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ATLAS Negotiated Acquisition
EPIN: 00220N0003
ADDENDUM #1

Pursuant to the NYC Procurement Policy Board (PPB) Rules, the Mayor's Office of Criminal Justice is issuing this Addendum, Addendum #1, 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.

Questions and Responses

- 1. The contract has a three year term - should the budget be organized to reflect each year of the contract term?**

MOCJ anticipates the contract will have a three year term with two options to renew each for three years. The Budget Narrative should reflect the first three year term starting January 1, 2020.

- 2. On page 7, the solicitation indicates that the Prime Vendor would coordinate and match clients with service providers, but later in the solicitation it indicates that the prime vendor will support the subcontractors in coordinating referrals and networks. Can MOCJ provide more detail about the referral process and if they envision the prime vendor or the subcontractors engaging and referring clients? If the prime vendor, can MOCJ provide more detail about this referral process?**

We imagine the Prime Vendor would serve as the ‘switching station’ between participant referrals and subcontracted CBOs responsible for outreach/engagement with the Prime Vendor receiving participant referrals from various government partners and then distributing those candidate participants to the appropriate CBO (using geography and/or special expertise (i.e.: LGBTQ, Women, etc.) to match the participant to the best suited subcontracted CBO). The Specialists at the CBOs would provide outreach to build a relationship with the candidate participant. The Specialist would help candidate participant engage in one or more of the program components such as referrals to FFT, other employment /housing services, etc. (see pages 5 and 6).

- 3. Are the numbers envisioned for FFT and high-intensity workforce hard numbers and/or based on estimates or budgetary constraints? Is MOCJ flexible to an increase in slots available for each, based on what future subcontractors may propose?**

The numbers envisioned for FFT and high-intensity workforce are based on estimated need. MOCJ is open to adjusting program slots as need demands, but not at the expense of other in demand program components.

- 4. Regarding the timeline for solicitations, is MOCJ open to releasing the "innovation challenge" RFP later in 2020, to allow for time to engage philanthropy?**

Yes, MOCJ is open to launching the “innovation fund” later in 2020.

- 5. Does MOCJ envision the Innovation Fund as a match fund between government and philanthropy or to be fully funded by philanthropy?**

The Innovation Fund will include both Atlas government funding as well as philanthropic dollars leveraged by the Prime.

- 6. Will MOCJ agree to advance at least 25% of the overall annual budget to allow the prime vendor to make advance payments to subcontractors, once contracts are fully executed?**

Pursuant to MOCJ's Fiscal Manual, which may be found online at <https://www1.nyc.gov/assets/criminaljustice/downloads/pdfs/Fiscal%20Manual%20-%20FINAL.PDF>, an advance of up to 25% of the grant can be issued when a contract is registered, at the request of the contractor and in accordance with the contract terms. The vendor must submit an advance memorandum requesting said advance and a copy of the Fidelity Bond to the MOCJ Contract Staff. Upon receipt of these documents, the Fiscal Unit will process the advance.

- 7. Does MOCJ envision the prime vendor soliciting one evaluator for this effort, or can the prime vendor propose multiple evaluators across boroughs, components etc.?**

MOCJ is open to considering proposals with either one or multiple evaluators.

- 8. Can a prime vendor or a subcontracted TA provider also serve as one of the community-based organizations providing direct services?**

A Prime Vendor cannot serve as one of the CBOs providing direct services. A subcontracted TA provider may potentially provide direct service. Proposers should discuss the relevant work the subcontracted TA would provide as a TA and as a direct service provider.

- 9. Can a prime vendor subcontract out some of the prime vendor responsibilities? If so, can that subcontractor also serve as one of the community-based organizations providing direct services?**

A Prime Vendor may subcontract out some of the prime vendor responsibilities. A Prime Vendor may subcontract out some of the Prime Vendor responsibilities. See page 3: "*Prime Vendor may provide some TA/capacity building services and subcontract with specialized experts for other training/TA components.*" A subcontracted TA provider may potentially provide direct service. Proposers should discuss the relevant work the subcontracted TA would provide as a TA and as a direct service provider.

- 10. Will MOCJ hold any events or otherwise circulate program information of interested subs to potential applicants?**

In the interest of having services in place as soon as possible, MOCJ will not be hosting any networking events prior to 12/6/19 proposal deadline. .

11. Are there specific benchmarks, or outcomes, the Prime Vendor will be required to meet?

The overarching goals of Atlas are stated on page 8 of the Solicitation. MOCJ will work with the Prime Vendor to lay out specific benchmarks and outcome indicator expectations.

12. Regarding Section IV, IV Budget Management, should we include only narrative that describes the budget or should we also include a sample document. The solicitation says, “The budget should be based on a SAMPLE annual amount of \$10 million dollars in funding for the program as a whole.” The capitalization of the word sample leads me to believe that the solicitation would like to see something else in addition to the budget narrative description – please clarify. There was no mention of a budget attachment, but I am wondering if there is one.

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.

1. For comparison purposes, the budget should be based on a SAMPLE annual amount of \$10 million dollars in funding for the program as a whole. The amount should be based on the assumptions outlined in the "Anticipated Available Funding and Payment Structure" section of the solicitation and should factor all the requirements as outlined in the solicitation. Applicants should clearly state what can be achieved considering under the allocated \$10 million budget and should scale program deliverables accordingly. Finally, while submitted allocations should reflect an annual budget of \$10 million, the final annual amount may be scaled up under terms of contract award.
2. The budget should outline all costs to run the non-direct program components. This would include the costs of performing the procurement, capacity building and fiscal administration functions outlined in the scope of services.
3. This budget should include any startup costs and projected staff, subcontracts, supplies and other expenses to needed to run this piece of the initiative.
4. If applicable, describe how your organization would develop and implement effective strategies to generate supplemental funding for the proposed program. Include any other source of revenue that would be used to support the proposed program.

13. What is the expected period of time that the City expects individuals to participate in Atlas? In other words, what's the expected period of time between an individual being ROR'd and called back to Court?

The City expects individuals to participate in Atlas as long as it takes to complete the program they are participating in. We anticipate engagement could last an estimated three-twelve months or more depending on the program and individual's need.

14. Section 2, Background, A Strengths-Based Approach (Page 6). Is there an existing assessment or screening of risk and need completed for each individual prior to release that will be available to the Prime Vendor to match the right services to each individual? If so, will the Prime Vendor have access to those assessments as completed, or will there be a relationship with the vendor and pre-trial services?

MOCJ will work with the Prime Vendor to refine screening and needs assessment protocols and processes.

15. Section 2 Background, A Strengths-Based Approach (Page 6). Will the City be providing a list of all eligible ROR individuals?

The City is in the process of developing referral processes with partner agencies to route to the Prime. The City may develop additional referral pathways with the Prime and subcontracted CBOs as Atlas takes shape.

16. Section 2 Background, Program Model (Page 6). What happens if an Atlas participants fails to complete the program or accepts a plea agreement prior to completion of the program?

Atlas relies on persistent engagement strategies and a 'no-fail' approach. If a participant stops engaging with staff, the mentor would use motivational interviewing and other techniques to encourage re-engagement. So long as the person is in the community, s/he may continue to participate in Atlas programming and will be reasonably encouraged to do so.

17. Section 2 Background, Program Model (Page 6). Will the Prime Vendor be required to report on the progress and activity of each individual referred to the Atlas program?

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.

18. Are responders expected to name Functional Family Therapy and/or Cognitive Behavioral Therapy providers in Expression of Interest, or are they to be procured by the prime vendor post award?

As per Page 10: Proposer should list of candidate partners, advisors and subcontractors for Program, Capacity Building, Coordination/Administration and/or Training and where known.

The Proposer should also (Page 11) describe your organization's capacity and plan for soliciting subcontractors post award.

19. Page 7, fifth paragraph: (Organizational Capacity Building, especially re: to 'scale up quickly'): What is the expectation re: the timeline of hiring the 200-300 credible Specialists citywide?

Vendors should propose a rapid timeline they deem feasible.

20. Section 2 Background, Program Model (Page 6). What infrastructure and data will be made available to contact and follow-up with individuals in the program?

The City will work with referring partner agencies to ensure Prime receives participant contact information. The City will work with Prime to develop infrastructure and data collection system to manage the process of matching participant to one of the network of subcontracted direct service provider as well as ongoing data collection necessary to monitor activities, milestone achievement and provide ongoing programmatic improvement support.

21. Section 2 Background, Program Model (Page 6). Is there the ability of the Vendor to conduct short term orientations prior to individual's first appearance? Can this be done by televideo? Will the vendor be granted access to the network? Would we have to setup a VPN?

This program will be completely separate from the court process. ROR'd individuals will be released to the community and participants will be identified after first appearance for follow-up.

22. Section 2 Background, Program Model (Page 6). Will the MOCJ or the Court ask to see any information regarding the Atlas program participation once an individual is referred or completes the program?

Atlas is a completely voluntary program that is not connected to a court case. As such, Atlas will not be required to report to the court.

23. Section 2 Background, Program Model (Page 6). Does the City anticipate or expect that existing MOCJ staff will be available to assist as mentors in addition to other individuals identified by community based organizations?

MOCJ staff will not be available to assist as mentors.

PROPOSER ACKNOWLEDGEMENT

THIS ADDENDUM 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