



Department of Youth & Community Development

Jeanne B. Mullgrav
Commissioner

July 16, 2013

ADDENDUM #1

Re: Runaway and Homeless Youth (RHY)
Request for Proposals
PIN: 26014RHYPRFP

Dear Prospective Proposer:

Pursuant to Sections 3-02 (i) and 3-03 (f) (2) of the Procurement Policy Board (PPB) Rules, the Department of Youth and Community Development (DYCD) is issuing **Addendum #1** to the Runaway and Homeless Youth (RHY) Request for Proposals (RFP) PIN 26014RHYRFP.

I. ADDENDUM ITEMS

1. Section II, Summary of the Request for Proposals, Section B, Service Options and Competitions, Chart, Page 7. In the right hand column of the first row of the chart (Drop-In Centers), the first bullet is amended to read as follows:

- Each drop-in center would serve a minimum of 1000 youth annually, and, during each year of the contract, would provide at least **8** “community outreach” workshops/presentations, and at least **12** workshops for youth who visit the program.

2. Section II, Summary of the Request for Proposals, Footnote 9, Pages 8-9. The email address after the words “Randolf Scott can be contacted at” is deleted and replaced with the following:

rascott@dycd.nyc.gov

3. Section III, Scope of Services, Section B. Assumptions Regarding Organizational Capability, Page 10. The following bullet is added:

- The contractor would have the capacity to integrate the proposed program into its overall operations

4. **Section III, Scope of Services, Section C Assumptions Regarding Contractor Approach, Subsection 2. Contractor and Staff Qualifications/Experience, Page 11.** The 2nd bullet is amended to add a second sentence, to read as follows:

- Key staff would have the minimum experience and qualifications specified below under each service option. All supervisory positions would be subject to DYCD approval prior to hiring.

5. **Section III, Scope of Services, 11. Data Collection and Statistical Report, Page 14**
A new bullet is added, as follows:

- Contractors would retain all case records for a period of 7 years.

6. **Section III, Scope of Services, Service Option II, Subsection 2 Target Population and Service Levels, Page 19.** Under the heading “Target Population and Service Levels” the following sentence is added immediately before the bolded final sentence of the paragraph:

Crisis shelters would be allowed 48 hours to fill a vacant bed and the calculation of the bed utilization rate would take this into account.

7. **Section III, Scope of Services, Service Option II, subsection 3, Core Program Elements, Page 21.** Under *Discharge/Follow-up Services*, the final item is amended to add the bolded words, as follows:

30 days after the date of discharge, the crisis shelter would conduct a check-in to verify the youth’s current housing status and situation **and document this in the youth’s case record.**

8. **Section III, Scope of Services, Service Option II, subsection 5, Data Collection and Statistical Reporting, Page 21.** The 4th bullet is deleted and replaced with the following:

- The contractor would, in accordance with NYS regulations, maintain written documentation of all services provided to a youth after he/she leaves the crisis shelter.

9. **Section III, Scope of Services, Service Option III, Subsection 4, Core Program Elements, Page 24.**

In the 4th item under the heading *Case Management/Counseling*, the words “The TIL housing counselor “ are deleted and replaced with the words “the contractor.”

10. **Section III, Scope of Services, Service Option III, Discharge/Follow-Up Services, Page 25.**
The following sentence is deleted:

Where a young person is discharged into public housing, the housing counselor would provide at least two years of case management, following discharge.

11. Section III, Scope of Services, Service Option IV, Subsection 3, Core Program Elements, Page 26. The following bullet is added under the heading “*Transportation*” :

- The contractor would have a vehicle, approved by DYCD, for the purpose of providing the street outreach services.

12. Section IV, Format and Content, Section C. Program Proposal, 1. Organizational Capability, Page 29. The following bullet is added:

- Demonstrate the proposer’s capacity to incorporate the proposed program into the organization’s overall operations. Attach an organizational chart showing how the proposed program will fit into the organization’s operations.

13. Section IV, Format and Content, Section 2. Experience and Qualifications, Page 30. In the 2nd bullet, under this heading, the word “contractor” is deleted and replaced with the word “proposer.”

14. Section IV, Format and Content, Section 2. Experience and Qualifications, Service Option IV, Page 31. Under “Describe,” the following new bullet is added:

- Qualifications and experience of key staff. Demonstrate that key staff members will have at least two years of experience providing street outreach services to at-risk youth, including engagement of youth, needs assessments, support and referral services, transportation and culturally sensitive services and information.

15. Section IV, Format and Content, Section 2. Experience and Qualifications, Service Option IV, Page 32. Under “Demonstrate” the word “contractor” in the 4th bullet is deleted and replaced with the word “proposer.”

16. Section IV, Format and Content, Service Option I, Page 32. under “Describe,” the following new bullets are added:

- Planned topics for at least 12 youth workshops. Explain how these topics are relevant and useful for the target population.
- Staff training plans, including topics and training resources.

17. Section IV, Format and Content, Subsection 3. Program Approach, Service Option II, Page 33. The 1st bullet under “State” is amended to add the following sentence:

Provide details of the proposed facility, its accessibility, and its amenities, including the number of offices, bedrooms, and spaces designated for private counseling.

18. Section IV, Format and Content, 3. Program Approach, Service Option II, Page 33. Under “Describe,” the following new bullets are added:

- Strategies for creating a safe and welcoming environment
- Strategies for promoting positive youth development in the proposed program.
- Staff training plans, including topics and training resources.

19. Section IV, Format and Content, Subsection 3. Program Approach, Service Option III, Page 33. The 1st bullet under “State” is amended to add the following sentence:

Provide details of the proposed facility, its accessibility, and its amenities, including the number of offices, bedrooms, and spaces designated for private counseling.

20. Section IV, Format and Content, Subsection 3. Program Approach, Service Option III, Page 33. Under “Describe,” the following new bullets are added:

- Strategies for creating a safe and welcoming environment
- Strategies for promoting positive youth development in the proposed program.
- Staff training plans, including topics and training resources.

21. Section IV, Format and Content, Subsection 3. Program Approach, Service Option IV, Page 34. Under “Describe,” the following new bullets are added:

- The planned hours of operation for street outreach services.
- The vehicle, in size and design, that will be used to provide the street outreach services described in the RFP.
- Staff training plans, including topics and training resources.

22. Section IV, Format and Content, Subsection 3. Program Approach, Service Option IV, Page 34. The 5th bullet

- Qualifications and experience of key staff, demonstrating that key staff members will have at least two years of experience providing street outreach services to at-risk youth, including engagement of youth, needs assessments, support and referral services, transportation and culturally sensitive services and information.

is deleted from this section of the RFP and moved to “Experience and Qualifications.” See Addendum Item 12 above.

- 23. Attachment I, Proposal Summary Form, Pages 41-42.** Attachment 1 is deleted and replaced by a **Revised Proposal Summary Form**, a copy of which is attached to this Addendum.

II. CLARIFICATIONS

1. Provision of Case Management Services in Drop-In Centers (Pages 15-18)

The minimum staffing requirements for each drop-in center are two full-time staff positions: one onsite supervisor and one coordinator. Case management services may be provided by either or both of these staff, as long as they have the qualifications and experience to undertake this work.

2. Definition of Onsite Supervisor - Service Options I, II and III (Pages 18, 21 and 25)

The onsite supervisor is one of the two required full-time staffing positions for Service Options I, II and III. The onsite supervisor is defined as the person with decision-making authority and primary responsibility for day-to-day program operations at the site (as distinct from a manager in the organization who may oversee staff at several sites). The onsite supervisor is also the contact person at the program site for all communications with DYCD.

3. Designation of DYCD-funded beds, Service Options II and III

Where a TIL or a Crisis Shelter facility includes beds funded through other sources, the DYCD-funded beds must be designated as DYCD beds so that agency program managers know where they are located within the facility when they make site visits. The DYCD beds do not have to be on the same floor, but must have a permanent designation within the facility.

4. Provision of Services to Male and Female Youth in RHY Residential Programs –Service Options II and III

Proposers may choose to serve males, females or both males and females, in DYCD-funded RHY residential programs. However, to comply with New York State Regulations 182.1-10 (b) (1) and 182-2.10 (b) (1), only youth of the same gender can occupy the same bedroom. Accordingly, programs serving both males and females in the same facility must provide separate bedrooms for male and female youth.

5. Drop-In Centers - Linkages and Subcontracts for Specific Services

Drop-in centers would have a single site within the proposed borough. However, specific services (for example, for psychiatric evaluations, substance abuse treatment, health and mental health care) that are often provided to RHY through a system of referrals, linkage agreements, or subcontracts, may be provided at another site. The drop-in center must provide all other services at its own site during the hours specified in the RFP.

6. Minimum Service Levels for Street Outreach Services

The specified service level for Street Outreach Services of “at least 4,800 youth annually” refers to the total number of contacts to be made during the contract year, and is not an unduplicated number.

7. Attachment 4 –Linkage Agreements, Page 46

Proposers may submit copies of signed Linkage Agreements sent to them by fax or as attachments to emails from organizations with whom they have formed the linkage but they must be attached to the proposal as hard copies. DYCD does not accept documents submitted electronically.

8. Attachments 1 through 5 and Attachments 7 and 8

These Attachments will be posted on the DYCD website as fillable forms.



Dana Cantelmi
Agency Chief Contracting Officer