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November 25, 2019

ATLAS Negotiated Acquisition
EPIN: 00220N0003
ADDENDUM #2

Pursuant to the NYC Procurement Policy Board (PPB) Rules, the Mayor's Office of Criminal Justice is issuing this Addendum, Addendum #2, to the *Atlas* Negotiated Acquisition (NA) EPIN 00220N0003. This addendum is issued for the purpose of amending the solicitation and is hereby made part of the solicitation document to the same extent as though it were originally included herein. Proposers should acknowledge receipt of this addendum as part of their proposal submission. Further, included in this Addendum are the questions MOCJ has received with responses.

Notice

Vendors please take notice of the following changes/clarifications for the subject NA:

1. Delete and Replace the Doing Business Data Form hyperlink on page 10 of the solicitation with <http://www.nyc.gov/html/dot/weekendwalks/downloads/pdf/doing-business-data-form-2018.pdf>
2. Regarding Section V.D, the required Doing Business should be part of the emailed proposal package, as a separate, stand-alone document.
3. Delete and Replace the Iran Divestment Act Form hyperlink on page 10 of the solicitation with http://www.nyc.gov/html/prob/downloads/pdf/tech_rfp_attach_4_iran_divestment_act_rider_and_certification.pdf
4. The required Iran Divestment Form should be part of the emailed proposal package, as a separate, stand-alone document.
5. Modification 1: Section I.E, Page 3, ("Anticipated Available Funding and Payment Structure") is amended as follows "The first contract term will be for 2.5 year term with two options to renew each for three years."
6. Modification 2: Section E, Page 14, ("Anticipated Available Funding and Payment Structure") is amended as follows "The first contract term will be for 2.5 year term with two options to renew each for three years."

Questions and Responses

- 1. With regards to Section 3, Prime Vendor Objectives (Page 10) the Negotiated Acquisition document states that the Prime Vendor have the ability to advance multimillion dollar payments. This requirement will limit the number of vendors who will respond. Would MOCJ consider an alternate model where NYC program funds are advanced to the Prime Vendor prior to disbursement to subcontractors, or that the Prime Vendor have the ability to disburse checks directly from a NYC account?**

Upon registration of the Contract, pursuant MOCJ's Fiscal Manual, the Agency may issue an advance up to **25% of the total contract**, at the request of the contractor and in accordance with contract terms. The contractor must provide an advance memorandum and copy of fidelity bond for the approved advance amount to the Contract Administrator who will then submit these documents to the Fiscal Analyst for payment. The advance will be recovered against fiscal cost reports submitted starting in January of each fiscal year earlier, depending upon the terms upon which MOCJ and the contractor mutually agree. Moreover, all New York City 501(c)(3) nonprofits whose contracts are not yet registered with the Comptroller's Office are eligible for a Returnable Grant Loan. The amount of the RGF loan is determined by the contracting agency and MOCS and is an interest free.

- 2. Section 2 Background, Program Model (Page 6). What is the incentive for those who are ROR to participate in these services? Will this be treated/seen as a type of diversion program with incentive for successful completion?**

As per Page 6, recruitment and program delivery will rely on persistent engagement strategies "Specialists" who are viewed as "credible messengers"... as well as material and non-material incentives for participation." These incentives might include, but are not limited to: mentorship, social support, stipends for attendance, pathways to employment, and connection to other basic or longer term needs. Atlas will not be treated as a diversion program. However, meeting the goal of successful engagement may positively impact case outcomes.

- 3. Section 2, Background, Innovation Fund (Page 7). Is there any restriction on the Innovation Fund being used as a small Business Development Fund for program graduates?**

The "Innovation Fund" should focus on testing community-driven approaches to violence reduction and healing. MOCJ is open to hearing how the Proposer would approach this.

- 4. Outside of the programmatic funds, does the City anticipate a marketing/awareness campaign around this initiative outside of the scope of the Negotiated Acquisition? If yes, can the scope of the campaign be made available within the next 7 days?**

The City will work with the Prime to assess the need for and scope of a marketing plan. Currently there is no funding allocated for this outside the scope of this proposal.

- 5. Is a line of credit required?**

A line of credit, while not required, is recommended. The Prime Vendor should discuss how they would handle cash flow in their proposal.

- 6. Can you further define the terms/concepts of “seeding” and “innovation fund”? Are there any specific expectations or metrics around funds to be raised? What, if any, impact is there on the Prime Vendor if philanthropic funding does not materialize?**

The Innovation Fund will include both Atlas government funding as well as philanthropic dollars leveraged by the Prime Vendor. The Proposer should lay out a plan they feel they can deliver with respect to raising private funds.

- 7. If the selected Prime Vendor has included a CBO in its funding application as a subcontractor that will provide capacity building and technical assistance to other CBOs, would that CBO also be eligible to apply competitively in future for Atlas funding to provide direct services or would it be precluded from doing so?**

Identifying a CBO to provide capacity building and TA would not render them ineligible to apply for other service provision.

- 8. What is the preferred budget format?**

Proposers may provide additional documents, such as an excel with costs listed as line-item, to justify their budget allocation for the term of this agreement. We ask that, at least each vendor should provide a Budget Narrative that fully describes how the Proposer would plan for and manage budgets for this program. The budget, along with the achievable outcomes, should be scalable and based on the program expectations outlined throughout the Negotiated Acquisition solicitation and consistent with the proposed program design.

- 9. What plans are there to formally evaluate the effectiveness of the initiative?**

MOCJ will work with the selected Prime to develop the strategy to monitor implementation and outcomes. Data collection and reporting is expected to include enrollment, activities, fidelity, and outcomes.

10. Is the City willing to connect different providers to partner on Atlas? Particularly, for providers that are interested in providing services as a subcontractor, but not positioned to apply as prime vendor – will the city connect potential subcontractors with the prime vendor?

Yes, the City is willing to connect different providers to partner on Atlas.

11. Page 7, first paragraph: “...approximately 1,000 slots per year” (of FFT): what is meant by a slot? Is this one family, or one spot on the caseload of an FFT therapist (i.e., which would be filled by up to three families consecutively over the course of the year, given that FFT is typically a short-term intervention of about four months)? References must be delivered by licensed therapists yet the model licenses agencies, - what is the intention licensed therapist from a licensed FFT team or a therapist working for a licensed FFT team.

By “1,000 slots”, MOCJ means that we anticipate 1000 families to be served annually. Likewise, one slot means one participant.

12. Can annexes in addition to the 20 pages be included in addition to the 20 pages be included?

Yes, annexes may be included in the proposal. However, applicants, within their proposal, should cite when annexes should be referred to.

13. Section 2 Background, Organizational Capacity Building (Page 7). Is it the City’s desire to co-enroll eligible youth within the 16-25 year old demographic into WIOA, and engage with the local workforce board to support internship or apprenticeship experiences, while receiving support services?

Connections to job training, career readiness and employment are encouraged. The Proposer should propose partnerships and approaches they see as effective.

14. Section 2 Background, Organizational Capacity Building (Page 7). Does the City provide an asset map of all registered community based organizations, and licensed/certified providers within the City limits or targeted neighborhoods? Can this be provided within the next 7 days?

The City will not provide an asset map of CBOs and/or providers in the next seven days. The Prime should propose how they would develop the program. Once selected, the City will work with the Prime to facilitate additional awareness of CBO partners.

PROPOSER ACKNOWLEDGEMENT

THIS ADDENDUM, ADDENDUM #2, MUST BE SIGNED BY ALL PROPOSERS AND INCLUDED WITH THEIR PROPOSAL PACKAGE.

BUSINESS/COMPANY NAME

Authorized Signature

Print Name of Authorized Signature

Title of Authorized Signature