

**Request for Proposal:  
Indigent Defense  
Article 10 Parent  
Representation**

Pre-Proposal  
Conference  
October 4, 2023

# Agenda

Introductions

Program Background

Program Components & Expectations

Submission Instructions & Deadlines

Q & A

# Background

# Program Background: MOCJ Overview

- The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor on all matters relating to the maintenance and improvement of a fair and equitable justice system.
- The Indigent Defense Program at MOCJ contracts with legal service organizations to provide criminal defense services for those persons who cannot afford to pay for their own lawyer.
  - 3 legal areas: Criminal Trials, Criminal Appeals, and Article 10 Parental Representation.
  - Portfolio primarily uses procurement to effectuate policy and provide access to criminal legal counsel (attorneys) for all New Yorkers.

# RFP Purpose and Goals

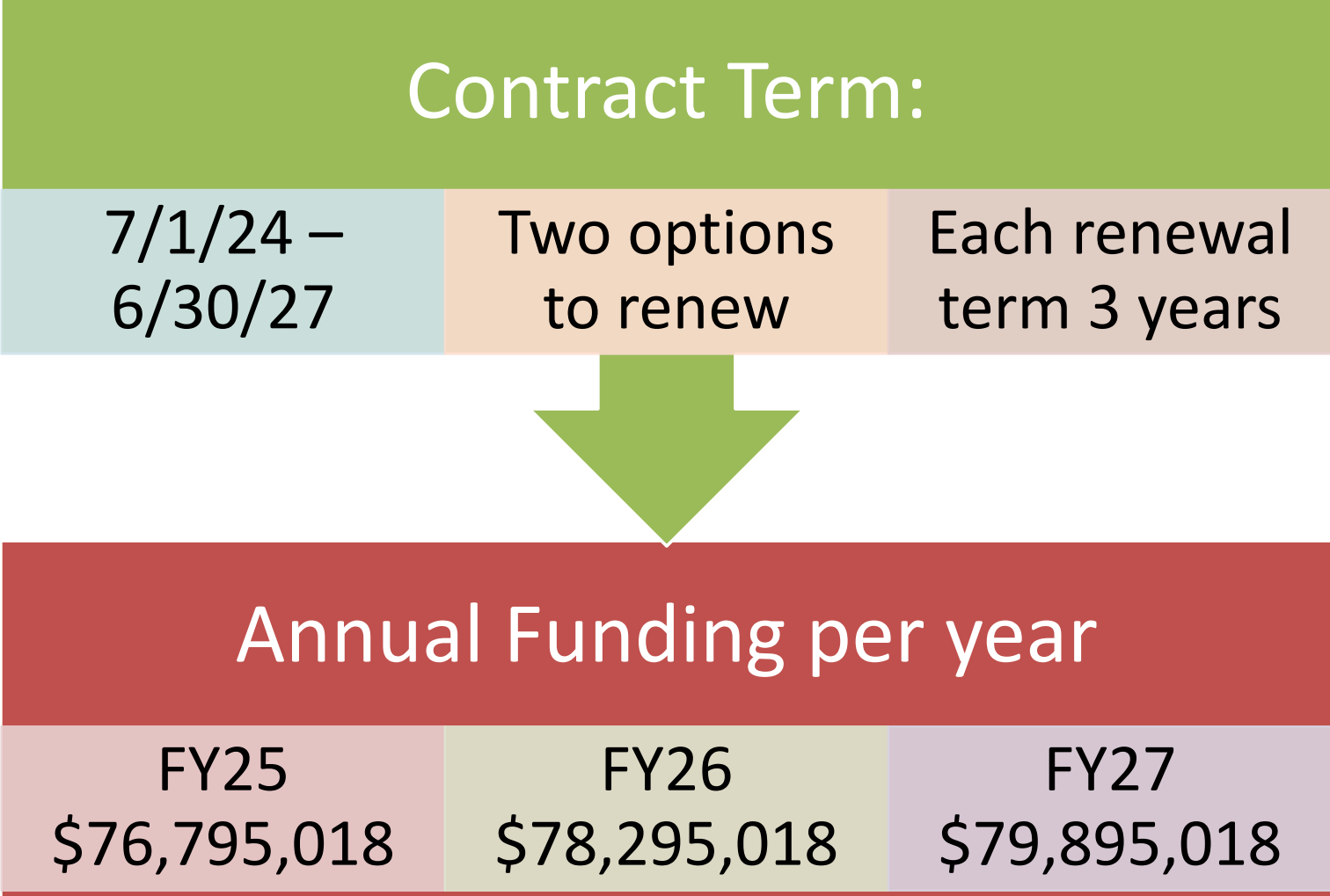
MOCJ is seeking institutional providers with:

- An interdisciplinary practice that will result in a more effective administration of representation of indigent adults in Article 10 cases, as mandated by Family Court Act of the State of New York, Section 262;
- Prior experience with indigent representation of adults in Article 10 cases;
- Willingness and ability to work cooperatively with city agency partners;
- Demonstrated ability to track, document, and report on results;
- A culture of transparency, accountability, flexibility, and trust building;
- Commitment to racial equity; and
- An ability to identify, hire and manage the full complement of staff to meet program deliverables.

# Eligibility

- Only vendors on the Human Service Pre-Qualified List (“PQL”) of vendors can propose to this RFP.
- Vendors must apply to be on the PQL list. However, no vendors can be added to the PQL now that the RFP has been released.
- Vendors can only proposal as primes, no vendor can submit a proposal as a subcontractor.

# Contract Term & Funding



# Competition Pools

6 county-wide catchment areas w/**one** competition pool for each catchment area:

Bronx

Kings (Brooklyn)

Queens

Richmond (Staten Island)

2 catchment areas w/**two** competition pools, within New York County (Manhattan):

“Upper Manhattan” - 10025, 10026, 10027, 10029, 10030, 10031, 10032, 10033, 10034, 10035, 10037, 10039, 10040.

“Lower Manhattan” - all other Manhattan zip codes.



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Primary Provider: First provider assigned by court to represent an indigent respondent.

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Conflict Provider: Assigned by the court to handle a case where conflict of interest.

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MOCJ intends to procure up to thirteen (13) contracts with Article 10 family defense providers.

## Competition Pools

One primary provider  
in each of the 6  
catchment areas:

Bronx

Kings (Brooklyn)

Queens

Richmond (Staten Island)

New York County Upper

New York County Lower

One conflict provider  
in each of the 5  
catchment areas:

Kings (Brooklyn)

Queens

Richmond (Staten Island)

New York County Upper

New York County Lower

Up to 2 conflict  
providers in:

Bronx

# Competition Pools

# Program Components & Expectations

# Program Components

## Approach (25 %)

- Legal Services: Intake and Article 10 Representation

## Experience (25%)

- Entity and Individual Staff Experience

## Organizational Capacity (50%)

- Organizational Structure and Staffing (20%)
- Contract Price and Budget Management (10%)
- Fiscal Management (10%)
- Data Reporting (10%)

# Section 1. Approach (25%)

## Proposal Instructions:

- ❑ Complete “Section a. Legal Services: Intake and Article 10 Representation” in the Questionnaire tab in PASSPort.

## The proposer should:

- Demonstrate your organization’s approach to providing representation, not only in Article 10 cases, but all related proceedings, including but not limited to, TPR, custody, guardianship, paternity, and family offense matters, as well as interlocutory appeals.
- Demonstrate your organization’s approach to providing holistic services to indigent families through support staff with the highest professional standards.
- If your organization promotes early representation, demonstrate the ways in which your organization provides early representation and any associated services prior to first appearance, including whether your organization has a social worker or parent advocate available for meeting clients prior to their first appearance.
- If your organization offers related A10 appellate representation, please describe your organization’s approach in representing clients in their appeal.
- Demonstrate your organization’s approach in responding to the unique needs of clients who may be victims of domestic violence, including specialized training for staff, counseling for clients, and providing referrals.

## Section 2. Experience (25%)

### Proposal Instructions:

- Complete "Section A. Entity and Individual Staff Experience" in the Questionnaire tab in PASSPort.
- Please upload one typical staff attorney resume, one typical supervisory staff resume, and any relevant executive staff resumes.

### The proposer should:

- Demonstrate experience providing indigent parent representation with the highest professional standards, including an understanding of Article 10 court processes of the county for which the proposal is being submitted.
- Demonstrate experience centering equity for Black and Brown communities in the proposed catchment area.
- Ensure that at least 50% of the staff attorneys have 2 years or more of family defense experience in New York State.
- Ensure that at least 80% of the supervisory staff have 3 years or more of family defense experience in New York State.
- Demonstrate that staff attorneys are either licensed in the state of New York or actively obtaining a license to practice law in the state of New York.
- Demonstrate that licensed attorneys are in good standing.
- Demonstrate how your organization ensures that staff attorneys are familiar with the relevant court(s) for which the proposal is being submitted.
- Demonstrate that your organization's leadership has the expertise and experience relevant to the services set forth in this RFP.

# Section 3. Organizational Capacity (50%);

## A. Organizational Structure and Staffing (20%)

### Proposal Instructions:

- Complete "Section A. Organizational Structure and Staffing" in the Questionnaire tab in PASSPort.
- Please upload an organizational chart, Human Resource employment policies, and staffing plan.

### The proposer should:

- Demonstrate their ability to assume operations by the contracted start date. If your organization cannot assume operations by the contracted start date, provide a timeline for implementation.
- Ensure that attorney staffing meets the ILS caseload standards. If the proposer is unable to meet ILS caseload standards under their proposal, proposers must include a justification for why they cannot meet the ILS caseload standards.
- Maintain an office and/or satellite facility in the contracted catchment area, and demonstrate that the office is available to clients by public transportation.
- The proposer must acknowledge they are responsible for the supervision and overall management of the program, that staff are supervised in day-to-day activities, that they will have regular staff meetings to review cases, and will solve problems as they arise.
- Ensure the ability to communicate with non-English speaking clients, including written and verbal non-English communications.
- Ensure the ability to serve clients with disabilities.
- Demonstrate how the organization will provide and maintain adequate facilities, including but not limited to office space, equipment, supplies, access to law libraries, and access to the infrastructure necessary to ensure effective representation in online court proceedings.

# Section 3. Organizational Capacity (50%);

## B. Contract Price and Budget Management (10%)

### Proposal Instructions:

- Complete "Section B. Contract Price and Budget Management" in the Questionnaire tab in PASSPort.
- Please upload a budget for FY 2025-2027, as well as a detailed budget narrative that corresponds to each budget for FY 2025-2027.

### The proposer should:

- Demonstrate the annual costs necessary to provide the proposed services.
- Demonstrate any additional funding sources that your organization will utilize to pay for the services set forth within the RFP.
- Provide a budget for fiscal years 2025, 2026, and 2027.
- Provide a detailed budget narrative that corresponds to each budget.



# Section 3. Organizational Capacity (50%); C. Fiscal Management (10%)

## Proposal Instructions:

- Complete "Section C. Fiscal Management" in the Questionnaire tab in PASSPort.

## The proposer should:

- Demonstrate the existence of adequate and appropriate fiscal infrastructure, including administrative support and overall contract and/or grants management.
- Demonstrate the administrative capacity to manage City contracts and prepare budgets and invoice submissions within the City's reimbursement process.
- Demonstrate experience contracting with the City of New York.
- Demonstrate the ability to effectively manage contracts comparable to this funding amount.
- Please provide a summary statement of your organization's current revenue sources, types of service(s) provided, and numbers of clients served overall and by the program on an annual basis.

# Section 3. Organizational Capacity (50%);

## D. Data Reporting (10%)

### Proposal Instructions:

- Complete "Section D. Data Reporting" in the Questionnaire tab in PASSPort.

The proposer should:

- Be able to describe the metrics that will be used to demonstrate that your plan has been successfully implemented.
- Demonstrate the ability to develop and maintain a digital database and/or system for tracking cases, attorney appearances, and non-legal staff assignments.
- Identify the staff that will be responsible for data management and their experience tracking program data.
- Demonstrate that there are procedures in place to collect data, including but not limited to, the number of assignments taken in and number of assignments relieved. For each assignment, please provide the date of assignment, date appeal is perfected/relieved, date brief filed, number of briefs filed, any other litigation, number of appeals argued, number of pending cases, number of staff attorneys, intake per staff attorney, pending caseload per staff attorney, the number of transferred cases, the category of assignments, and associated costs per category.

# Section 4. Required Documents

## Proposal Instructions:

- Complete "Section 4. Required Documents" in the Questionnaire tab in PASSPort.
- Please upload an affirmation as outline above.

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An affirmation attesting that your organization received, read, understands, and agrees to comply with the below documents uploaded to PASSPort under the "Documents" tab:

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Appendix A 5.08(B) Addendum;

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Hire NYC Hiring and Employment Rider and Memo;

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Identifying Information Rider;

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LL30 and 33 Whistleblower Protection Rider;

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Labor Peace Agreement Memo;

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Labor Peace Agreement Rider;

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Labor Peace Agreement Certification Form;

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Labor Peace Agreement Attestation Form;

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Paid Sick Leave Law Rider;

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Rider to Human Services Contracts - Access to Non-Public Areas;

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[Executive Order 64 Certification](#) (June 2021); and

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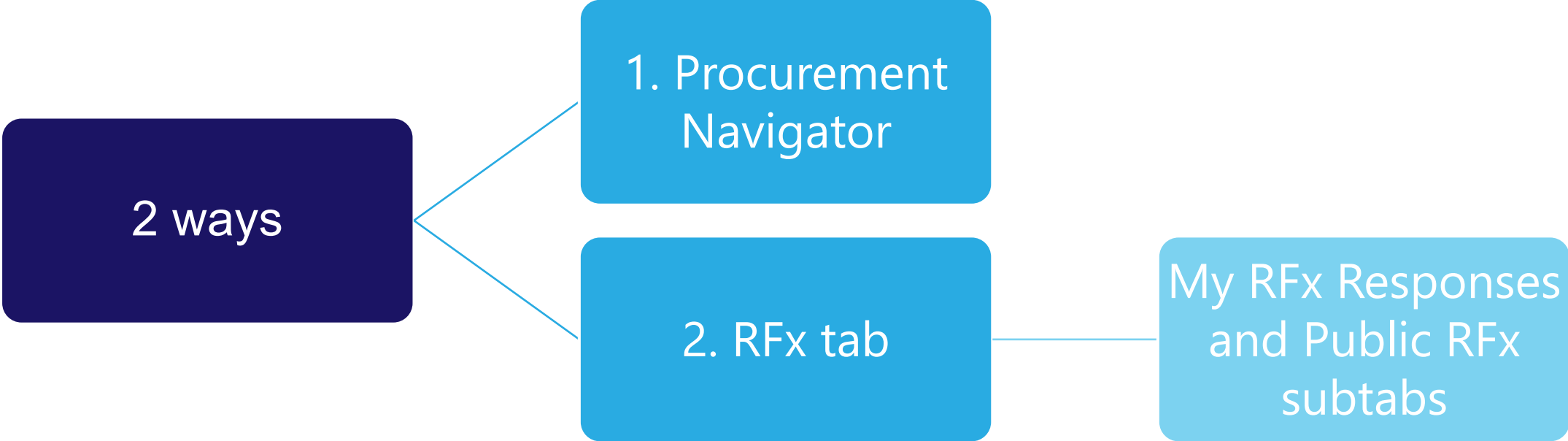
[Executive Order 64 of 2021](#) (June 2021).

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# Request for Proposal Submission Instructions

# PASSPort: Finding and Responding to HHS RFPs

# How to Access this RFP?



# Search for Funding Opportunities



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## About PASSPort / Go to PASSPort

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[Register NYC.ID](#)

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[Procurement Navigator](#)



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### RELATED LINKS



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# PASSPort

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If you need assistance, please visit the MOCS Help page.

Thank you for partnering with us to deliver vital goods and services to New Yorkers.

NYC Mayor's Office of Contract Services

[nyc.gov/passport](https://nyc.gov/passport)



# Find the RFP on Procurement Navigator

The PASSPort Procurement Navigator provides the general public with a complete list of all RFX opportunities available in PASSPort.

## PASSPort

[Prequalified Lists](#)

Keywords :  Main Commodity :  ... RFX Status :

Industry :  Agency :

Publish Date :  Round :  Additional Commodities :  ... RFX allowing subcontractors :

Program	Industry	EPIN	Procurement Name	Agency	RFX Status	Procurement Method	Release Date (Your Local Time)	Due Date (Your Local Time)	Remaining time	Main Commodity
DCAS - Citywide Procurement	Goods	85721B0115	85721B0115-2100064 - TRUCK, 16 C.Y. COLLECTION - PARKS	• DCASDIVISION OF MUNICIPAL SUPPLY SERVICE	Released	Competitive Sealed Bid	09/27/2021 10:00:00	09/28/2021 10:30:00	23h 50min 17s	Automotive Vehicles
Miscellaneous	Construction	84121B0030	84121B0030-84121SISI442 - St. George Terminal Diesel Exhaust Fluid Storage and Distribution System	• DEPARTMENT OF TRANSPORTATION	Released	Competitive Sealed Bid	09/24/2021 00:00:00	10/26/2021 11:00:00	29d 00h 20min 17s	Pipes and Plumbing Materials, Equipment, and Supplies
Citywide Services - Capital	Construction	84621B0061	84621B0061-X002-119M-Ranaqua Roof Reconstruction	• DEPARTMENT OF PARKS AND RECREATION	Planned	Competitive Sealed Bid		10/01/2021 15:30:00	04d 04h 50min 17s	General Contractor/Construction Services
Citywide Services - Capital	Construction	84621B0061	84621B0061-X002-119M-Ranaqua Roof Reconstruction	• DEPARTMENT OF PARKS AND RECREATION	Released	Competitive Sealed Bid	09/24/2021 11:30:00	10/13/2021 15:30:00	16d 04h 50min 17s	General Contractor/Construction Services
DCMB	Professional Services - IT Related	85821P0001	85821P0001 Citywide Quality Control Services for Technology Projects	• DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS	Released	Competitive Sealed Proposal	09/24/2021 12:00:00	10/29/2021 14:00:00	32d 03h 20min 17s	Quality Control/Project Management/Strategy Services
Brooklyn - Capital	Construction	84621B0018	84621B0018-B113A-119M - Cadman Plaza Park Oval Reconstruction	• DEPARTMENT OF PARKS AND RECREATION	Released	Competitive Sealed Bid	09/22/2021 10:00:00	10/12/2021 15:30:00	15d 04h 50min 17s	Parks and Site Work Construction
ENGINEERING, DESIGN AND CONSTRUCTION	Professional Services - Architecture/Engineering	82621P0030	82621P0030-BEDC - OB-136-DES-CM2	• DEPARTMENT OF ENVIRONMENTAL PROTECTION	Released	Competitive Sealed Proposal	09/22/2021 00:00:00	11/03/2021 14:00:00	37d 03h 20min 17s	Civil Engineering
Maintenance & Operations	Goods	84622Y0135	84622Y0135-BKOPS - Ipe Hardwood Lumber "Non DCAS RC Items" Needed for Repairs to Coney Island Boardwalk	• DEPARTMENT OF PARKS AND RECREATION	Released	RFI	09/23/2021 09:00:00	09/30/2021 15:00:00	03d 04h 20min 17s	General Building and Construction Equipment, Materials, and Supplies
Queens - Capital	Construction	84621B0040	84621B0040-Q509-220M-Nameoke Park Construction	• DEPARTMENT OF PARKS AND RECREATION	Released	Competitive Sealed Bid	09/21/2021 09:00:00	10/05/2021 15:30:00	08d 04h 50min 17s	Parks and Site Work Construction
ENGINEERING, DESIGN AND CONSTRUCTION	Professional Services - Architecture/Engineering	82621P0016	82621P0016-BEDC - RO-2-DES	• DEPARTMENT OF ENVIRONMENTAL PROTECTION	Released	Competitive Sealed Proposal	09/20/2021 15:00:00	10/28/2021 14:00:00	31d 03h 20min 17s	Mechanical Engineering
OCP - Miscellaneous	Goods	85721B0146	85721B0146-2100116,GRP:FEDERAL SIGNAL SYSTEMS & COMPONENT LIGHTS	• DCASDIVISION OF MUNICIPAL SUPPLY SERVICE	Released	Competitive Sealed Bid	09/20/2021 12:00:00	10/05/2021 10:30:00	07d 23h 50min 17s	Fleet Supplies
Family Enrichment Center	Human/Client Service	06822P0002	06822P0002-Family Enrichment Centers 2 RFP	• ADMINISTRATION FOR CHILDREN'S SERVICES	Released	Competitive Sealed Proposal	09/22/2021 13:00:00	11/17/2021 14:00:00	51d 04h 20min 17s	Preventive Services



Enter the following E-PIN in Keywords: 00224P0001

Prequalified Lists

Keywords: 00224P0001

Main Commodity:

Rfx Status:

Industry:

Agency:

Publish Date:

Round:

Additional Commodities:

Rfx allowing subcontractors:

Program	Industry	EPIN	Procurement Name	Agency	Rfx Status	Procurement Method	Release Date (Your Local Time)	Due Date (Your Local Time)	Remaining time	Main Commodity
Article 10 Petition Parental Representation	Human/Client Service	00224P0001	<a href="#">00224P0001-FY25 Article 10 Petition Parental Representation RFP</a>	• OFFICE OF CRIMINAL JUSTICE	Released	Competitive Sealed Proposal	09/26/2023 00:00:00	11/17/2023 14:00:00	45d 21h 46min 59s	Legal Services

1 Result(s)

# Search for this RFP

NYC Mayor's Office of Contract Services

বাংলা Translate Text-Size

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Procurement Navigator

Login

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-  [The City Record Online \(CROL\)](#)
-  [Payee Information Portal \(PIP\)](#)
-  [NYC Certified Businesses \(formerly M/WBE Online Directory\)](#)
-  [Procurement Navigator](#)
-  [Prequalified Lists \(PQL\)](#)
-  [PASSPort Public](#)
-  [HHS Accelerator](#)

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NYC Mayor's Office of Contract Services

[nyc.gov/passport](https://nyc.gov/passport)

# Find the RFP through “Browse Public RfX” and “Browse My RfX Responses”

The **Browse Public RfX** screen contains a similar structure to the Procurement Navigator, but now that you are logged into your PASSPort account, you will be able to respond to the RFP by clicking the Pencil icon.

The screenshot shows the PASSPort navigation bar with the following items: Profile, Tasks, RfX, Contracts, Ordering, Catalogs, Financials, Reporting, Performance, Support. A dropdown menu is open under 'RfX', listing: Browse My RfX Responses, Browse Public RfX (highlighted), Browse Prequalified Lists, and Browse Real-Time Bidding Events. Below the navigation bar is a search bar and a 'Browse Public RfX' button. Further down are filter fields for Keywords, Industry, Publish Date, Main Commodity, Agency, Round, RfX Status, and Additional Commodities, along with 'Prequalified Lists', 'Search', and 'Reset' buttons.

Program	Industry	EPIN	Procurement Name	Agency	RfX Status	Procurement Method	Release Date (Your Local Time)	Due Date (Your Local Time)	Remaining time	Main Commodity
Test ITCS Program	Standard Services	00222P0002	00222P0002-Test CSP Eval	• OFFICE OF CONTRACT SERVICES	Responses Received	Competitive Sealed Proposal	9/21/2021 11:00:00 AM	9/21/2021 2:30:00 PM	Bid due date has passed	Agricultural Services
Street Homelessness Solutions	Human/Client Service	07121P0125	07121P0125-Safe Havens Open-Ended RFP	• DEPARTMENT OF HOMELESS SERVICES	Responses Received	Competitive Sealed Proposal	8/31/2021 12:00:00 PM	9/2/2021 2:40:49 PM	Bid due date has passed	Shelter and Homeless Prevention
Court Based Programs	Human/Client Service	00221P0032	00221P0032-Supervised Release	• OFFICE OF CRIMINAL JUSTICE	Released	Competitive Sealed Proposal	8/30/2021 5:00:00 PM	9/24/2021 2:00:00 PM	01d 14h 54min 58s	Court-Based Support
PUBLIC BUILDINGS	Construction	85021B0135	85021B0135-S136-383N - DSNY BK 17/18 Garage Roof and HVAC Upgrade	• DEPARTMENT OF DESIGN AND CONSTRUCTION	Released	Competitive Sealed Bid	8/27/2021 12:00:00 AM	9/22/2021 2:00:00 PM	Bid due date has passed	General Contractor/Construction Services
ADM - Bureau of Facilities Planning and Administrative Services	Goods - IT Related	81622Y0098	Archibus Software Licenses and Maintenance Renewal	• DEPARTMENT OF HEALTH AND MENTAL HYGIENE	Released	RFI	8/27/2021 12:00:00 AM	9/6/2021 2:00:00 PM	Bid due date has passed	Maintenance - Support
Street Homelessness Solutions	Human/Client Service	07121P0124	07121P0124-Stabilization Beds Open-Ended RFP	• DEPARTMENT OF HOMELESS SERVICES	Released	Competitive Sealed Proposal	8/27/2021 2:00:00 PM		Bid due date has passed	Shelter and Homeless Prevention

**Browse My RfX Responses** is where you will be able to manage your responses and quickly locate solicitations you have begun work on and solicitations you have submitted responses to.

# Respond in PASSPort

Remaining time :35d 12h 59min 10s

RESPONSE ACTIVITY

SUMMARY

E-PIN : 0402110001 09/02/2020 00:30:00

Program : 2292 - test-DG

Agency : DEPARTMENT OF EDUCATION

Division : TEACHING AND LEARNING

DESCRIPTION

KEY DATES

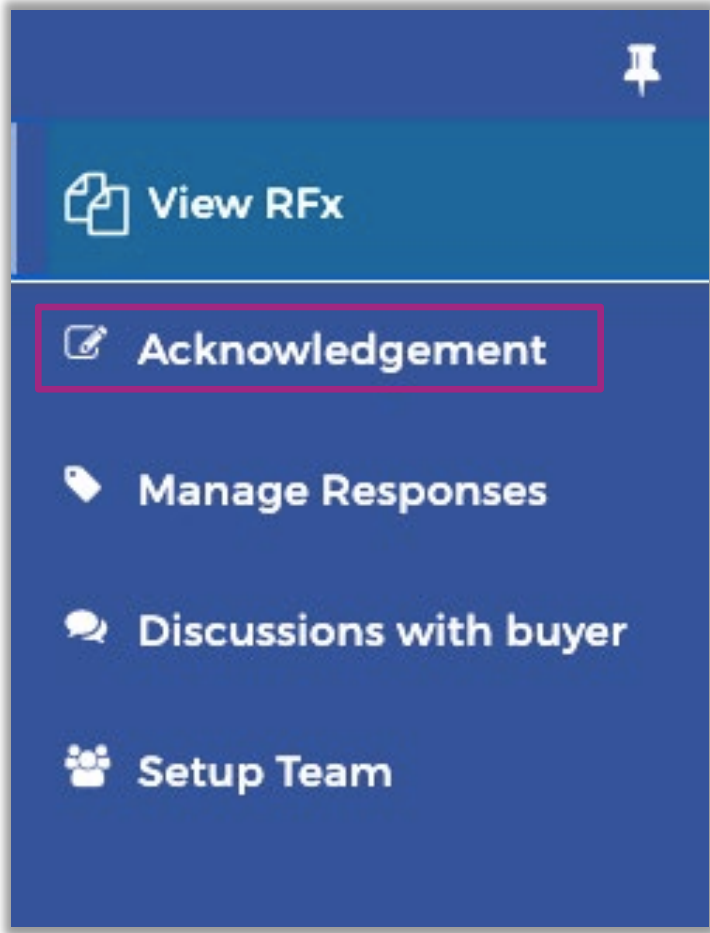
DOCUMENTS

Download	Document Type	Document Name
<a href="#">Article 10 FY25 RFP.pdf</a>	RFX Document	Article 10 FY25 RFP
<a href="#">Structured Proposal Form.pdf</a>	RFX Document	Structured Proposal Form
<a href="#">Rider to Human Services Contracts - Access to Non-Public Areas.pdf</a>	Addendum Document	Rider to Human Services Contracts - Access to Non-Public Areas
<a href="#">PaidSafeSickLeaveLawRider.pdf</a>	Addendum Document	Paid Safe Sick Leave Law Rider

1. Proposer(s) must have a minimum of five (5) years of successful experience in providing the services or for projects of a similar nature and scope as those required in this RFP; preferably in an

The **View RFX** screen displays an overview of the RFP, including a Summary, Description, Key Dates, associated Documents and Pre-Proposal Information.

All documents for the RFX are stored in the **"Documents"** tile on the "View RFX" Tab.



The **Acknowledgement** tab is where providers acknowledge receipt and intent to respond.

- *After Acknowledgement, you may begin your proposal via the Manage Responses tab.*

The **Manage Responses** tab is where providers complete the RFP questionnaire, item grid, affirmations, LL34 compliance, and upload required documentation.

The **Discussion with buyer** tab is a forum to communicate directly in PASSPort with the contracting agency after you have decided to respond to the RFP.

The **Setup Team** tab provides the ability to add team members to assist in the response process.

## User Roles



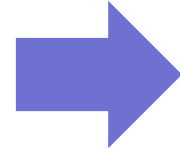
**Vendor Admin**



**Vendor Procurement  
Level 1, Level 2**



**Contributor, Vendor  
Financials Level 1,  
Level 2**



### Vendor Admin

- ✓ Receive direct invite to participate in RFx
- ✓ Manage and add contacts in Vendor Profile
- ✓ Create responses
- ✓ Set up team for responses

### Vendor Procurement Level 1 & Level 2

- ✓ Receive direct invite to participate in RFx
- ✓ Manage and add contacts in Vendor Profile
- ✓ Create responses

### Contributor, Vendor Financials Level 1 & Level 2

- ✓ Create/edit responses when added to the RFx team in the Setup Team Tab

# Questionnaire

CEI Holding LLC's proposal

Save Save and Close Cancel this response Validate & Submit Close Duplicate Response

**Your Proposal Info**

Questionnaire

Subcontractors and Joint Ventures

Item

LL34 Compliance

Campaign : 0402110001-Community Schools Services RFP Agency : DEPARTMENT OF EDUCATION  
Supplier : CEI Holding LLC Commodity : 178 - Academic Supports  
Respondent : Admin Vendor

**Minimum Qualifications**

100%

Demonstrated Effectiveness (25%) 100%

Organizational Capacity (25%) 100%

Program Plan (25%) 100%

Accountability (25%) 100%

Affirmations 100%

**Minimum Qualifications**

Experience  
Your organization must have a minimum of ...

I affirm that my organization has at least 5 years of successful experience providing similar s

CREATION BY IMPORT

Download in Excel 2007-2010 format (xlsx)  
Download in Excel 97-2003 format (xls)

Drop here your answer (in Excel format)

Upload (In Excel Format)

A progress bar will display the percentage of questions completed for your reference.

# LL34 Compliance

**LL34 COMPLIANCE**

- Select your organization's Principal Officers, Principal and Organization Owners, and Senior Managers in the frames below ([LL34 FAQ](#))
- If your organization does not have a CEO, CFO, COO, or their functional equivalents, check the appropriate box next to "Excluded Officers" below.
- If you are a nonprofit organization, under Principal Owners, please check the box next to "The entity is not-for-profit." You should still disclose all other Principal Officers and Senior Managers.
- If you don't find the CEO, CFO, COO or Senior Managers by clicking the ellipsis (three dots) to the right of "Add Existing Contact," the Vendor Admin must add to edit on the Vendor Profile, "2. Contacts" tab. The LL34 contact box must be checked in addition to all other required fields, including position, DOB, phone number (10 digits, no dashes), and home address.

I affirm that I have read the guidance and will complete the LL34 Compliance field

**1**

**LL34 Contact Setup**

**PRINCIPAL OFFICERS**

Excluded Officers:  CEO  CFO  COO

Add Existing Contact:  ...

**PRINCIPAL OWNERS**

There are no listed owner (s) because (select one) :

The entity is not-for-profit  The entity is an individual  No individual or organization owns more than 10% of the entity  Other

Add Existing Contact:  ...

Individual Owners:

**Add an Organization**

Organization Owners

0 Result(s)

**SENIOR MANAGERS**

Add Existing Contact:  ...

The **LL34 Compliance** tab allows you to complete Doing Business Data information in PASSPort.

To populate information within the **LL34 Compliance** tab of a proposal, you must first make sure your contacts are updated within the Vendor Profile to include the positions of the Principal Owners, Principal Officers, and Senior Managers and indicate that they are LL34 Contacts.

### *To Complete the LL34 Compliance Tab and Add Contacts:*

- 1** Click the "LL34 Contact Setup" button in the **LL34 Compliance** tab to navigate directly to the Vendor Profile to add contacts for selection.



# LL34 Compliance

1 Basic Information ⓘ  
2 **Contacts** ⓘ  
3 Disclosures ⓘ  
4 Documentation ⓘ  
5 Signature ⓘ

CEO (OR EQUIVALENT) INFORMATION ⓘ

First Name ⓘ : testportceo      Last Name ⓘ : testportceo  
Email ⓘ : testportceo@mailinator.com      Phone Number ⓘ : 1234567654

VENDOR CONTACT INFORMATION

All principal owners and/or officers must be added as contacts on the Contacts tab to identify them as principal owners and/or officers and complete their associated questionnaires.  
A principal owner is defined as any individual, partnership, joint venture, or corporation that holds a 10% or greater ownership interest in the enrolling vendor.  
An officer is defined as any individual who serves as or performs the functions of chief executive officer, chief financial officer, or chief operating officer, or their equivalents, of the enrolling vendor, without regard to such individual's title.

Vendor Team ⓘ

Add Contact    **Add a new Contact**

IDENTITY

Salutation :

First Name :

Last Name :

Position :  ...

CEO

Date of Birth :  ⓘ

Email :

Phone Number :

Cell :

Title :

Default Language :

Photo :

Internal Identifier :

Employer (if not employed by entity) :

**3**  LL34 Contact :

Email	Profile ⓘ	LL34 Contact	Position	Position
Abc@gmail.com	<input type="text"/> ⓘ ✕ Signatory ✕ Contributor	<input checked="" type="checkbox"/>	<input type="text"/> ⓘ ✕ CEO	

**4**

**2**

PRINCIPAL OFFICERS

Excluded Officers :  CEO  CFO  COO

Add Existing Contact ⓘ :

**5** If your organization doesn't have one of more Principal Officers, please check the box next to "Excluded Officers" in the LL34 Compliance tab of your proposal!

**2** In the Vendor Profile, click the "2. Contacts" tab. Check the "LL34 Contact" checkbox next to the appropriate contact and select their position from the dropdown. *To add a new Contact, click the "Add a new Contact" button. To finish assigning, click the pencil icon.*

**3** A pop-up window will appear. Check the "LL34 Contact" checkbox and select any applicable positions from the Position drop-down. Users' dates of birth and phone numbers are also required (enter the 10-digit phone number without dashes). Click "Save."

Navigate back to the **LL34 Compliance** tab and fill out the LL34 Contact information. When done, save your updates, click the "Save" and then the "Save and Close" button.

**4**

## Deadlines & Helpful Links

- The deadline to respond is **Friday, November 17th, 2023, at 2pm EST via PASSPort.**
- The deadline for submitting questions and comments is **Tuesday, October 23, 2023, at 5pm EST.** All questions and requests for additional information concerning this program must be directed, via email, to [mocjprocurements@cityhall.nyc.gov](mailto:mocjprocurements@cityhall.nyc.gov)
- Website Link: <https://criminaljustice.cityofnewyork.us/solicitation/article-10-rfp-2023/>
- PASSPort Link: [nyc.gov/passport](https://nyc.gov/passport)

# Q&A



Please write your: **name, organization, and question** in the chat.