

**Negotiated Acquisition**  
**Employment Pathways Technical Assistance**  
**EPIN: 00220N0001**

**NEGOTIATED ACQUISITION RELEASE DATE:** October 15, 2019

**PROPOSALS DUE DATE:** November 15, 2019, 3:00 PM.

**RETURN TO:**

Questions and Expressions of Interest (Proposals) must be submitted **electronically** to [MOCJPROCUREMENTS@CITYHALL.NYC.GOV](mailto:MOCJPROCUREMENTS@CITYHALL.NYC.GOV) with the subject line:

**“Employment Pathways Technical Assistance Provider: 00220N0001”.**

This Negotiated Acquisition Solicitation must be obtained directly from the Mayor’s Office of Criminal Justice (“MOCJ”) by downloading it from the MOCJ’s website, <https://criminaljustice.cityofnewyork.us/notices-solicitations/> . 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 [MOCJPROCUREMENTS@CITYHALL.NYC.GOV](mailto:MOCJPROCUREMENTS@CITYHALL.NYC.GOV)

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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 [MOCJPROCUREMENTS@CITYHALL.NYC.GOV](mailto:MOCJPROCUREMENTS@CITYHALL.NYC.GOV). The deadline for submitting questions is October 29, 2019, 3:00pm.

### **B. Proposal Due Date and Time:**

Date: November 15, 2019

Time: 15:00 PM

### **C. Anticipated Contract Start Date:** December 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 approximately \$740,320.00 for December 1, 2019 – June 30, 2022, 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. MOCJ anticipates awarding one proposer to be awarded under this contract.

## SECTION II – BACKGROUND

Housed within the Mayor’s Office of Criminal Justice (“MOCJ”), the Office to Prevent Gun Violence (“OPGV”) is focused on synchronizing the city’s anti-gun violence initiatives while amplifying community-based services and employing technological solutions to end gun violence. The mission is to create safe, empowered and interconnected communities utilizing a multitude of public safety strategies. This is accomplished by coordinating a series of violence intervention and supportive networks that are simultaneously operating across 21 communities across the 5 boroughs in neighborhoods that account for upwards of 50% of NYC’s shooting incidents. Collectively, this initiative is known as the Crisis Management System (“CMS”) and was launched by Mayor Bill de Blasio in 2014 to deepen his commitment to “aggressive community engagement and outreach efforts” as part of the city’s long-term plan to reduce violent crime in our neighborhoods.<sup>1</sup>

At the core of the NYC Crisis Management System is the utilization and deployment of over 175 “Credible Messengers”, often formerly incarcerated individuals that have relevant life experience and social capital that give them the authority to challenge norms and change the thinking of those with whom they work. In the justice context, Credible Messengers come from the same neighborhoods as the participants they support, have a history of justice-involvement themselves, and are engaged in their own healing and transformation. To aid in the effort to continue to professionalize the workforce and support community mobility, OPGV is seeking to facilitate effective outreach and instruction on community engagement, education, and organization in 21 CMS neighborhoods.

The NYC Young Men’s Initiative (“YMI”) will be partnering with MOCJ/OPGV in overseeing as well as funding this program. YMI is a cross-agency enterprise that is culmination of 18 months of work, begun when New York City committed to finding new ways to tackle the crisis affecting its young Black and Latino men. The City pledged to invest a combination of public and private funds to support new programs and policies designed to address disparities between young Black and Latino men and their peers across numerous outcomes related to education, health, employment and the criminal justice system. These programs and policies will break down barriers to success and help young black and Latino men achieve their professional, educational and personal goals. The NYC Young Men’s Initiative will provide the funding for this project through New York City Human Resources Administration/Department of Social Services (HRA/DSS).

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<sup>1</sup> <http://www1.nyc.gov/office-of-the-mayor/news/337-14/reactions-mayor-de-blasio-s-plan-make-new-york-city-s-neighborhoods-housing-developments#0>

## SECTION III – PROGRAM OBJECTIVES

MOCJ/OPGV and YMI seek a vendor with existing experience with working with CMS providers and community members that have been impacted by violence. The vendor will provide technical assistance and ongoing training around best practices to actively engage and partner with critical stakeholders to augment employment pathways in precincts that drive violent crime with an emphasis on job training and job readiness. These citywide areas may include but are not limited to the, 23<sup>rd</sup>, 32<sup>nd</sup>, 40<sup>th</sup>, 42<sup>nd</sup>, 44<sup>th</sup>, 46<sup>th</sup>, 47<sup>th</sup>, 48<sup>th</sup>, 52<sup>nd</sup>, 60<sup>th</sup>, 67<sup>th</sup>, 73<sup>rd</sup>, 75<sup>th</sup>, 77<sup>th</sup>, 79<sup>th</sup>, 81<sup>st</sup>, 88<sup>th</sup>, 101<sup>st</sup>, 113<sup>th</sup>, 114<sup>th</sup>, and 120<sup>th</sup> precincts.

## SECTION IV - FORMAT AND CONTENT OF THE PROPOSAL

### Instructions

Interested applicants should submit all the information requested below via email to [MOCJPROCUREMENTS@CITYHALL.NYC.GOV](mailto:MOCJPROCUREMENTS@CITYHALL.NYC.GOV) with the subject line: **Employment Pathways Technical Assistance EPIN: 00220N0001**". 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. Proposed Line-Item Budget Summary; and
3. 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

- A. Proposers must describe their expertise in, and commitment to, serving these communities by discussing their experience in providing on-site training, coaching, advisement and/or tailored intervention for government agencies, community based organizations, and education institutions to implement supportive services for justice

system-involved and/or formerly incarcerated individuals.

- B. Proposer must describe their experience with providing technical assistance and support to anti-violence organizations and criminal justice stakeholders such as current CMS providers and community members, government agencies, higher education institutions and other nonprofit and community-based organizations.
- C. Proposers must describe their expertise in providing technical assistance to develop, expand and actualize opportunities for educational achievement and professional development to augment career pathways in precincts that drive violence crime.

## **II. Program Approach**

- A. The Contractor must describe a program and show their capacity to provide, and/or how they currently provide, a job readiness and/or local workforce program(s) that provides service, e.g. on-the-job trainings that focus on hard and soft skills and financial literacy education, to justice system-involved and/or formerly incarcerated individuals 18-30 years old.
- B. Proposers must describe a program model that outlines collective interventions to reduce shooting incidents, increase community efficacy, and improve resident cohesion through public safety activities which includes community education and outreach and an educational/vocational program. The approach should discuss the place/people/behavior-based initiative and how they would utilize a network of supportive services that currently exist in that community to provide a multifaceted approach to reduce risk factors and to enhance protective factors at the individual, relationship, and neighborhood levels.
- C. Proposers must describe a program and show their capacity to provide access to pertinent legal supports to assist program participants remove situational and systemic barriers to employment and education, including but not limited to assistance with correcting conviction histories, rap sheet repair, and addressing criminal record-based employment questions.
- D. Proposers must describe how effective linkages will be leveraged with appropriate community based organizations, government agencies, local business, education providers, and other service providers to ensure participants have access to comprehensive services for individual needs.

### **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:

- Year 1 - 12/1/19 – 6/30/2020; anticipated amount \$277,620.00
- Year 2 - 7/1/20 – 6/30/2021; anticipated amount \$370,160.00
- Year 3 - 7/1/21 – 6/30/2022; anticipated amount \$92,540.00

Each line-item budget should include each of the applicable items below:

- 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.
- 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.
- Start-up costs, if applicable.
- Consultants – each consultant must be listed separately, with rate of pay.
- 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.
- Supplies – list of supplies needed to fulfill the Scope of Services through the proposed contracting period.
- 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.
- 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**

Demonstrated Quantity & Quality of Successful Relevant Experience	35%
Quality of Program Approach	40%
Demonstrated Organizational Capability	20%
Budget Proposal/Price	5%

### **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.