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

An 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. Cover Page, Appendices and Attachments, the following line has been removed:

~~**G. Optional Voluntary Services.....13**~~

2. Cover Page, Appendices and Attachments, the following attachment has been added:

**Attachment E – Non Disclosure Agreement (NDA)**

3. Page 1, Important Information, Proposal Due Date has been changed to:

**Friday, May 8<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.**

4. Page 1, Anticipated Funding and Payment Structure, 2<sup>nd</sup> bullet:  
Anticipated number of contracts 1-5. **MOCJ anticipates on awarding one award per borough. A separate proposal must be received for each borough.**
  
5. 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 1<sup>th</sup>, 2020, by 3.00pm**
  
6. 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 1<sup>th</sup>, 2020, by 3.00pm**
  
7. Page 5, Program Expectations, 1<sup>st</sup> paragraph, 3<sup>rd</sup> sentence has been changed to  
The narrative shall be typed in a 12-point font, single-spaced if 8 ½ X 11 paper and not to exceed ten (10) pages.
  
8. Page 7, Section C. Services, the following has been changed:  
**15 20 points**
  
9. Page 10, Section C Services, the following section has been added after Case Management:  
**Optional Voluntary Services**  
**Program Expectations As part of a separate project regarding alternatives to incarceration (ATI) programming, MOCJ received expert advice from Dr. Faye Taxman, a renowned expert in the field of criminology, from the Center for Advancing Correctional Excellence (ACE!) at George Mason University. Part of Dr. Taxman's research revealed that the success of ATI programs in reducing re-offending and re- incarceration rests, in part, is their ability to engage participants who need longer-term assistance in appropriate voluntary services upon completing a court-mandated program to make progress on their goals. Therefore, MOCJ believes it would be beneficial to provide these services to clients engaged in the Dignity and Respect and Turning Points programming. While MOCJ will not make this a necessary component of programming, MOCJ will provide special consideration to proposers who will be able to provide additional**

**voluntary services after a client’s mandate has ended. Proposers should detail any voluntary post-mandate services that will be available for clients, mechanisms for incentivizing ongoing participation in such services, and how many clients they hope to engage in these services on an annual basis.**

10. Page 14, G. Optional Voluntary Services, this section has been deleted and move to Section C. Services.

11. Page 15, A. Evaluation Criteria, the following changes have been made:

A. Organizational Structure and Experience	25 Points
B. Court Referral, Assessment, Intake Procedures, and Reporting	15 Points
C. Services	<del>15</del> <b>20 Points</b>
D. Program Implementation	25 Points
E. Budget Management	10 Points
F. Data Reporting	10 Points
<b>G. Optional Voluntary Services</b>	<b>5 Points</b>

12. Page 16, VI. Attachments, the following attachment has been added:

**Attachment E – Non Disclosure Agreement**

**III. Questions and Responses**

1. Q: On page 7 of procurement with expected service projections: what % of these who will be women?

**A: We anticipate a small number of female participants. Please note an applicant needs to be prepared to address all possible populations.**

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

**A: This solicitation is a demonstration project, and thus there may be changes and a novel model and curricula that provider will need to demonstrate flexibility in order to be responsive to feedback. Additionally, should be willing to work with MOCJ in identifying problems and adapting the curricula appropriately moving forward.**

3. Q: Is the NDA used to receive copy of curriculum?

**A: All applicants must submit a signed NDA in order to access all curricula materials.**

4. Q: How many contracts are being offered: Citywide? Each borough separately? Multiple applications?

**A: This is a borough-based solicitation, in which an applicant can apply for between 1 and 5 borough contracts.**

5. Q: Is the amount awarded split between providers if more than 1 contract is awarded?

**A: Yes, the total amount available will be divided among the boroughs.**

6. Q: Can an applicant submit population specific applications – ie. All female identified folks vs. male identifying folks?

**A: Applicants may not submit population-specific applications and must be prepared to address all possible populations.**

7. Q: Is the curricula in Spanish?

**A: Not at this time.**

8. Q: There is a conflict of length of proposal: page 5 says “7 page narrative” and page 2 says “10pgs”

**A: 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.**

9. Q: Will the proposal need to be uploaded in HHS system?

**A: No. All proposals should be sent to [mocjprocurements@cityhall.nyc.gov](mailto:mocjprocurements@cityhall.nyc.gov) by the due date given in the solicitation. Any proposals not received through his email or after this due date will not be considered for evaluation.**

10. Q: If one applies for citywide, is that application considered for just 1 borough if not given the citywide contract?

**A: Each applicant must apply for boroughs individually. We will not consider citywide submissions.**

11. Q: How long after you submit the NDA will you receive the curriculum?

**A: You will receive the curricula within 24 hours of submitting the NDA.**

12. Q: Does the NDA include turning points?

**A: Yes, the NDA includes access to the Turning Points curriculum.**

13. Q: What are the categories of evaluation?

**A: Categories listed on page 15 of solicitation. Please #11 correction above.**

**A. Organizational Structure and Experience**

**B. Court Referral, Assessment, Intake Procedures, and Reporting**

**C. Services**

**D. Program Implementation**

**E. Budget Management**

**F. Data Reporting**

**G. Optional Voluntary Services**

14. Q: For voluntary services – can those only be provided after completion of the program?

**A: If you can provide voluntary services, they would be beneficial for the program. However, submissions will not be evaluated based on one's ability to offer such services. Thus, the 5 points given to this category of evaluation will be removed and shifted into category C: Services, which will now be worth 20 points. Please note that should you choose to include these additional services, please be sure to provide them in line with the Risk needs responsivity paradigm.**

15. Q: For projected # 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. 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 court.**

16. 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.**