), 'RFP Documents', and 'Proposal Summary'. The 'Procurement Status' is 'Released' and the 'Provider Status' is 'Eligible to Propose'. The 'Services and Providers' section includes a help icon and explanatory text: 'In order to view and to submit a proposal for the RFP when it is released, your organization must have an approved Service Application for one or all (see gray bar below Selected Services) of the Selected Services listed. Providers who are currently eligible to propose are also listed for your reference. You may use the drop-down menu to modify the list of providers by Service. Please click [here](#) to complete and submit a Service Application if your Provider Status is 'Service App Required' and you wish to receive this RFP upon release. Please click [here](#) to view the full Client and Community Services Catalog.' Below this is a 'Selected Services' section with a scrollable list: 'Shelter;', 'Homelessness Prevention;', 'Case Management;', 'Job Placement Services;', 'Job/Vocational Training;', and 'Work Readiness;'. A note states 'Providers are required to be approved for at least one of the selected services.' A filter dropdown is set to 'ANY of the services' and shows 'Approved Providers: 20'. The provider list includes 'Agency TST Org 1', 'Agency TST Org 2', and 'HHS Test Provider 1'.

Review the list of **“Selected Services.”** You must be prequalified for at least one of the selected services in order to be eligible to propose.



This section displays the Request for Proposals (RFP) and other relevant documents.

The screenshot shows the NYC HHS Accelerator Procurement interface. The 'Procurements' tab is selected, and the specific procurement is 'Supportive Employment Shelter'. The 'RFP Documents' sub-tab is active, displaying a table of documents. A callout bubble with the number '4' points to the 'RFP Documents' sub-tab.

Document Name	Document Type	Last Modified Date
Supportive Employment Shelter	Request for Proposals (RFP)	08/26/2013
Scope of Work	Workscope Template	09/16/2013

Review all documents in the “RFP Documents” tab before submitting a proposal.

- The content of this tab is not visible if a procurement is in Planned status or none of the required services were approved for your organization.

The screenshot shows the NYC HHS Accelerator web application interface. At the top, there is a navigation menu with tabs for Organization Information, Document Vault, Applications, Procurements (which is highlighted), and Financials. A user welcome message reads "Welcome: Manager T Org-One, Provider TST Org 1". The main heading is "Procurement: Supportive Employment Shelter" with an "Exit Procurement" link. Below this are four buttons: Procurement Summary, Services and Providers, RFP Documents, and Proposal Summary (which is highlighted in green). To the right, it shows "Procurement Status: Released" and "Provider Status: Eligible to Propose". The "Proposal Summary" section contains a green message box stating "You're eligible to submit a proposal to this RFP. Use the section below to manage your Proposal(s)." and a "Proposal Due Date : 08/28/2013 02:00 PM". Below this is a table with columns: Proposal Title, Evaluation Score, Rank, Status, Last Modified, Last Modified By, and Actions. The table currently contains the text "No Proposals have been added."

Click "Add New Proposal" to begin your response to the RFP.

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+ Add New Proposal

Review the Proposal Submission Instructions in the RFP documents for definitions, details about competition pools, and how to respond to custom questions.

The Proposal Details tab includes Basic Information, Provider Contact, Service Units and Questions Sections. Enter information for all required "Proposal Details" fields.

Click "+Add Site" to enter the location where your program will be implemented.

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NYC
HHS Accelerator

Organization Information | Document Vault | Applications | **Procurements** | Financials

Text Size: A A A

Welcome: Cthree PO, TST Provider C

Procurement: SBS Proc 7

Procurement Summary | Services and Providers | RFP Documents | **Proposal Summary**

Proposal Details | Proposal Documents | Submit Proposal

Proposal Status: Draft

Proposal Details: Ueber Proposal

Please enter requested information in the sections below.
* Indicates required fields

Basic Information

* Proposal Title: Ueber Proposal

* Competition Pool: One

Provider Contact

* Select a member from your organization: Cthree PO

Name: Cthree PO

Office Title: Board Chair / President

Email Address: c3po@mailinator.com

Phone: 212-999-5137

Service Unit

* Total Number of Service Units: 15

* Total Funding Request(\$): 2,500,000.00

* Cost per Service Unit(\$/unit): 166,666.67

Questions

* How will you fulfill your plan? abcdefg

* Why will you succeed? lmnop

Service Site Information

Please enter an address for each site where your organization proposes to deliver services.

+ Add Site

Site Name	Address 1	Address 2	City	State	Zip Code	Action
Makizushi	1 Kuromachi		Narashino-shi	NY	11201	I need to...

Save Save & Next

Make sure to select the correct Competition Pool where multiple pools exist.

Review the Proposal Submission Instructions in the RFP for what is required to upload in each line.

NYC HHS Accelerator

Organization Information | Document Vault | Applications | **Procurements** | Financials

Welcome: Manager T Org-One, Provider TST Org 1

Procurement: Supportive Employment Shelter

Procurement Summary | Services and Providers | RFP Documents | **Proposal Summary**

Proposal Details | **Proposal Documents** | Submit Proposal

Proposal Status: Draft

Proposal Documents: Proposal 1

Use this section to upload Proposal documents. You may select documents already stored in your Document Vault or upload new ones. You will not be able to submit your Proposal unless all required documents are uploaded.

Required Documents

Document Name	Document Type	Status	Last Modified	Last Modified By	Actions
N/A	Proposal	Not Started	N/A	N/A	I need to... Upload Document Select Document from Vault
N/A	Certificate of Insurance	Not Started	N/A	N/A	I need to...
N/A	Certificate of Occupancy	Not Started	N/A	N/A	I need to...

Optional Documents

Document Name	Document Type	Status	Last Modified	Last Modified By	Actions
No optional documents were selected for this procurement.					

Back Next

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Upload all the "Required Documents" by using the Actions drop-down list.

Once you have reviewed all the documents and details, you may submit your proposal.

- **Reminder:** Only Level 2 users can submit proposals.
- **Reminder:** Proposals are due at 2 pm on the date specified in the RFP.

The screenshot shows the NYC HHS Accelerator Procurement portal. The user is logged in as 'Manager T Org-One, Provider TST Org 1'. The current procurement is 'Supportive Employment Shelter'. The 'Submit Proposal' button is highlighted in green. Below the navigation tabs, there is a 'Submit Proposal' section with a 'Submit Proposal' button. The user is prompted to review terms and conditions and enter their User Name and Password to submit the proposal. There are two checkboxes for acknowledgment of terms and conditions, and input fields for User Name and Password. A green 'Submit Proposal' button is at the bottom right.

Enter your “User Name” and “Password” and click “Submit Proposal.”

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Once your proposal has been submitted, your organization's status will change from Draft to Submitted Proposal.

The screenshot displays the 'Procurement' section of the NYC HHS Accelerator portal. The navigation menu includes 'Organization Information', 'Document Vault', 'Applications', 'Procurements', and 'Financials'. The current page is titled 'Procurement: Procurement ACS CT2'. A green button labeled 'Proposal Summary' is highlighted. A notification bar at the top of the main content area states: 'Your proposal Untitled Proposal was successfully submitted.' Below this, a table lists the proposal details:

Proposal Title	Competition Pool	Status	Last Modified	Last Modified By	Actions
Untitled Proposal	Procurement ACS CT2	Submitted	07/29/2015	Ryan Smith	I need to... View Proposal Details View Proposal Documents Retract Proposal

- After submission, you may use the “Actions” drop-down to view or retract your proposal to make changes.
- Complete all changes and resubmit by the proposal due date and time.



Providers

All provider materials and training registration can be accessed from the HHS Accelerator Website: nyc.gov/hhsaccelerator

Resources

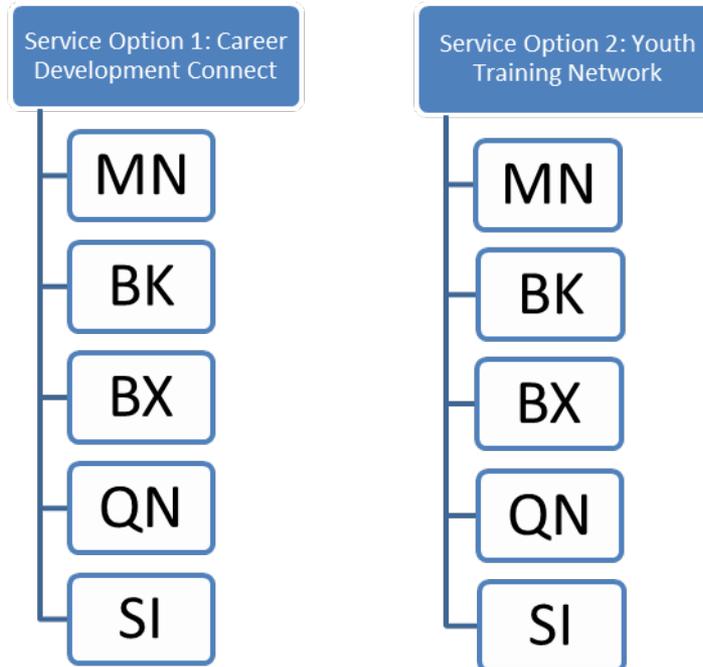
- Help Desk
- Newsletters
- Videos
- Trainings
- Guides
- FAQ.

Goals

- Provide work readiness, academic and occupational skills
- Connect youth to career pathways that bridge education, training and in-demand credentials
- Use youth development principles to support youth and address barriers to employment
- Place youth in employment, education, or advanced training

Structure

- Two service options with five separate competitions (one per borough) within each option
- a total of 24 contracts anticipated



Service Option 1 – Career Development Connect

- Contractor will provide:
 - Basic skills and HSE preparation
 - Training leading to one of the following credentials:
 - Customer Service and Sales (Nat'l Retail Federation Foundation)
 - ServSafe (Nat'l Restaurant Assoc.)
 - Microsoft Office User Specialist (Microsoft)
 - NY State Commercial Driver License

Service Option 1, continued

- Contractor will provide:
 - Supportive services
 - Work-based learning experiences
 - Referral of 50% of participants for enrollment in advanced occupational training
 - Healthcare, IT, construction, culinary arts anticipated
 - Placement in unsubsidized employment, postsecondary education, advanced occupational training, or the military

Service Option 2 – Youth Training Network

- Advanced training defined up front
- 15% of youth enrolled will receive bridge programming to help them reach the optimal skill levels needed

Service Option 2 – continued

- Contractor will provide:
 - Basic skills and HSE preparation
 - Training in an area proposed by the contractor
 - Supportive services
 - Work-based learning experiences
 - Placement in unsubsidized employment, postsecondary education, advanced occupational training, or the military

Participant Eligibility

- Out of school
- Has a barrier to employment
- New York City resident
- 16 – 24 years of age

Outcomes

- Placement in employment, education or training: The percentage of participants who are in education or training services, or in unsubsidized employment during the second quarter after exit from the program.
- Retention in employment, education or training: The percentage of participants who are in education or training services, or in unsubsidized employment during fourth quarter after exit from the program.
- Earnings after entry into unsubsidized employment: The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.
- Credential rate: The percentage of participants who obtain a recognized postsecondary credential, secondary school diploma or equivalent during participation or within one year after program exit.
- In program skills gain: The percentage of participants who during a program year are in education that leads to a recognized postsecondary credential or employment and who are achieving measurable gains toward those goals.
- Effectiveness in Serving Employers: Measure to be determined.

Administration

- All 14 program elements must be made available directly or through linkages (pp. 14-15 of RFP)
- Must adhere to all local, state and federal nondiscrimination provisions
- Must use DYCD data and fiscal systems for reporting (Capricorn and PBMFR)
- Must keep hard copy case file on each participant
- ****NOTE** – final WIOA regulations expected in early 2016

POST AWARD REQUIREMENTS

- Public Assistance Hiring Commitment Rider
- General Information and Regulatory Requirements
- Notice for Proposer Subcontractor Compliance

IMPORTANT INFORMATION

DYCD encourages MWBE participation and recommends the utilization of certified MWBEs

Transcript, presentation and attendance rosters will be posted to DYCD website for viewing

HRA is present with materials to discuss the PA Rider

Questions?

RFPquestions@dycd.nyc.gov