

Negotiated Acquisition

First Lady Of New York "In-Home Therapy" Program

EPIN: 00219N0005

NEGOTIATED ACQUISITION RELEASE DATE: April 29, 2019

PROPOSALS DUE DATE: June 14, 2019, 3:00 PM.

RETURN TO: Questions and Expressions of Interest (Proposals) must be submitted electronically to <u>MOCJPROCUREMENTS@CITYHALL.NYC.GOV</u> with the subject line: "In-Home Therapy NA EPIN: 00219N0005".

This Negotiated Acquisition Solicitation must be obtained directly from the Mayor's Office of Criminal Justice ("<u>MOCJ</u>") by downloading it from the MOCJ's website, <u>https://criminaljustice.cityofnewyork.us/notices-solicitations/</u>. Any addendum released pursuant to this agreement shall also be published on the MOCJ website.

Proposers are advised that the Authorized Agency Contact Person for all matters concerning this Negotiated Acquisition is submitted to <u>MOCJPROCUREMENTS@CITYHALL.NYC.GOV</u>

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SECTION I – TIMETABLE

A. Questions and Requests for Information:

All questions and requests for additional information concerning this Negotiated Acquisition must be directed, via email, to <u>MOCJPROCUREMENTS@CITYHALL.NYC.GOV</u>.The deadline for submitting questions is May 30, 2019, 3:00pm.

B. Proposal Due Date and Time:

 Date:
 June 14, 2019

 Time:
 3:00 PM

C. Anticipated Contract Start Date: July 1, 2019

D. Negotiations and Contract Award Procedures

All Expressions of Interest received by the MOCJ will be reviewed to determine whether they are responsive or non-responsive to the requisites of the solicitation. Expressions of Interest that are determined by MOCJ to be non-responsive will be rejected. MOCJ reserves the right to conduct site visits and/or interviews and/or to request that proposers make presentations and/or demonstrations, as MOCJ deems applicable and appropriate. Following negotiations with all qualified and responsive proposers, MOCJ will make an award determination based upon the best interests of the City. This solicitation does not limit the MOCJ's right to add or remove tasks and shall be construed only as a solicitation to open negotiations for the scope of services, budget, timeline, and other terms of contract.

E. Anticipated Available Funding and Payment Structure

MOCJ anticipates awarding at least two proposers shall be awarded under this contract. MOCJ anticipates the total funding amount for this contract will be \$900,000 over the two-year term, with two options to renew for two years, with terms and provisions governing program implementation to be the subject of subsequent negotiations upon award. MOCJ will negotiate with all qualified proposers who submit an Expression of Interest for this project.

SECTION II – BACKGROUND

The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor on criminal justice policy and is the Mayor's representative to the courts, district attorneys, defenders, and state criminal justice agencies, among others. MOCJ designs, deploys, and evaluates citywide strategies to drive down crime, reduce unnecessary arrests and incarceration, and improve fairness. The office works with law enforcement, city agencies, not-for-profits, foundations, and others to implement data-driven strategies that address current crime conditions, prevent offending, and build the strong neighborhoods that ensure enduring safety. For more information please visit: www1.nyc.gov/site/criminaljustice/index.page

In February 2018, First Lady Chirlane McCray announced¹ a \$6 million investment dedicated to address the unique needs of justice-involved women. Intended to break the cycle of incarceration, these new initiatives seek to strengthen family connections, expand access to behavioral health services, and facilitate long-term stability through bolstered reentry networks. The interventions include:

- 1. Improved visiting services for families on Rikers, increasing frequency and duration of family visiting days;
- 2. Enhanced evidence-based programming focused on supporting women with behavioral health needs while they are incarcerated; and
- 3. Amplified reentry services to include career mentoring and in-home therapy services to deal with the impact of incarceration on women and their families.

The goal of the initiative is to rectify various issues that lead women to enter the criminal justice system, accelerate safe reductions to the number of women in City jails, and reduce numerous negative consequences of incarceration for women including mental health issues, family separation, and financial instability. The Mayor's Office of Criminal Justice ("MOCJ") is one of several implementing agencies for this initiative.

Women in jail tend to come from vulnerable populations and often have histories of poverty, substance use, mental illness, and trauma – and may end up in jail as a result of slipping through community safety nets.² They are more likely than incarcerated men to have histories of trauma, mental illness and substance misuse in addition to significant housing and employment needs³. Incarceration is often an exacerbating factor and without support, women can find themselves triggered and exposed to further criminal justice involvement.

¹ Please see the full announcement here: <u>https://www1.nyc.gov/office-of-the-mayor/news/076-18/first-lady-chirlane-mccray-6-million-investment-break-cycle-incarceration-for</u>

² Elizabeth Swavola, Kristine Riley, Ram Subramanian. Overlooked: Women and Jails in an Era of Reform. New York: Vera Institute of Justice, 2016.

³ M Veras, "Women in DOC Custody: Survey Results" (presentation, New York City Mayor's Office of Criminal Justice, June 2016).

Research shows that individuals returning to communities from correctional settings who have positive family ties and are able to reenter family life successfully are less likely to be arrested. It also shows that successful family reentry can decrease impact on social services and, ultimately, poverty for families as they are able to forge and use their own social networks and supports. Further, research shows that supports for the entire family across the continuum of needs lead to better life outcomes for the individual including decreased substance use and fewer physical, mental and emotional issues, as well as increased employment⁴. Furthermore, women need support that accounts for the stress of incarceration and incorporates techniques for them to process their own emotions about their experiences and, specifically, their roles as mothers⁵.

The *In-Home Therapy Program* is designed to assist families in addressing the stresses and multifaceted impacts of incarceration and reentry. It will offer families home-based services that provide emotional support and teach techniques to build resilience to stress in order to facilitate family reunification, strengthen family ties, and advance stabilization for both the woman and her family. Entire families will be eligible to receive services that address short-term and long-term needs, with linkages to additional services including but not limited to: individual and family therapy; case management provided by a clinician trained to work with survivors of domestic/intimate partner violence and other trauma; parenting and childcare including respite; healthcare, legal assistance; education; financial management; computer literacy; and wraparound supports.

⁴ Vigne, Nancy G. La, Rebecca L. Naser, Lisa E. Brooks, and Jennifer L. Castro. "Examining the Effect of Incarceration and In-Prison Family Contact on Prisoners Family Relationships." *Journal of Contemporary Criminal Justice* 21, no. 4 (2005): 314-35.

⁵ Arditti, Joyce, and April Few. "Maternal Distress and Women's Reentry into Family and Community Life." *Family Process* 47, no. 3 (2008): 303-21.

SECTION III – PROGRAM OBJECTIVES

MOCJ seeks proposers that can offer both home- and community-based services to justiceinvolved women and their families including but not limited to those referenced in the previous section. The In-Home Therapy program will draw on evidence-based modalities of traumainformed care and gender-responsive practices. Proposers will describe what modalities they will utilize in their program, including but not limited to trauma-informed care and gender-responsive practices, such as Cognitive Behavioral Therapy (CBT), Trauma-Focused Cognitive Behavioral Therapy (TF-CBT), Peer Support, The Women's Trauma Recovery Empowerment Model (W-TREM), and Addictions and Trauma Recovery Integration Model (ATRIUM). Vendors should also describe their utilization of gender-responsive curriculum like; "Healing Trauma (HT)", Beyond Trauma: A Healing Journey for Women", "Moving On: A Program for At-Risk Women", "Helping Women Recover: A Program for Treating Addiction", and "Beyond Violence" and/or other examples that address the unique pathways of women into the criminal justice system.

MOCJ seeks proposers that have deep expertise in and commitment to serving justice-involved women and their families and in providing robust, holistic services including but not limited to family therapy, legal assistance and an expansive range of wraparound supports that are responsive to their complex needs. Proposers should be able to perform culturally competent assessments and provide appropriate interventions that reflect an understanding of the impact of trauma on justice-involved women. Proposers should have program models that promote peer support, empowerment, and active engagement in the therapeutic support process for families. Proposers should also have experience delivering services in both correctional and communitybased settings as it is essential that they are familiar with the barriers commonly experienced by people returning home following a period of incarceration that include but are not limited to continuing court-imposed supervision and restitution requirements, availability of stable housing; access to sustainable employment in conjunction with other presenting case management and social service needs that require concurrent address. Proposers also should demonstrate that they have developed distinct competencies to remediate these challenges. Moreover, proposers should have existing relationships with agencies and community-based providers who engage justiceinvolved women in order to effectively coordinate services across the touch points of a woman's journey in the system. Services under this program will be closely coordinated with in-custody and reentry services provided by Department of Correction (DOC), and Correctional Health Services (CHS) staff in the Rose M. Singer Center, as well as currently contracted providers of MOCJ.

SECTION IV - FORMAT AND CONTENT OF THE PROPOSAL

Instructions

Interested applicants should submit all the information requested below via email to <u>MOCJPROCUREMENTS@CITYHALL.NYC.GOV</u> with the subject line: "**In-Home Therapy NA EPIN: 00219N0005**". The information requested in the Negotiated Acquisition shall be typed in a 12-point font, single-spaced, not to exceed ten (10) pages.

Proposal Package Contents

The e-mailed Proposal Package must contain the following materials:

- 1. Program Proposal Narrative (not to exceed 10 pages);
- 2. Signed letters of agreement;
- 3. Proposed Line-Item Budget Summary;
- 4. A completed Doing Business Data Form.

Program Proposal

The Program Proposal is a clear, concise narrative that addresses the Proposer's overall program and service concepts and incorporates all relevant requirements. The Program Proposal must demonstrate that the Proposer has, the capacity to the meet the requirements of this solicitation.

Scope of Work

Proposer's narrative must address the criteria listed in subsections I-IV, below.

I. Experience

Proposers must describe their experience with:

- A. Working with justice-involved women and their families;
- B. Incorporating and Utilizing appropriate treatment modalities, i.e., traumainformed care and gender-responsive practices; and,
- C. Providing families with home-based services that provide emotional support and teach techniques to build resilience, facilitate family reunification, strengthen family ties, and promote stabilization for both the woman and her family upon her release, with emphasis on the first seventy-two hours post-custody and continuing for up to one year (with linkages to additional services provided, as needed).
- D. Incorporating referrals to community-based services that supports current program model and how those partnerships with other community-based service providers and resources are leveraged to increase participant access to adjunct services and supports required to promote stabilization and enduring tenure.

II. Program Approach

Proposer should describe and design the service delivery model in conformance with

the core criteria presented below:

- A. Fully describe their program design and service delivery model including:
 - 1. Clinical frameworks and therapeutic interventions
 - 2. Staffing Model(s)
 - 3. Types of services offered
 - 4. Locations of services (community based, if outside the home)
 - 5. Frequency of services
- B. Fully describe the strategy for identifying, recruiting, and engaging eligible clients.
- C. Provide the client eligibility criteria and the number of clients to be served annually.
- D. Describe how the program will be coordinated with in-custody and reentry services provided by Department of Correction (DOC), and Correctional Health Services (CHS) staff in the Rose M. Singer Center and currently contracted providers of MOCJ.
- E. Describe relevant partnerships you have with other provider organizations including subcontractors, employers, and government agencies and provide signed letters of agreement from proposed subcontractors or formal partners.
 - 1. In the event that services cannot be fully provided in-house, proposers may plan to subcontract for certain services. Subcontracting shall be subject to the following conditions:
 - i. Proposers must identify what services the prospective subcontractor would manage if subsequently approved under an awarded contract, and describe in their Expression of Interest how this arrangement would be integral to the proposed program model;
 - ii. Expressions of Interest set out in the solicitation would equally apply to any prospective subcontractor; and,
 - iii. Proposers shall not enter into any subcontractor for the performance of its obligations, in whole or in part, without the prior written approval of MOCJ and in accordance with all City rules and provisions governing the formulation and execution of subcontracts. Consequently, no subcontract should be drafted or executed as part of a proposal submitted pursuant to this solicitation.

III. Organizational Capability

- A. Describe your organizational, programmatic, managerial and financial capability to perform the services described herein. Describe also how the proposed program and services will fit into the organization.
- B. Describe the steps you will take to ensure your organization's readiness to provide services. Include a description of how you will complete the necessary staffing and program start-up activities and provide a projected timeline.

IV. Proposed Budget

The Price Proposal is a presentation of the proposer's total budget for providing each element of the Scope of Services prescribed in the solicitation. Proposers should submit a proposed budget for the three years. Proposers should submit a budget for the following periods: 1) 7/1/19 - 6/30/2020 (Year 1); and, 2) 7/1/20 - 6/30/2021 (Year 2). Each line-item budget should include each of the applicable items below:

- a. Personnel the listing of all personnel, by job title (where the proposal has two or more in the same title, each must be listed separately) needed to fulfill the Scope of Services to be paid by the proposed contract. The listing must include the yearly salary, starting date, and percentage of time.
- b. Fringe the listing of all the benefits to be paid under the awarded contract as well as the amount and percentage of each listed benefit with the overall amount and percentage.
- c. Start-up costs, if applicable.
- d. Consultants each consultant must be listed separately, with rate of pay.
- e. Equipment listing of all equipment needed to be purchased throughout the proposed contracting period to fulfill the Scope of Services. Listing of all rented equipment must also be included in this category.
- f. Supplies list of supplies needed to fulfill the Scope of Services through the proposed contracting period.
- g. Rental of Facilities if applicable, the monthly rent of any facility rented to fulfill the Scope of Services, including the total square footage and rate, as well as utility costs per month.
- h. All other Expenses listing of telephone costs, postal expenses, insurance, etc. Each expense should be listed separately.

SECTION V - EVALUATION AND CONTRACT AWARD PROCEDURES

A. Evaluation Procedures

All proposals accepted by MOCJ will be reviewed to determine whether they are responsive or non-responsive to the requirements of this Negotiated Acquisition. Expressions of Interest that are determined by MOCJ to be non-responsive will be rejected. MOCJ will evaluate and rate all qualified and responsive vendors that have expressed interest unless it is determined that it is in the City's best interest to negotiate with fewer vendors. All Expressions of Interest will be rated based on the Evaluation Criteria set forth below.

MOCJ reserves the right to conduct interviews or site visits and/or to request that proposers make presentations and/or demonstrations, as MOCJ deems applicable and appropriate. Although MOCJ may enter into discussions with Proposers regarding submitted acceptable applications, MOCJ reserves the right to award contracts on the basis of initial proposals received, without discussion; therefore, the Proposers' Expression of Interest should contain its best pricing and programmatic terms.

B. Evaluation Criteria

Quality of Program Approach	40%
Demonstrated Quantity & Quality of Successful Relevant Experience	35%
Demonstrated Organizational Capability	15%
Budget Proposal/Price	10%

C. Basis for Contract Award

Following negotiations with all qualified and responsive respondents, contracts will be awarded to the responsible proposer(s) whose proposal(s) is/are determined to be the most advantageous to the City, taking into consideration the price and such other factors or criteria which are set forth in this Negotiated Acquisition. Proposals determined non-responsive will not be considered for contract award. This solicitation does not limit MOCJ's right to add or remove tasks and shall be construed only as a solicitation to open negotiations for the scope of services, budget, timeline, and other terms of contract.