

June 14, 2013

Robert Doar
Commissioner

Roy A. Esnard
General Counsel

Vincent Pullo
Agency Chief
Contracting Officer

RE: Addendum # 2 to the Request for
Proposals for Non-Residential
Domestic Violence Services
PIN: 06912H075100
EPIN: 09610P0017

Dear Prospective Proposer:

180 Water Street
New York, NY 10038
212 331 3434

The Human Resources Administration (“HRA”) appreciates your interest in the Request for Proposals (“RFP”) for Non-Residential Domestic Violence Services issued on May 3, 2013.

Please find attached Addendum # 2 for the above-referenced RFP. Addendum # 2 contains:

- **Changes to the Non-Residential Domestic Violence Services RFP:** HRA made revisions to the RFP, and has released the revisions as Attachment A, and B to this Addendum. **All new language is bolded and underlined. Language that is crossed out is being deleted from the RFP.**
- **Attachment A:** Attachment A contains revisions to the RFP.
- **Attachment B:** Attachment B contains revisions to Attachment B-2 and B-3 of the RFP. Attachment B-2 of the RFP has been renamed B-2R. Attachment B-3 of the RFP has been renamed B-3R.
- **Attachment C:** Attachment C contains answers to questions received subsequent to the Pre-Proposal Conference and submitted in writing to HRA. No other questions will be accepted
- **Attachment D:** Attachment D contains a list of the Back to Work vendors.
- **Attachment E:** Attachment E contains the Sign-In sheets for the Pre-Proposal Conference attendees.

Please acknowledge your receipt of Addendum # 2 by listing it on the Acknowledgement of Addenda (Attachment C of the RFP package) and include it in your proposal submission.

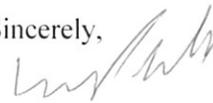
The deadline for submission of proposals is **Thursday, July 11, 2013 at 2:00 P.M.**

Proposers are reminded that they must deliver their proposals by **July 11, 2013 at 2:00 P.M.**
to:

NYC Human Resources Administration
Office of Contracts
180 Water Street, 14th Floor,
New York, NY 10038

Proposals received at this location after the proposal due date and time are late and shall not be accepted by the Agency, except as provided under the New York City Procurement Policy Board Rules.

Sincerely,



Vincent Pullo

ATTACHMENT A
Revisions to the Non-Residential Domestic Violence Services RFP

**Addendum #2
REQUEST FOR PROPOSALS
For
NON-RESIDENTIAL DOMESTIC VIOLENCE SERVICES
PIN: 06912H075100 EPIN: 09610P0017**

Please be advised that the subject RFP is revised as described below. All new language is bolded and underlined. Language that is crossed out is being deleted from the RFP. The affected language is organized by Sections below.

Page 3

SECTION III- SCOPE OF SERVICES

B. Agency Assumptions Regarding Contractor Approach for All Service Areas

3. Safety and Stability

The contractor(s) would:

- ~~Include teens in core service provision, as well as educate teens about healthy relationships.~~
Educate teens about healthy relationships and potentially include teens in the core service provision.

Page 5

SECTION II- SUMMARY OF THE REQUEST FOR PROPOSALS

B. Service Areas

Service Area 5: Core Services in Staten Island: One organization will be selected to provide all core services for the entire borough of Staten Island. The minimum monthly caseload is 450 **250** clients.

In the case that a proposer is eligible for more than one contract award, the Agency reserves the right to determine, based on the proposer's demonstrated organizational capability and the best interest of the City, respectively, which service option and service area the proposer will be awarded a contract. **~~Only one contract will be awarded for this entire solicitation.~~**

Page 8

SECTION III: SCOPE OF SERVICES

B. Agency Assumptions Regarding Contractor Approach for All Service Areas

2. Staffing Requirements

Supervisors for direct service staff must be a ~~licensed clinical master of social work (LCMSW)~~. **licensed clinical social worker (LCSW) or a licensed master social worker (LMSW). Additional staffing requirements include a staff person dedicated to the activities listed under economic empowerment.**

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SECTION IV: FORMAT AND CONTENT OF THE PROPOSAL

B. Proposal Package Contents (“Checklist”)

1. A sealed inner envelope labeled “Program Proposal”, containing one original set and ~~five~~ **six** duplicate sets of the documents listed below in the following order:

ATTACHMENT B

Revisions to Attachments B-1 and B-2 of the Non-Residential Domestic Violence Services RFP

ATTACHMENT B-2R

BUDGET PROPOSAL FORM

Non-Residential Domestic Violence Services RFP

PIN: 06912H075100 EPIN: 09610P0017

Service Area: _____

Proposer's Name: _____

# of FTEs	Job Title	Average Annual Salary	In-Kind Cost (25%)		* <u>Annual Cost to Contract</u>
			Cash	Non-Cash	
		\$	\$		\$
Sub-Total			\$	\$	\$
Fringe (X %)					\$
Total Personnel Services (PS) Budget Request					\$

***It's expected that the annual budget amount will be the same or lower for each year of the contract.**

ATTACHMENT B-3R

PRICE PROPOSAL FORM

Non-Residential Domestic Violence Services RFP

PIN: 06912H075100 EPIN: 09610P0017

Service Area: _____

Proposer's Name: _____

OTPS Expense	In Kind (25%)		* <u>Annual</u> Cost to Contract
	Cash	Non-Cash	
Rental/Utility Assistance to Clients	\$		\$
Indirect Cost	\$		\$
Contracted Cost	\$		\$
Rent	\$		\$
Utilities	\$		\$
Telephone	\$		\$
Printing	\$		\$
Supplies	\$		\$
Equipment Purchase	\$		\$
Equipment Rental	\$		\$
Maintenance	\$		\$
Insurance	\$		\$
Travel	\$		\$
Postage	\$		\$
Other OTPS Cost (identify)	\$		\$
Total Other Than Personnel Services (OTPS) Budget Request	\$		\$

***It's expected that the annual budget amount will be the same or lower for each year of the contract.**

ATTACHMENT C
Answers to Questions, Submitted to HRA in Writing

Addendum # 2
REQUEST FOR PROPOSALS
For
NON-RESIDENTIAL DOMESTIC VIOLENCE SERVICE
PIN: 06912H075100/EPIN: 09610P0017

QUESTIONS & ANSWERS

Question 1. The RFP states the “preferably, the program director will have achieved a Master in Social Work (MSW).” Is it equally as preferable if the program director has a PhD in Psychology?

Answer: HRA would prefer that the program director have an MSW, however a proposer can propose someone who is not an MSW if it is consistent with its program model. Please note that you should propose staffing that is consistent with your program model, and consistent with the requirements in the RFP. In addition if the program director is not an LCSW or LMSW, then the supervisors for direct staff must be an LCSW or an LMSW.

Question 2. The RFP states that supervisors for direct service staff must be a licensed clinical master of social work (LCMSW). If the supervisor is a licensed psychologist does that meet this staffing requirement?

Answer: If the program director is not a LCSW or LMSW, then the immediate supervisor of the staff that directly serves clients must be a LCSW or LMSW.

Question 3. Do the outreach and education activities count toward the 450 active service cases on a monthly basis? For example, if you gave a presentation to 50 teenagers on domestic violence, does that 50 count go toward the monthly active cases served?

Answer: The “active service cases” comprise a caseload of clients who will be receiving ongoing services. A client is considered to be an active case when he or she has undergone the intake process and has identified needs to be addressed. In order to remain active, clients must receive services every 60 days. The outreach and education activities are a way of securing clients, however, the audience is not considered part of the caseload, or as active service cases.

Question 4. Will current Non-Res extension contracts through September 30, 2014 be honored in their entirety?

Answer: The current contracts will be in place until this solicitation process is complete.

Question 5. On Page 4, 4th paragraph it states, “The economic empowerment will in turn ensure that the family is able to maintain their permanent housing”. Can you please expand on this? What is the definition of “ensure” and how is that measured?

Answer: The holistic approach to domestic violence service delivery is described in Section II of the RFP. While each of the components assists with family stability, economic empowerment directly influences housing stability. The performance measures have not yet been established.

Question 6. Can an agency theoretically be awarded a full grant (i.e. either core or core/legal) and also be the subcontractor on another grant where a sister agency is the lead?

Answer: Yes, however, the technical program proposal must be clear that the core services are not subcontracted.

Question 7. If subcontracting is allowable under this grant, is there a monetary cap for subcontracted services?

Answer: There is no cap for subcontracted services. Please note that greater consideration will be given to proposers that propose more competitive prices in combination with a high quality program. In addition, it is not permissible to subcontract core services.

Question 8. What department will be reviewing the proposals? And when can we expect a final decision?

Answer: An evaluation committee will be reviewing the proposals. For more information please read Section V: Proposal Evaluation and Contract Award Procedures. The anticipated contract start date is October 1, 2014.

Question 9. Aside from preference with FJC co-locating, what if any specific borough criteria may be considered for core/legal awards? Does an agency need the 6 years of core/legal experience in a particular catchment area?

Answer: On page 16, the RFP states that “greater consideration will be given to proposers that provide services on location at a Family Justice Center”. This does not necessarily mean that the primary location for services must be in a Family Justice Center. All agency assumptions for achieving the goals and objectives are included under part B of Section III. Experience will be considered based on service delivery, not geographic location. There are no additional assumptions.

Question 10. Does Teen population have to be a part of core or core/legal? Does strong linkages and relationships with sister agencies in order to provide referral and services satisfy this requirement? Is there an expectation of minimum numbers pertaining to teen only?

Answer: Page 3: Section III (B) (3): Bullet 6 has been changed through this addendum to read “Educate teens about healthy relationships and potentially include teens in the core service provision.” Please note that serving teens is encouraged, but not required.

Question 11. When defining “teens” is HRA (Social Services Regulations) still defining teen as 16 and over?

Answer: The regulations define a domestic violence victim as being 16 and over, however not all clients have to meet the definition of domestic violence. The applicable regulations state that at least 70% of the caseload must be domestic violence victims. Therefore, teens that are 13 and over can still be part of the caseload.

Question 12. Please define “job development”. Seems more like self-sufficiency coordinator or is it asking to in-house the program where individuals are directly placed in employment?

Answer: The RFP states that the proposal must include a staff member dedicated to activities listed under economic empowerment. The proposal should include a full description of the role of this staff member and how this role fits into the economic empowerment component.

Question 13. Please clarify LCMSW? Do you mean a requirement of LCSW or can the director of direct services be an LMSW? Currently, NYS has extended its waiver in order to allow MSW’s and BSW’s to be directly supervised by LMSW’s as long as they are not diagnosing or treating. If so, does a program need a full-time LCSW or can part time for direct supervision suffice with LMSW being ostensibly a task manager. In addition, for those programs currently providing non-residential services over 6 years with LMSW in the lead, will there be an allowance for this continuation?

Answer: Please note the change in Section III, B2 that was made as part of this addendum regarding the term “LCMSW.” The staffing must be justified within the context of the proposal program model. For example, if a program model includes clinical elements, then a LCSW could be justified. If the program director is not a LCSW or LMSW, then the immediate supervisor of the employees who directly serve clients must be a LCSW or LMSW.

Question 14. Please define expectation regarding “housing assistance” and “homelessness prevention services”.

Answer: Housing assistance is support offered to families who are not in a stable housing situation. Homelessness prevention services include, but are not limited to, assistance with housing court, referrals to other non-profits that conduct homelessness prevention activities.

Question 15. Please define “design an employment program”. Define expectation regarding “aspirations to the requirements of available jobs based on various industry forecasts and specific needs of employers”. In other words are strong linkages and referrals sufficient or a specified employee with job placement skills.

Answer: Based on the agency goals and objectives, and the agency assumptions outlined in the RFP, proposals should describe an employment program that would best meet the needs of the target population. The skills of the dedicated employee that will implement this program should match the requirements of the proposed program.

Question 16. What is considered extensive experience in job development and economic empowerment?

Answer: When writing your proposal, please include the amount of experience for the proposed staff person. Please note that preference will be given to staff with more experience.

Question 17. Can HRA provide a list of Back to Work vendors?

Answer: The list is included as part of this Addendum.

Question 18. What is needed from a Reference Letter?

Answer: The reference letters should support the organization’s successful experience in providing relevant services.

Question 19. “Performance Based Structure” paragraph is rather confusing. Can you please explain in its entirety with emphasis on Incentives/Disincentives?

Answer: Under the performance based structure, discussed Section III Part C, page 12, 25% of the contract amount will be subject to meeting certain performance measures. These measures will be established during contract negotiations.

Question 20. For Core/Legal Multi-Borough, is there a stated expectation of how numbers should be divided? Is it evenly among boroughs or evenly between core/legal per borough?

Answer: There is no stated expectation on the number of clients to be served in each borough. The proposal states the minimum caseload and the boroughs to be served. Be sure to describe how the minimum caseload will be achieved in your proposal.

Question 21. Is there an expectation that money will be equally divided among all 9 contracts?

Answer: Not necessarily. The amount of the contract award will be based on the price proposal and on the estimated number of clients at the time of selection.

Question 22. There are several places where it says that proposers should link with other agencies. However, in the proposal checklist, it does not say that we should include linkage agreements. Can and should we include linkage agreements?

Answer: The proposal checklist is a general checklist included for you to use as a tool when assembling your final package. HRA requires documentation, at minimum a letter of partnership, for proposals which include a sub-contract.

Linkage agreements are not required but are strongly encouraged. However, if there are linkages to be established, please be sure to include examples of the agencies that staff would link to, and the purpose for which you would link to them. Please include the details of the linkage, including the referral process in your proposal. If a proposer has linkages, the proposer should include linkage letters as part of its program proposal.

Question 23. Can we include supporting documents or news articles with our proposal narrative?

Answer: The proposer can include any information it deems relevant to make its proposal as strong as possible. The narrative should stand alone as a comprehensive response to the information requested in Section IV. Please include in your response, documents that are relevant to the information that is requested in the RFP.

Question 24. It says that proposers should “Initiate linkages with other community agencies or directly provide employment resources available to clients such as pre-employment, job placement and work retention services. For example, establish linkages with the Workforce 1 Career Centers.” However, it also says that we would have a dedicated staff person who would compare clients’ needs and abilities to available jobs. So I am unclear whether this person would have to provide employment services or if we could develop linkages with employment providers who would provide these services.

Answer: Page 8, Staffing Requirements, has been updated through this Addendum to include the staff person dedicated to the economic empowerment component.

The “job developer” function is described on pages 10 and 11 of the RFP. The requirement is that the proposal includes a “dedicated staff person” to coordinate an employment program. The job developer’s role could include, but is not limited to all of the above. Please also refer to the answer to question 22.

Question 25. It says that Supervisors for direct service staff must be a licensed clinical master of social work (LCMSW). By LCMSW do you mean LMSW or LCSW?

Answer: This should read licensed clinical social worker (LCSW) or licensed master social worker (LMSW). This change has been made to the RFP through this Addendum.

Question 26. Can a provider of core services partner or subcontract with a legal service provider to apply under Service areas 5 or 6, Legal and Core Services?

Answer: According to Part 462 of the OCFS regulations (included in the RFP) core services cannot be subcontracted. Any other service can be subcontracted.

Question 27. If we are applying under Service Area 1, core services, but we also happen to provide legal services to clients who need it either directly or from information that lawyers give to social workers that they pass on to their clients, can we discuss our legal services in our narrative as this is part of our assistance to clients.

Answer: The program proposal should address each of the applicable areas outlined in Section IV of the RFP.

Question 28. What constitutes an active case?

Answer: A client is considered to be an active case when they have undergone the intake process and have identified needs to be addressed. In order to remain active, clients must receive services every 60 days. Please also refer to the answer to question 3.

Question 29. Can you please clarify, if one proposer seems most qualified in several different service areas, can they receive one contract covering 2 or more service areas, or are you limiting each agency to a final contract in only one service area?

Answer: Proposers may propose to serve more than one service area. However, a separate and complete proposal must be submitted for each service option and service area being proposed. In the case that a proposer is eligible for more than one contract award, the Agency reserves the right to determine, based on the

proposer's demonstrated organizational capability and the best interest of the City, respectively, which service option and service area the proposer will be awarded a contract. Please refer to the revision that was made in the RFP through this addendum.

Question 30. Why are there service areas for core service providers and separate ones for legal + core? Does that mean that there would be 2 core providers in each borough?

Answer: There will be one core provider for each borough; one legal/core provider for Manhattan and the Bronx, and one legal/core provider for Queens, Brooklyn and Staten Island. All non-residential programs must provide core services.

Question 31. Why are the required caseloads the same for all boroughs? Shouldn't they be scaled to borough population, e.g. Staten Island having the same caseload as Brooklyn or Queens?

Answer: HRA has reviewed the required caseloads and have reduced the Staten Island caseload from 450 a month to 250 a month and have revised the RFP through this Addendum.

Question 32. Are there specific amounts being allocated to each service area or will you make the determination based on the price proposals received?

Answer: The amount of the contract award will be based on the price proposal and the estimated number of clients at the time of vendor selections. Greater consideration will be given to proposers that propose more competitive prices in combination with a high quality program.

Question 33. Can an agency apply as a lead contractor in one service area and be a subcontractor on another provider's application for another service area?

Answer: Yes. However, please note that the program proposal must be clear that the core services are not subcontracted. Please also refer to the answer to question 6.

Question 34. How do the required caseload numbers split for service areas including several boroughs (i.e. 175 each for Bronx and 175 for Manhattan = 350 monthly)?

Answer: There is no stated expectation on the number of clients to be served in each borough. Section II (B) of the RFP states the minimum caseload and the boroughs to be served.

Question 35. For caseload of 350 clients engaged in legal services, would that include legal advice/helpline, etc. or only active representation?

Answer: The caseload includes cases in active service status. Please see the answers to question 3 and 28 for clarification regarding what an “active case” is.

Question 36. If you only consider the 350 caseload to be clients represented in court, is each person a case or is each case one case (e.g. many clients have multiple complex cases)?

Answer: The caseload includes individuals (cases) in active service status. Please see the answers to question 3 and 28 for clarification regarding what an “active case” is.

Question 37. What age of teen, is the organization expected to serve, without parental involvement in services?

Answer: The definition of “victim of domestic violence” is found in Section 462.2(d) of the New York State Regulations. This definition should offer some guidance to this question. Proposers planning to serve teens should include how parents will be involved in the service delivery as appropriate based on the New York social

work standards as well as other applicable New York State laws. Please also see the answer to question 11.

Question 38. Given that all DV shelters discharge to all boroughs, does a City-Wide organization have to link to all shelters in NYC?

Answer: HRA is encouraging strong linkages to domestic violence shelters. Proposals should describe how a linkage will be established and maintained in order to create a seamless transition from shelter-based counseling and support services to the community-based counseling and support services.

Question 39. Can you elaborate on the 25% in kind services? What are the expectations?

Answer: In kind services are additional resources that support the program, but are not considered to be part of the funding awarded through the contract. For example in kind services can include staff time for staff members who are not directly funded through this contract.

Question 40. Please explain non-core services?

Answer: The proposal should include a description of how the proposer will offer the core services, as outlined in the RFP. Non-core services are anything other than core services, for example, the economic empowerment component, the housing support component and, if applying for service areas 6 and 7, legal services.

Question 41. What are the maximum funds of indirect cost?

Answer: There was no maximum stated in the proposal or the price proposal. Please note that greater consideration will be given to proposers that propose more competitive prices in combination with a high quality program.

Question 42. The RFP states you need a LMSW for core services and a LCSW for core/legal services, what is the difference?

Answer: LMSW or LCSW should be selected depending on the proposed service delivery model. Please note the change made to this RFP through this addendum, and see the answers to questions 1 and 13.

Question 43. Will we receive the forms in writable format?

Answer Unfortunately, these forms are not available in fillable format.

Question 44. Do reference letters come from funders and partners/linkages? Please provide a distinction between partners and linkages.

Answer: Please review the specifics for linkages and references in the RFP. These sets of letters are for different purposes. All necessary information is included in Section II and III of the RFP.

Question 45. Is it 24hr hotline assistance for telephone assistance?

Answer: The hotline assistance is from 9-5 or regular working hours.

Question 46. Is there any alternative housing besides referrals to shelters?

Answer: Agency assumptions regarding housing stability are listed in Section III, Scope of Services in the RFP.

Question 47. Will proposers that provide services only on location at the Family Justice Centers be given greater consideration than proposers that provide services on location at the FJC and non-FJC locations?

Answer: Greater consideration will be given to proposers that provide services on location at the Family Justice Centers. At the same time HRA recognizes the value of community based service delivery. In addition please refer to the answer to question 9.

Question 48. Must linkages/letters of reference be originals? Are scanned and printed letters permissible?

Answer: HRA recommends originals be sent as part of your proposal package.

Question 49. Are we expected to work with teens/children under 16 years of age?

Answer: You have the option of servicing teens under 16 years of age. Please refer to the answers to question 10 and 11.

Question 50. Does the minimum monthly caseload refer to # of counseling clients or does it include clients served through telephone hotline assistance, community education, etc?

Answer: Please refer to the answer to question 3.

Question 51. Can you define cases in “active service status” if a client has received a one-time service, and requests no further service, how long are they considered in active service status?

Answer: Please refer to the answers to questions 3 and 28.

Question 52. The RFP lists education and outreach as a core service but is it correct to assume that an individual participating in an educational workshop will not count toward the minimum caseload? If this is correct, what are the expectations for education and outreach numbers?

Answer: Please refer to the answers to questions 3 and 28 for clarification regarding an “active case.” Service delivery expectations will be provided during contract negotiations.

Question 53. Our center’s monthly caseload is about 200-250, however we are considering having partners with other organizations as subcontractors and then the number of caseloads will increase to 400-450. Would this reduce the chance?

Answer: Your proposal should clearly describe how the proposed program will maintain the minimum caseload. Core services cannot be subcontracted.

Question 54. Is there any significance to the order of awards? Chance that all 9 awards may not be made?

Answer: The Agency anticipates that nine awards will be made. Please review “Basis of Award” for more information.

Question 55. In the RFP on page 15: Proposal Format/Under Experience- the RFP asks for “reference letters” but describes just 2 statement/contact information for a reference. Does HRA want two actual letters from our references?

Answer: Page 15 of the RFP states that the proposers should provide at least three (3) letters of reference. Actual letters need to be submitted with the proposal. Please refer to the answer to question 18.

Question 56. Does the employment coordinator have to be employed by the Agency? Can the services be subcontracted on provided through FJC partnership?

Answer: The dedicated staff member who will be implementing the economic empowerment component must be employed by the agency proposing the services. This information is found on page 10 of the RFP. Additional economic empowerment services can be subcontracted as long as they are not considered to be core services.

Question 57. Can you please include a list of bidder’s conference attendees in the addendum?

Answer: This list is included in this addendum.

Question 58. Is subcontracting or creating a consortium of organizations permitted?

Answer: Details about subcontracting are found on page 11 of the RFP. Also see the answer to questions 6, 26 and 33.

Question 59. What percentage is performance based?

Answer: 25% of total contract award will be tied to unit payments measured by outcomes.

Question 60. How do you qualify to provide services on location at Family Justice Center?

Answer: RFP Section IV (b) describes the location(s) at which services will be delivered.

Question 61. Where are Family Justice Centers located?

Answer: Please visit the Mayor's Office to Combat Domestic Violence website. The URL is: <http://www.nyc.gov/html/ocdv/html/fjc/fjc.shtml>.

Question 62. What is a Family Justice Center?

Answer: Please refer to the answer to question 61.

Question 63. Please describe the difference between a partnership, linkages and a reference for the purposes of the RFP?

Answer: A partnership refers to subcontracting relationship. A linkage can be proposed as part of the proposer's program model. A reference is someone who can speak about the proposer's prior work of qualification. Please refer to the

answer to question 44.

Question 64. What is entailed in a “comprehensive database”, does it need to include anything in addition to demographic information and core services?

Answer: On page 11, the RFP states that the contractor(s) would utilize a comprehensive case management database that will enable the program to track client services and link these services to an outcome, such as homelessness prevention, housing assistance, empowerment and financial development.

Question 65. What are “work supports”? (pg.7)

Answer: Work supports include but are not limited to job counseling, training programs and internships.

Question 66. Could proposers provide reference letters from City of New York employees?

Answer: No, reference letters cannot come from City of New York employees.

Question 67. How does this RFP differ from the Non-Residential Domestic Violence Services currently funded by the Department of Human Resources Administration?

Answer: There are two new program areas: Economic empowerment and Housing support. In addition, there are fewer providers serving higher caseloads than previously.

Question 68. Will all the service areas have equal amounts of funding available to them? Is there an anticipated ratio of funds available for each service area?

Answer: Please see answer to questions 32 and 41.

Question 69. Has the agency identified a preferred target unit rate per participant/client?

Answer: The cost per participant will be proposed by the proposers. Greater consideration will be given to proposers that propose more competitive prices in combination with a high quality program. Please also refer to the answer to question 32.

Question 70. Must all the agency goals and objectives outlined in Section III (A) be met for each client?

Answer: All of the services must be available for clients who identify a need for these services.

Question 71. Please provide additional explanation on the reporting requirements. Is it just providing numbers or will there be narrative components?

Answer: The reporting requirements will be finalized during contract negotiations.

Question 72. Please clarify, what is the expectation for numbers as described as “clients” in legal services vs. “cases” in core services?

Answer: The terms are interchangeable in this RFP.

Question 73. Please clarify the term “minimum monthly client”? Does it mean new clients? Or can that include existing clients? Also, is there any required ratio between new and existing clients per month?

Answer: The minimum monthly client refers to the active caseload, which includes existing clients. Please refer to the answers to questions 3 and 28.

Question 74. Can the client list overlap 100% for the core and legal service areas?

Answer: Yes, but they do not have to overlap 100%.

Question 75. Is there a required number of community outreach per month?

Answer: The RFP does not set out a required number; however, goals will be negotiated during program implementation.

Question 76. Can two programs with separate 501c3 apply together for one contract as one provider?

Answer: No. There must be one lead contractor and sub-contractor (s).

Question 77. A typical domestic violence client often has multiple legal cases pending in Court- e.g. child support, order of protection and custody. Does each of those cases count as a separate matter towards the 350 cases/clients required for the legal grant or must the 350 be individual clients, even if they are being assisted with multiple cases?

Answer: The RFP on page 5, under Service Areas 6 and 7, legal and core providers must serve 350 clients in the caseload. Please see the answers to questions 3, 28 and 72.

Question 78. If the lead applicant agency provides supervision to social workers or other staff in a subcontracting agency, can the lead agency count the core services done by staff in the subcontracting agency that the lead agency supervised?

Answer: The lead agency must provide core services. Pursuant to section 462.4 of the OCFS regulations, service requirements “a not-for-profit organization pursuant to a purchase of services contract with a social services district must provide all of the core services directly on a daily basis”.

Question 79. If a subcontracting agency performs core services, even though it cannot be counted towards the grant deliverables, can it still be reported to show holistic service provision?

Answer: The program model proposed must fit the agency assumptions as well as the State regulations.

Question 80. Since Staten Island does not have an FJC, will agencies that participate in the DIVERT program be given the same preference as agencies in the FJC's in the other boroughs?

Answer: Since there is no Family Justice Center in Staten Island, proposers for that service area cannot be offered greater consideration for participating in such a program.

Question 81. The narrative portion of the proposals will be graded on both the Experience and Approach section. The Experience section asks for past experience providing the work described in Section III. The Approach section asks how we will provide the work described in Section III. In some cases our past experience is exactly the same as our plan going forward. Do we have to repeat our detailed description in both sections or in the Approach section can we say that we will provide safety planning to clients in the same manner that was described in the Experience section?

Answer: The program proposal is a clear and concise narrative that addresses each area. Please be sure to address each specific area fully.

Question 82. If a proposer applies for core services in Manhattan and core and legal services in Manhattan and the Bronx and we get a linkage agreement from a Manhattan social service agency to link our core services, can we use the original letter in our core application and make a copy for our core and legal application? Or do we need two original letters?

Answer: Please note that you need to submit a separate and complete proposal for each. Please review page 11 in the RFP. Proposers planning to subcontract with another agency must include a letter of partnership with details about the services to be subcontracted. Please note that core services cannot be subcontracted.

Question 83. Can we now serve families whose children have a disability, even if the adult victim does not have a disability?

Answer: Proposers should base the clients served on the agency assumptions regarding contractor approach as well as the regulations included in the RFP.

Question 84. Do we need reference letters from the Family Justice Centers?

Answer: No. The Family Justice Centers do not provide letters of reference.

Question 85. Can the Economic Empowerment and the Housing Support be the same person?

Answer: The RFP states that the proposal must include a staff member dedicated to activities listed under economic empowerment. The proposal should include a full description of the role of this staff member and how this role fits into the economic empowerment component.

Question 86. The RFP requires that we serve children, what age groups are we suppose to service?

Answer: Please note the change to the RFP page 3: Section III (B) (3) made through this addendum. Proposer are encouraged rather than required to serve teens. Serving children is considered an optional service under the regulations. All proposals should include a description of the target populations that will be served.

Questions 87. The RFP indicates a caseload of 450 clients. (At the moment, we have 100) because it is such a large increase, we were wondering what makes up the caseload? Is it 450 individual victims or if a women has four children, would that number be counted as 5? Because right now, our caseload averages about 25-28 clients per worker.

Answer: Please refer to the answer to questions 3 and 28.

Question 88. Are hotline calls included in the 450 caseload?

Answer: No they are not. Please refer to the answer to question 3.

Question 89. It was stated that in order for a client to be considered an “active case” and count toward the minimum caseload, there needs to be an intake completed. Is there a specific intake form or list of information to be collected in that intake? Is it correct to assume that intake is done with hotline callers and therefore hotline callers would become active cases?

Answer: There is no standard intake form. The proposer should develop its proposal in accordance with the agency assumptions set out in the RFP. Please refer to the answers to questions 3 and 28 for clarification regarding “active cases.”

Question 90. Assuming that some clients will receive very short-term services and others long-term services, should the cost per participant be an average?

Answer: Yes, the cost per participant should be an average.

Question 91. Is there any preference for numbers of clients receiving the different core services- i.e. hotline vs. counseling vs. information & referral?

Answer: All preferences are detailed in the RFP.

Question 92. In our proposal, we will obviously mention the number of active clients we will serve as this is a required number in each service area. However, it was stated that performance –based benchmarks (e.g. hotline, community education) will be negotiated after awards are given. So should we state in the proposal how many of hotline or community education numbers we plan to report per month?

Answer: You should include relevant information that shows how your approach meets the needs of the program set forth in the RFP.

Question 93. We have a counselor who is a LMHC (licensed mental health counselor). She has extensive experience working with domestic violence survivors (both adults and children) and victims of sexual assault. She does not have an MSW; can she work on this contract?

Answer: All staff must be justified within the context of the proposed program model. If the program director is not a LCSW or LMSW, then the immediate supervisor of the employees who directly serve clients must be a LCSW or LMSW.

Question 94. Should we be preparing a budget for each of the three years of the contract, or is HRA just expecting the first year's budget?

Answer: The price proposal forms should include the annual budget amount. It's expected that the annual budget amount will be the same or lower for each year of the contract.

Question 95. On page 8, Section B (2), it says "contractor would hire a program director who would administer the program." Does this have to be a new hire, or can we designate a program director from existing staff, based on their depth of experience working with non-residential clients?

Answer: The director of the program can be a current employee who meets the criteria in the RFP.

Question 96. In reading through the RFP, I see that we need to print the proposal narrative on two sides, but I see nothing about whether it should be single or double spaced and whether there is a specific typeface and font size to be used. Also, when may we expect to see Addendum 2?

Answer: All required format criteria are found in section IV of the RFP. Choosing a font and line spacing that makes the proposal easy to read is recommended.

Question 97 **Appendix B: Administrative directive 95-adm-2: non-residential domestic Violence services, was obviously written a long time ago. There are things in there that the program is required to do but are not mentioned in the first 24 pages of the RFP. Such as: Pg. 45 each program must maintain individual case records and program records. Do we have to address in the narrative things in Appendix A and B that aren't in the first 24 pages of the RFP or are those things just there in Appendix B to tell us what we will have to do if we get the contract?**

Answer Requirements in Appendix A and Appendix B are scope requirements and must be followed during the course of the resultant contracts. Proposers should take these requirements into account when writing their proposals.

ATTACHMENT D
List of Back to Work vendors

Back to Work Vendors

Federation Employment and Guidance Services, Inc
MAXIMUS Human Services
DB Grant Associates
America Works of New York, Inc
FEDCAP
Arbor E&T LLC d/b/a Rescare Workforce Services
Goodwill

ATTACHMENT E

Sign-In sheets for the pre-proposal conference attendees.

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 MAY 15, 2013

	PRINT COMPANY NAME	PRINT ADDRESS	TELEPHONE & FAX	PRINT CONTACT PERSON & E-MAIL ADDRESS	RFP PICK-UP	
					ON LINE	IN PERSON
1.	MFY Legal Services Inc	299 Broadway NY 10007	212-417-3700 212 417-3890	Dolores Schaefer dschaefer@mfy.org	✓	
2.	CRIME VICTIM SERVICES STEIN SENIOR CENTER	204 E. 23rd Street 2nd. FL. New York, NY. 10029	646-395-8083 646-395-8088	JANE BARRY jbarry@steinseniorcenter.org	✓	
3.	Domestic Violence KADU RACE THU	180 WATER ST NEW YORK, NY 10038	212-331-4529	ATHV4A@HAWK.GOV	✓	
4.	UTC - DVP	123 William St 16 th Fl NY, NY 10038	718-508-1246	Afullwood@urbanjustice.org	✓	✗
5.	New York Asian Women's Center	32 Broadway, 10 th FL NY NY 10004	212-732-0059 x105	Florence Mui fmui@nyawc.org	✓	
6.	BARRIER FREE LIVING	PO Box 20799 NY NY 10007	212 533-9358	Katie Webb katiwebb@bflny.org	✓	
7.	Safe Horizon	2 Lafayette St New York, NY 10007	212 577-3894	Barbara Martin bmartin@safehorizon.org	✓	
8.	African Redemp tion Alliance	1299 College Avenue, Bronx, NY 10456	347-758-7478	Bishop Emmanuel Adekunle eadekunle12@yahoo.com	✓	✓

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					ON LINE	IN PERSON
1.	HRA • EIS	180 Valentin Street NY, NY 10035	212-337-4598	Yee Cheryl Cheryl@hva.nyc.gov		✓
2.	The Healing Center	7304-5 th Ave pm B# 272 Brooklyn, NY 11209	718-238-5164 FX 718-238-3738 TX	A Clemente the healing center nyc.org Georgette Delmar georgette.de@hca.nyc.org	✓	
3.	Banner Free N Luney	270 E. 2nd St NY NY 10009	212-533-4359	Phillip Burgess phillip.burgess@citynyc.org	✓	
4.	SAFE HORIZON	2 LAFALETTE ST Brooklyn 10007	212-577-7750	Philip Burgess phillip.burgess@citynyc.org	✓	
5.	STEPS to end Violence	151 Lawrence St Brooklyn	646-315-7633	Triveccio Q egs@citynyc.org	✓	
6.	Rev. Aimee Okada	1143 Tinton Ave Brooklyn	347-737-7002	Moses Okada	✓	
7.	Addiction Research Treatment Corp.	22 Chapel St. Brooklyn NY 11201	718-260-2945	Peter Duda pduda@artchny.org	✓	
8.	Queens Legal Services	8900 Sutphin Blvd Suite 204 Jamaica NY 11435	347-592-2272	Jana Morace Jmorace@glsls-nyc.org	✓	

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					ON LINE	IN PERSON
1.	Urban Justice Center Domestic Violence Project	123 William St. 14th Fl NY NY 10038	646 602 5018	amovahedi@urbanjustice.org	✓	
2.	HELP USA/R.O.A.D.S	515 Blake Ave	718 922-7980	harrington@helpusa.org	✓	
3.	Violence Intervention Program NYANC	P.O. Box 1161 The Boroughs St. NY NY 10035	212-410-9080	c.gaston@vipnujeres.org	✓	
4.	NY Asian Women's Center	32 Broadway 10th Floor NY NY 10004	(212) 732-0054	Yasmeen Hamza yhamza@nyawc.org		
5.		32 Broadway 10th Floor NY 10004	212-732-0054	Fran Gau fgau@nyawc.org		
6.	URBAN RESOURCE INST	75 Broad St. #505 N.Y. NY 10004	646 588-0033 " " 0030	CELIA HAREWOOD charewood@uriny.org	✓	
7.	Violence Intervention Program Inc	P.O. Box 1161 New York, NY 10035	212-410-9080	lrobbes@vipnujeres.org	✓	
8.	Safety For Families	110 Wall St. 11th Fl NY 10005	212 349-6009 212 586 0344	Linda Lopez linda@sfthc.org	✓	

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1.	Sanctuary for Families	198 E 161st Street 2FL, Bx NY 10451	(718) 508-1232	Mikiiko Sawada msawada@stfn.org	✓	
2.	Queens Legal Services	8100 Sutphen Blvd. Suite 206 Jamaica 11435	317 572 2294	Stephanie Taylor staylor@els-ny.org	✓	
3.	East New York UrbanPath Corp	539 Alabama Ave BK 11207	(347) 770-9001	Nita J245@aol.com	✓	✓
4.	New York City Anti-Violence Project	240 W 35th St NY, NY 10001	212 714 1184 212-714-2627	cshugnedossantos @avp.org	✓	
5.	Sanctuary For Families	PO Box 1406 NY, NY 10228	(212) 349-6009 x264	behene@stfn.org	✓	
6.	Childrens Aid	150 E. 45th NYC 10015	212-884-4501C	kervynm@ childrensaidsociety.org	✓	
7.	Day One	11 50x 11 Park Pl NY, NY	212-566-8120	Dvirigilio@DayOne.org Diana Virgilio	✓	
8.	Catherine Social Services of NY	475 Riverside Drive NY NY 100	646-590-3594	Phumas@csny.org		✓

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1.	South Brooklyn Legal Services	105 Carra Sweet Brooklyn, NY 11201	718-237-5520 718-858-0733	Anna Maria Diamanti adiamanti@sbls.org	✓	
2.	NYC Anti-Violence Project	240 W. 35th St NY, NY 10001	212-714-1184 212-714-2627	Carla Smith csmith@avp.org	✓	
3.	Seamless for Families	1406 Wall St NY, NY 10268	212-379-6009	Diana Vogelbaum dvogelbaum@seamless.org	✓	R
4.	Legal Services NYC - Bronx	579 Courtlandt Ave. Bronx, NY 10451	718-928-3764 718-928-3764	Nanette Schorr nschorr@lsny.org	✓	
5.	Center Against DV	25 Chapel St #904, Bklyn 10304	718-254-9134 FX 718-254-9132	rsolomone centragainstdv.org	✓	
6.	Catholic Grand Society - Hrb	1011 1st Ave N.Y NY 10023	212-371-1000	← Stephens@Cgshb.org	✓	
7.	Diaspora Community Services	184 4th Ave. Bklyn, NY	718-399-0800	Saeed Dunston sdunston@diasporaservices.org	✓	
8.	LEGAL SERVICES NYC	40 Worth St. NY, NY 10013	(416) 412-3565	Antonio Arelada aarelada@lsnyc.org	✓	

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					ON LINE	IN PERSON
1.	STEPS	1968 2nd Ave NY NY 10029	646 715 7620	Adam Friedman afriedman@egscf.org	✓	
2.	HELP SOCIAL SERVICE CORPORATION	5 Hanover Sq 17th Fl. NY, NY 10004	212-400-7032 212-400-7005	Ronnie Silverman rsilverman@helpsa.org	✓	
3.	Staten Island Legal Services	36 Richmond Terrace, Ste 205 Staten Island, NY 10311	718-233-6480 -6473	Shelly Agarwala sagarwala@sibnyc.org	✓	
4.	SHALOM TASK FORCE	25 BROADWAY NY, NY	347-292-2124	KAY DOLD kdold@OLS-NYC.org	✓	
5.	Etienne Livingston	180 WATER ST. NY NY 10038	212-551-9583	contact@transnyc.org		
6.	Met Council	120 Broadway NY, NY	646-449-6173	SSMITH@metcouncil.org		
7.	Sanctuary for Families	PO Box 1406, Wall St New York, NY 10268	212 349 6009	SKlimczak@sfny.org	✓	
8.	SANCTUARY FOR FAMILIES	" " "	(212) 349-6009 FAX 6810	Jwyeth@sfny.org	✓	

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					ON LINE	IN PERSON
1.	Seaman's Society for children and Families	50 Bay Street Staten Island, NY 10301	718-447-7740	Paul S @ roots-wings.org	✓	
2.	Seaman's Society	50 Bay St SJ, N.Y. 10301	718-447-7740 x4226	gum.cambria@dfa.state.ny.us ginnac@roots-wings.org		✓
3.	Urban Justice Center	123 William St 16th Fl NY NY 10038	646 602 5610 212 533 4598(F)	mbigelow@urbanjustice.org	✓	SS
4.	HELP ROADS	5 Horner Square New York City NY	718 922-7810	(Seamore)@helproads.org	f	
5.	Lo Hi C. Powell	206 E 116 Th St	212 -	edward@vip.rugers.edu	✓	
6.	New York African Women's Center	32 Broadway, 10th floor	212-732-0054 x113 212-587-5731	jtkim@nywac.org		✓
7.	Safe Horizon	2 Lafayette St NYC 10007	(618) 834-7440 (646)	Llucollie@safehorizon.org		✓
8.	Urban Resource Institute	75 Broad St, 505 NY, NY 10004	588-0030	ntelds@urix.org	✓	

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					ON LINE	IN PERSON
1.	The Childrens • Aids Society	170 E 40th St. New York NY 10007	(nr) 603-6828	Jane Johnson jmej@childrensaidsociety.org	✓	
2.	CENTER AGAINST DOMESTIC VIOLENCE (CA-DV)	25 CHAPEL ST SUITE 904 BROOKLYN NY 11201	718 254 9134	MAGDALEN SANGIOLA msangiolo@centeragainstdv.org	✓	
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					ON LINE	IN PERSON
1.	KAFSC Korean American Family Service Center	PO Box 541429 Flushing, NY 11354	718-460-3801 ext. 11	Jeehae Fischer jeehae@kafsc.org	✓	
2.	Nevo AmeriCenter DWDC	519 West 189 St NY NY 10040	212 568 6616	Christa Tejada Stefania St. Thomas Ctejeda811@yahoo.com	✓	
3.	Network of Angels Ar-R	610 Riverside Ave	347-6637733	Network of Angels 610@gmail.com	✓	✓
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					ON LINE	IN PERSON
1.	KAFSC	PO Box 1429 Flushing, NY 11354	718-480-3838	Helen Kim development@kafsc.org	X	
2.	Dominican women's Development Center	519 West 189th St NY NY 10040	212-568-6616	Aybar, Karina @ gmail. com	X	
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