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**AGVEP Stipend Administration Services
00220N0002
ADDENDUM**

In the spirit with Amendments to CSPs outlined in the NYC Procurement Policy Board (PPB) Rules, the Mayor's Office of Criminal Justice ("MOCJ") is issuing this Addendum, Addendum #1, to the AGVEP Stipend Administration Services Negotiated Acquisition ("NA") issued to disseminate information MOCJ has received in response to this currently released Negotiated Acquisition. Included in this Addendum are the questions received with responses.

Questions and Responses

- 1. What is the estimated timeline to complete the software development job under this program?**

The estimated timeline to complete software development is approximately 3-4 months in Year 1.

- 2. Should core architectural diagram be included in the proposal to be submitted on November 22nd 2019?**

It is not required to submit a core architectural diagram with your proposal. However, if a respondent feels it will help bolster their submission it can be included in the proposal.

- 3. Can the Program Proposal Narrative exceed 7 pages? In case the content is exceeding 2 or 3 extra pages, will it result in disqualifications?**

It is strongly recommended that Narrative be a max of 7 pages. However, if it exceeds by 2-3 pages the proposal will not be disqualified from consideration.

- 4. Under Section I- Part E: "MOCJ anticipates awarding approximately \$1,600,000 annually from November 1, 2019 to June 30, 2020," - Please clarify the statement with respect to the period mentioned as the budget is annual but the period is 6 months.**

This NA will cover three fiscal years from FY20-FY22 covering 12/1/19 to 6/30/22 at 1,600,000 each year. The proposal budget must account for each of the following periods:

The first year, FY20, will be approximately 7 months (12/1/19- 6/30/2020). Year 2 (FY21: 7/1/2020-6/30/21) and Year 3 (FY22: 7/1/2021-6/30/22) of the program will be implemented for the 12 month fiscal year.

5. Who are the “Providers” and what is their specific role? Please define.

The providers are those entities that will be identified by MOCJ/OPGV to implement the employment program. They will be responsible for recruitment, enrollment, and monitoring, evaluating, and inputting payroll for their participants, as well as identifying and monitoring worksites for those participants.

6. Apart from Admin (MOCJ/OPGV), Providers, worksite, Participants, Accounts and Payroll what are the other user types? List and define if any?

There are no any additional users of the system.

7. Will there be multiple MOCJ/OPGV staff as Super Users (role next to admin who has been given rights by admin)? If yes, Specify the rights

There will be multiple MOCJ/OPGV staff as “Super Users” of the system. MOCJ rights may include but not be limited to, full access to all provider contracts/profiles, ability to override/correct information inputted by providers, set deadlines, post notifications, approve/disapprove worksites, ability to adjust slot allocations.

8. Does Participant can directly fill online application or they can only come in person to MOCJ/OPGV/ providers / worksites for applying?

The employment slots for this program will not be released to the general public via online application. Participants would be associated with the MOCJ/OPGV or select providers in order to apply. It would be ideal if an online application could be sent directly to identified participants to complete that would automatically feed into the system, otherwise, participants would complete the application at the provider site.

9. How are the scanned eligibility documents submitted? Is it directly by the participant from participant login or it is only submitted only through MOCJ/OPGV/providers / worksites?

Eligibility documents will be submitted to and kept on site with the provider; they will not be inputted into the system by the participant or provider. Participant access would largely consist of access to payroll documents: pay stubs, W-2's, etc.

10. Will participant have privilege to select their worksites from active worksite list or only the provider will assign them the worksite?

The providers will identify worksites and assign participants a placement. Participants will have the opportunity to confer with the providers regarding their placement.

- 11. Under the section “Participant Application and Selection” The System would allow MOCJ/OPGV and Providers to enter their applications directly into the System through the internet. What does “MOCJ/OPGV and Providers” enter their applications in the system for the participants”? Please specify.**

MOCJ/OPGV and identified providers of this employment program need to have the ability to enter participant information (name, DOB, Address, etc.) into the participant applications within a online employment system/database. OPGV and providers must have direct access to the system/database to edit participant information and select/deselect participants for the program.

- 12. Under the section “Worksite Applications and Approval” The system would allow MOCJ/OPGV, Providers, and prospective worksites to submit applications through the internet. What does “MOCJ/OPGV and Providers” enter their applications in the system for the worksites? Please specify.**

In the same way that MOCJ/OPGV and selected providers will have access to the system to enter participant applications, the system must also allow for providers of the employment program to enter worksite information (i.e., address, hours of operation, work assignments, etc.) into the worksite applications within the online employment system/database. OPGV and providers must have direct access to the system/database to review, edit, and submit completed worksites applications within the system for approval. The system would also allow participants assignments to approved worksites by providers and monitoring of worksites.

- 13. The vendor has to maintain a payroll system using debit cards for participants - Please explain the existing process with respect to banking procedure. Can individual participant be given a separate bank account under this program or their existing bank accounts will be used for payment or checks or direct bank deposit in participants’ existing bank account?**

Currently, program participant have two methods to receive payment (1) direct deposit via their own existing bank account or (2) payment through a debit card supplied by the payroll vendor which is not linked to any bank. The debit card functions in the same way that any debit card does. The payroll vendor must be able to provide both of these options to participants. Participants will not be given bank accounts through this program nor will they be required to open a bank account in order to participate. If the vendor has any information/connections to aid interested participants in opening a bank account that can and should be made available.

- 14. Under the section “System Maintenance, Support, and End-User Training” The vendor would conduct training sessions for all users as directed by MOCJ/OPGV. Are there any guidelines for these direction from MOCJ/OPGV?**

The expectation is that the vendor ensures the providers of the employment program are adequately versed in navigating the system via the most appropriate methods. The vendor must be able to provide training sessions that may include in-person/on-site group sessions,

online (i.e. webinar or other methods) and provide written training materials to aid in the use of the system.

- 15. Under the section “Participant Performance and Outcome Tracking” for some programs utilizing the System; additional data would be collected during, at the end, and in post- program follow-up for each participant and worksite. The System would accommodate the entry of this data, including but not limited to evaluations, post-program placements, referrals, and case notes. Who will collect the mentioned data to be entered into the system for evaluation and how?**

The providers will be responsible for entering the appropriate data required for the evaluation of participants and worksites within the program. MOCJ/OPGV will develop the specific data elements to be captured and the vendor must ensure system is able to accommodate the entry and collection of that data into forms/reports.

- 16. If funding levels are reduced, will the numbers of participants and duration of work cycles may be adjusted accordingly? If additional funds are made available, however, existing programs may be expanded by adding participants or services or both, and new employment programs may be added. Therefore, the proposal should indicate whether, in addition to meeting existing demand, the proposer has the capacity to provide corresponding additional services and, if so, the proposed basis for pricing such services. In case there are major changes in the scope of work due to changes in funding levels, will there be a change in work order?**

As stated on page 8 of the solicitation, if funding levels are reduced, the numbers of participants and duration of work cycles may be adjusted accordingly. If additional funds are made available, however, existing programs may be expanded by adding participants or services or both, and new employment programs may be added. Therefore, the proposal should indicate whether, in addition to meeting existing demand, the proposer has the capacity to provide corresponding additional services and, if so, the proposed basis for pricing such services. MOCJ anticipates awarding approximately \$1,600,000 annually from December 1, 2019 to June 30, 2020, 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. Any changes to the contract will be doing in accordance to an amendment to the contract. An Amendment is a change made to a contract without revoking the entire agreement.

- 17. Under 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: 12/1/19 – 6/30/2020.” How is the budget for 3 years different from budget from the 6 months period i.e. 12/1/19 – 6/30/2020? Does this 6 month period refers to software system development timeline? Please clarify.**

This NA will cover three fiscal years from FY20-FY22 covering 12/1/19 to 6/30/22 at 1,600,000 each year. The proposal budget must account for each of the following periods:

The first year, FY20, will be approximately 7 months (12/1/19- 6/30/2020). Year 2 (FY21: 7/1/2020-6/30/21) and Year 3 (FY22: 7/1/2021-6/30/22) of the program will be implemented for the 12 month fiscal year. The estimated timeline for Year 1 in FY20 is slated to include software development for 3-4 months and the start of programming.

18. Under Project Budgeting, it is mentioned that the annual administrative amount to support this contract should not exceed 10% of the total award amount. What all aspects does the administrative fee amount covers?

The administrative fees are those directly related to personnel costs incurred by the vendor to provide the stated service. It generally includes personnel lines and fringe.