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May 5, 2020

**Criminal Court Abusive Partner Intervention Program ("APIP") Demonstration Project  
EPIN: 00220D0002  
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 Criminal Court Abusive Partner Intervention Program. 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.

**I. Notice**

A Non Disclosure Agreement (NDA) must be received in order to receive appendices 1-7. Please email a signed NDA form to [MOCJprocurements@mocs.nyc.gov](mailto:MOCJprocurements@mocs.nyc.gov).

**II. Changes to the Solicitation**

Vendors please take notice of the following changes/clarifications for the subject solicitation. All changes are bolded and underlined.

1. Page 1, Important Information, Proposal Due Date has been changed to:  
**Tuesday, May 12<sup>th</sup>, 2020, by 3.00pm. All proposals must be submitted to [MOCJprocurements@cityhall.nyc.gov](mailto:MOCJprocurements@cityhall.nyc.gov) by the due date and time. All proposals not received by the due date and time through this email will not be considered for evaluation.**
2. Page 1, Important Information, Questions Regarding this Solicitation, 3<sup>rd</sup> bullet has been changed to:

The deadline for submitting questions regarding the confidential sections of this solicitation is **May 6<sup>th</sup>, 2020, by 3.00pm**

3. Page 1, Important Information, Questions Regarding this Solicitation, 4<sup>th</sup> bullet has been changed to:

The deadline for submitting all other questions is, **May 6<sup>th</sup>, 2020, by 3.00pm**

### III. Questions and Responses

**Q.** In the addendum, it states one application per borough. So you are not accepting applications for City Wide?

**A. MOCJ will only accept proposals by borough. A separate and complete proposal is required for each borough. Citywide proposals will not be accepted.**

**Q.** Is there a facilitator’s manual for the curricula? If so, can we get a copy?

**A. The facilitator’s manual is included in the materials provided after we have received the signed NDA.** If you have returned a signed NDA to MOCJ, please check your Spam email folder. The materials will be from Boxed.

**Q.** There is not a structured proposal form for this solicitation.

**A. Vendors are required to use the guidelines for the proposal narrative as described in page 2, II Proposal Submission Package, Required Documents, Proposal: Program Proposal – A narrative (not to exceed 10 pages) shall be typed in a 12-point font, single-spaced if 8 ½ X 11” paper which shall include your budget**

**Q.** In regards to the funding of \$959,511 citywide. What is the allocation per borough now that it is per borough only and not Citiwide?

**A. There is not a breakdown by borough for funding. Applicants can estimate borough budgets based on the percent of clients per borough projections indicated in the solicitation. Final budget will be determined after vendor selection and during contract negotiations.**

<i><b>BOROUGH</b></i>	<i><b>PROJECTION # MANDATED CLIENTS</b></i>	<i><b>DISTRIBUTION</b></i>
BX	225	26.4%
BK	114	13.4%
MHT	226	26.6%
QNS	202	23.8%
SI	84	9.8%

TOTAL	850	100.0%
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**Q.** Was there were any Addenda issued by the Mayor's Office for Criminal Justice regarding its "Criminal Court Abusive Partner Intervention Program (“APIP”) Demonstration Project--EPIN: 00220D0002.

**A.** Yes, addendum #1 was issued and is available for download at <https://criminaljustice.cityofnewyork.us/contract-with-mocj/>

**Clarifications on previously answered questions in Addendum#1:**

**Q:** Since this is a new model, will there be updates made as the program begins?

**A:** **This solicitation is a demonstration project with a novel model and curricula which will require the provider to demonstrate flexibility in order to be responsive to feedback. Additionally, the provider should demonstrate a willingness to work with MOCJ in identifying problems and adapting the curricula.**

**Q:** For projected number of court mandated clients, if you select a particular borough, is there an expectation that you know the number of people you will serve?

**A:** **There is not an expectation that applicants know the exact number of people they will serve. As a result of criminal justice reform in NYS, numbers of participants will likely vary from projections and past numbers. However, there is an expectation that applicants be prepared and equipped to service all court-mandated clients of any age that are processed through criminal or supreme (criminal term) court.**

**Q:** What are the categories of evaluation?

**A:** **Categories listed on page 15 of solicitation. Please see #11 correction in addendum #1.**

- A. Organizational Structure and Experience**
- B. Court Referral, Assessment, Intake Procedures, and Reporting**
- C. Services**
- D. Program Implementation**
- E. Budget Management**
- F. Data Reporting**

**Q:** As our organization serves 16- to 24-year-old young men, would it be possible to apply to serve only that population? We saw, for instance, that providers can a single borough; curious if this could also be true for a specific population.

**A:** **No, the vendor must be equipped to service court-mandated clients of any age that are processed through criminal or supreme criminal court. While we cannot guarantee the percent female versus male, please note that research of NYC domestic violence cases indicated that 80% of defendants were male and 20%**

**female.** [https://www.courtinnovation.org/sites/default/files/media/documents/2018-03/domestic\\_violence\\_nyc\\_case\\_processing.pdf](https://www.courtinnovation.org/sites/default/files/media/documents/2018-03/domestic_violence_nyc_case_processing.pdf) (p. 7)

**Q.** Page 2 says the narrative max length can be 10 pages including budget; Page 5 says the narrative can be 7 pages max. Which is correct?

**A. 10 pages, including the budget narrative, is the maximum length. The proposal should include the proposal narrative and the budget justification. Thus, attachments B, C, and D will be attached to the 10 page proposal and will not be included in the 10 page proposal page-limit.**

**Q.** If a bidder makes a single bid for on multiple boroughs in this competition, or for a single bid for all 5 boroughs, will that bid only be considered in its entirety? (In other words: if a bidder submitted a single proposal for Queens and Staten Island, and that proposal was rated #1 for Staten Island and #20 for Queens; would the bidder be awarded a contract for Staten Island alone? Or, must the referenced proposal be rated #1 for BOTH Staten Island AND Queens to win an award?)

**A. Bids must be divided by borough. A uniform bid for all five boroughs will not be accepted. This is a borough-based solicitation, in which an applicant can apply for between 1 and 5 borough contracts. Each borough to which applicants apply must have its own application.**

**Q.** Of the “Expected Service Projections,” what percentage (or number) will identify as female? (Referencing chart on p. 7 of the Procurement).

**A. We anticipate a relatively small number of female participants. Please note an applicant needs to be prepared to address all Criminal and Supreme (criminal term) Court mandated individuals, irrespective of gender identification. While we cannot guarantee the percent female versus male, please note that research of NYC domestic violence cases indicated that 80% of defendants were male and 20% female.**

[https://www.courtinnovation.org/sites/default/files/media/documents/2018-03/domestic\\_violence\\_nyc\\_case\\_processing.pdf](https://www.courtinnovation.org/sites/default/files/media/documents/2018-03/domestic_violence_nyc_case_processing.pdf) (p. 7)

**Q.** Will the curricula for this procurement be translated and available in Spanish by the start of the anticipated contract term?

**A. The curricula are not available in Spanish at this time. We are investigating translating the curricula.**

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