

Negotiated Acquisition
AGVEP Stipend Administration Services
EPIN: 00220N0002

NEGOTIATED ACQUISITION RELEASE DATE: October 24, 2019

PROPOSALS DUE DATE: Friday, November 22, 2019, 5:00 PM

RETURN TO: Questions and Expressions of Interest (Proposals) must be submitted electronically to mocjprocurements@cityhall.nyc.gov with the subject line: *AGVEP Stipend Administration Services – PIN#00220N0002*

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

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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. The deadline for submitting questions is November 11, 2019, 5:00pm.

B. Proposal Due Date and Time:

Date: Friday, November 22, 2019, 5:00 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 \$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. MOCJ anticipates awarding one proposer to be awarded under this contract.

SECTION II – BACKGROUND

MOCJ advises the Mayor and First Deputy 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 and conditions, prevent offending, and build strong

neighborhoods that ensure enduring safety. MOCJ draws on various disciplines, including behavioral economics to “nudge” conduct and machine learning to develop reliable predictive analytics. For more information please visit: <http://www1.nyc.gov/site/criminaljustice/index.page>

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. Our 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 as part of the city’s long-term plan to reduce violent crime in our neighborhoods. These initiatives respond to the individual, familial and community-based needs in historically disinvested, marginalized, and underserved communities of color that experience gun violence.

SECTION III – PROGRAM OBJECTIVES

In FY16, MOCJ and NYC City Council launched the first year of the youth Anti-Gun Violence Employment Program (AGVEP). The AGVEP is a year-round employment program that increases employment opportunities for participants and/or vulnerable youth in the community who are at risk of perpetrating or being victimized by violence. Youth work at local community based organizations engaged in positive activities to cultivate self-efficacy and leadership skills that will contribute to their social, educational and professional growth. AGVEP is serviced through CMS providers that hire staff from the community to build and sustain strong mentorship relationships with individuals who have been exposed to high levels of trauma and actively demonstrate pro-social alternatives to violence. The AGVEP is a seasonal employment program that employs CMS participants aged 14-24 and provides paid summer and year round employment in all five boroughs of New York City. This initiative seeks to incubate economic mobility needed to decrease violence and have youth led the co-production of public safety.

SECTION IV - FORMAT AND CONTENT OF THE PROPOSAL

Instructions

Expressions of Interest (Proposals) must be submitted electronically to mocjprocurements@cityhall.nyc.gov with the subject line: *AGVEP Stipend Administration Services – PIN#00220N0002*. Negotiated Acquisition shall be typed in a 12-point font, single-spaced if 8 ½ X 11” paper and not to exceed seven (7) pages.

Proposal Package Contents

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

1. Program Proposal Narrative (not to exceed 7 pages);
2. Proposed Line-Item Budget Summary;
3. A completed Doing Business Data [Form](#); and
4. A completed Iran Divestment Act [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/ Scope of Work

MOCJ/OPGV is seeking an appropriately qualified vendor to provide payroll processing and comprehensive custom software to support the administration of stipends for AGVEP participants. The following services to administer the employment program include:

- Delivery and administration of information technology that can supply the input, storage, and reporting of data required to:
 - Administer an online application system for AGVEP that can accept upwards of 500 applications annually;
 - Provide data processing of participant employment document and enrollment;
 - Administer an online application for AGVEP worksites that can accept over 250 applications annually and provide for the review and approval of them;
 - Maintain a database of all participant and worksite records;
 - Maintain a payroll system using debit cards for participants;
 - Provide the entry of users with different user rights;
 - Provide the entry of stipend amounts from timesheets;
 - Maintain the recording, history and reporting of all participant hours and stipend payments;
 - Processes bi-weekly payroll determined by designated program period and access to reports of payments disbursed to each participant;
 - Provides online software training, online help system, and help desk
 - Issue quarterly expenditure, utilization, and demographic reports to have a snapshot of the participants serviced through AGVEP. Such quarterly reports should include, the breakdown of the participant's age, gender, total gross wages earned, total hours worked, number of participants enrolled, and amount of funding spent for that quarter;
- Delivery of W-2 forms for income tax reporting, 1099's and other payroll statements to participants; and preparation and delivery of reports and files as requested by MOCJ for audit and oversight purposes.

Key Program Elements include:

- **Participant Application and Selection:** The System would allow MOCJ/OPGV and Providers to enter their applications directly into the System through the internet. MOCJ/OPGV would provide the data fields for the application. Each application would be assigned to a specific Provider. The System would also screen for and prevent duplicate applications from being entered for the same program in the same program year or cycle.

The System would allow incomplete applications to be saved for future edits and for completed applications to be updated as needed.

- **Participant Enrollment:** Enrollment would include the collection of eligibility documentation and the completion of additional questions to supplement the application. MOCJ/OPGV would provide a list of acceptable proof documents and additional data elements required to complete the enrollment. The System would digitally scan all collected documentation and save it under the respective applicant's file. Enrolled participants would also be manually matched and assigned to Provider worksites.
- **Worksite Applications and Approval:** The system would allow MOCJ/OPGV, Providers, and prospective worksites to submit applications through the internet. MOCJ/OPGV would provide the specific data fields and requirements for the worksite application. Each worksite application would be assigned to one or more Providers. The System would offer Providers a means to review and accept or reject a worksite application and to transmit accepted worksite applications to MOCJ/OPGV for approval. All MOCJ/OPGV approved worksite applications would be stored in the active worksites database under the specified Provider(s), so that participants could be assigned to the appropriate worksite. The System would also give MOCJ/OPGV and Providers the ability to enter monitoring reports which would document all visits made by MOCJ/OPGV and Provider staff to each worksite. MOCJ/OPGV would provide the specific data fields for this monitoring report.
- **Timekeeping:** The System would allow users to transfer weekly hours for each participant from paper timesheets into the System. MOCJ/OPGV would provide specific guidelines on program duration, maximum weekly hours, and payroll schedule for each program. The System would also allow users to enter a reason for zero hours worked in a given week. The System would require users to verify and approve hours and would establish time entry deadlines as necessary to ensure that hours for each payroll date are entered, approved, reported, and paid by the scheduled pay date. The System would allow users to enter hours for prior weeks should a correction be necessary.
- **Payroll:** The vendor would establish a debit card payment system through a card company or bank to facilitate the payment of wages to participants, through a variety of fee-free methods, including direct deposit of funds into participants' personal accounts, if requested. The System would compile timekeeping data entered by users, convert participant hours into gross wages, make necessary deductions for FICA, taxes, and other deductions, and direct the net wages to the respective debit card account or other participant-specified account. The vendor would generate pay stubs, statements, and a W-2 form for each participant and each payroll. The vendor would also report W-2

information to the Internal Revenue Service and New York State Department of Taxation and Finance, and report and send withholdings to the appropriate payees.

- **Reports:** The System would include customizable reporting functions to allow MOCJ/OPGV and Providers to generate specific reports on any and all data elements collected, including application, enrollment, worksite, timekeeping, and payroll data. The System would provide for periodic reporting of hours and wages paid per participant, Provider, and program. The System would offer participants secure online access to hours and pay history information as well as W-2 forms. The System would also be prepared to exchange data as needed with other MOCJ/OPGV and City, state, or federal systems to facilitate the reporting of participant and payroll information as needed.
- **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. MOCJ/OPGV would provide the specific data elements needed by program.
- **System Access and Security:** The System would provide user ID and password-protected access to all users including MOCJ/OPGV staff, Provider staff and participants. MOCJ/OPGV would be able to access all data and assign rights to specific Providers and staff as needed. Providers would only have access to worksite and participant data for those enrolled in their programs. Participants would be allowed to access only their own application and work history data.
- **System Maintenance, Support, and End-User Training:** The vendor be responsible for maintenance, repairs, and updates of the System as needed by MOCJ/OPGV. The vendor would conduct training sessions for all users as directed by MOCJ/OPGV, and maintain telephone support and online help information. The vendor would also communicate System deadlines, updates, and important events to Providers, including but not limited to an online message board, emails, and telephone calls. The vendor would develop and provide any materials used to educate users on the features and proper usage of the System.
- **Technical Specifications:** 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.

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: 12/1/19 – 6/30/2020. 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.
- **Administrative Fee - The annual administrative amount to support this contract should not exceed 10% of the total award amount.**

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	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.

Compliance with Local Law 34 of 2007

Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any "person" that has "business dealings with the city" as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, vendors responding to this solicitation are required to complete the attached Doing Business Data Form and return it with this proposal, and should do so in a separate envelope. (If the responding vendor is a proposed joint venture, the entities that comprise the proposed joint venture must each complete a Data Form.) If the City determines that a vendor has failed to submit a Data Form or has submitted a Data Form that is not complete, the vendor will be notified by the agency and will be given four (4) calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to the agency. Failure to do so will result in a determination that the proposal is non-responsive. Receipt of notification is defined as the day notice is e-mailed or faxed (if the vendor has provided an e-mail address or fax number), or no later than five (5) days from the date of mailing or upon delivery, if delivered.

Whistleblower Protection Expansion Act Rider

Local Law Nos. 30 and 33 of 2012, codified at sections 6-132 and 12-113 of the New York City Administrative Code, the Whistleblower Protection Expansion Act, protect employees of certain City contractors from adverse personnel action based on whistleblower activity relating to a City contract and require contractors to post a notice informing employees of their rights. Please read the Whistleblower Protection Expansion Act Rider carefully.

Compliance with the Iran Divestment Act

Pursuant to State Finance Law Section 165-a and General Municipal Law Section 103-g, the City is prohibited from entering into contracts with persons engaged in investment activities in the energy sector of Iran. Each proposer is required to complete the attached Bidders Certification of Compliance with the Iran Divestment Act, certifying that it is not on a list of entities engaged in investments activities in Iran created by the Commissioner of the NYS Office of General Services. If a proposer appears on that list, the Agency will be able to award a contract to such proposer only in situations where the proposer is taking steps to cease its investments in Iran or where the proposer is a necessary sole source. Please refer to Attachment for information on the Iran Divestment Act required for this solicitation and instructions on how to complete the required form and <http://www.ogs.ny.gov/About/regs/ida.asp> for additional information concerning the list of entities.

Subcontractor Compliance Notice - The selected vendor will be required to utilize the City's Payee Information Portal (PIP) web-based system to identify all subcontractors in order to obtain subcontractor approval pursuant to PPB Rule section 4-13 and will also be required to enter all subcontractor payment information and other related information in such system during the contract term. Please read Attachment A - *The Subcontractor Compliance Notice* as it relates to competitive solicitations.

Attachment A
Notice for Proposers

In 2013 the City implemented a new web based subcontractor reporting system. The Selected Contractor is required to list in the system all of the subcontractors that it knows it will use or is already using in the performance of the contract to be awarded. For each subcontractor listed, the Selected Contractor will be required to provide the following information: maximum contract value, description of subcontractor work, start and end date of the subcontract and identification of the subcontractor's industry. Identification of subcontracts in the system along with the required information will be required in order to obtain subcontractor approval under PPB Rule 4-13 for all subcontractors that have not been approved as of the implementation date. Thereafter, the Selected Contractor will be required to report in the system the payments made to each subcontractor within 30 days of making the payment. If any of the required information changes throughout the term of the contract, the Selected Contractor will be required to revise the information in the system. The Selected Contractor will have 30 days from the date of the notice to list its current subcontractors for which it has already received Agency Approval, if any. Thereafter, for those subcontractors that have not yet been approved by the Agency, subcontractors will have to be listed in the system in order to obtain the required Agency approval. Failure of the Selected Contractor to list a subcontractor and/or to report subcontractor payments in a timely fashion may result in the Agency declaring the Selected Contractor in default of the Contractor and may subject the Selected Contractor to liquidated damages in the amount of \$100 per day for each day that the Selected Contractor fails to identify a subcontractor along with the required information about the subcontractor and/or fails to report payments to a subcontractor, beyond the time frames set forth herein or in the notice from the City. The Selected Contractor hereby agrees to these provisions and acknowledges that they will become effective on the date set forth in the notice.