

**REQUEST FOR PROPOSAL:
INDIGENT DEFENSE
APPELLATE
REPRESENTATION
(EPIN:12825P0001)**

PRE-PROPOSAL CONFERENCE

DECEMBER 11, 2024

AGENDA

Introductions

Program Background

Program Components & Expectations

Instructions

PASSPort Submission Overview

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.

The Indigent Defense Program supports 3 legal areas:

Criminal Trials

Criminal Appeals

Article 10 Parent Representation

RFP PURPOSE AND GOALS

- MOCJ is seeking legal service organizations to provide indigent criminal defense representation at the appellate level in the First and Second Judicial Departments in the City.
- Eligible organizations will possess:
 - Prior experience with indigent representation at the post-conviction and appellate level in New York City and within the Judicial Department(s) for which the proposal is being submitted;
 - Willingness and ability to work cooperatively with city agency partners;
 - Demonstrated ability to track, document, and report on results;
 - An ability to identify, hire and manage staff to meet program deliverables; and
 - Organizational capacity to handle risk and liabilities, including a strong governance structure, insurance, financial stability; and
 - Capacity to work responsibly as a city contractor.

CONTRACT TERM & FUNDING

The contract term will be from July 1, 2025, to June 30, 2028, with two options to renew. Each renewal term length will be three years.

Annual Funding:

- FY26: \$42,545,550
- FY27: \$42,545,550
- FY28: \$42,545,550

COMPETITION POOLS

First Department

Second Department

Citywide
(First &
Second
Department)

Manhattan

Bronx

Brooklyn

Queens

Staten Island

**if your proposal is for
City Wide, please answer
the questionnaire for
both Departments*

COMPETITION POOLS CONT.

- MOCJ intends to procure appellate-level defense providers, with up to three (3) vendors in the First Department and up two (2) vendors in the Second Department.

PROGRAM COMPONENTS & EXPECTATIONS

PROGRAM COMPONENTS

Experience (25%): Entity and Individual Staff Experience

Approach (25%): Legal Services Intake and Appellate Representation

Organizational Capacity (50%): Organizational Structure and Staffing, Contract and Budget Management, Fiscal Management, and Data Reporting

SECTION 1. EXPERIENCE

The proposer should:

- Demonstrate knowledge and experience providing indigent criminal defense representation at the post-conviction and appellate cases in New York State, and specifically in New York City within the Judicial Department(s) for which the proposal is being submitted.
- Ensure that at least 60% of the staff attorneys have 2 years or more of appellate court experience in New York State.
- Ensure that 100% of the supervisory staff have 3 years or more of appellate experience in New York State.
- Demonstrate that staff attorneys are licensed in the state of New York and in good standing.
- Demonstrate that your organization's leadership has the expertise and experience relevant to the services set forth in this RFP, with at least 3 years or more of managerial and leadership experience.
- Please upload one typical staff attorney resume, one typical supervisory staff resume, and at least one relevant executive staff resume.

SECTION 2. APPROACH

The Proposer should:

- Determine and provide the proposed expected annual intake at court assignment and pending caseload for Fiscal Years 2026, 2027, and 2028 that will be funded by this contract.
 - If you are currently providing appellate representation for the City of New York, please provide your organization's annual intake at court assignment and pending caseload for Fiscal Year 2024 in the Department for which your organization is contracted.
- Develop protocol for screening clients at intake for conflicts of interest.
- Develop an approach to appellate representation, including but not limited to:
 - Appellate representation, which shall include preparation of the record on appeal, as well as, briefing and arguing cases;
 - Nontraditional appellate representation, such as those appeals mandated by DVSJA, SORA, SARA; and/or
 - Post-conviction representation, which could include handling matters such as, but not limited to appealing denials of CPL § 440 motions and resentencing appeals.
- Retain experts, social workers, mental health professionals, consultants, and investigative staff where appropriate.

SECTION 3. ORGANIZATIONAL CAPACITY:

A. ORGANIZATIONAL STRUCTURE AND STAFFING

The Proposer should:

- Provide your plan to begin operations by the contract start date. If your organization cannot assume operations by the contracted start date, provide a timeline for implementation.
- Please upload an organizational chart showing where the proposed services will fit into their organization.
- Demonstrate that your organization maintains Human Resources policies, including but not limited to, Human Resources policies and procedures to support employee expectations regarding job responsibilities, time and leave, and employee assistance.
- Demonstrate a staff-to-client ratio, both attorney and non-attorney, taking into consideration fluctuations in intake from year to year, and how this specific ratio is effective for adequate representation.
- Please upload a staffing plan, including the ratio of attorneys to non-attorney staff, the ratio of attorneys to clients, salary assumptions, supervisory roles, hierarchical structure amongst staff, and overhead.
- Demonstrate knowledge of languages other than English that are needed to communicate effectively within the Judicial District for which your organization is applying and have the ability to communicate, with these non-English speaking clients, including written and verbal non-English communications.
- Have the ability to serve clients with disabilities by maintaining a facility that is ADA accessible, and by providing any necessary resources throughout representation.
- 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.
- Maintain an office in New York City.

SECTION 3. ORGANIZATIONAL CAPACITY: B. CONTRACT AND BUDGET MANAGEMENT

The Proposer should:

- Demonstrate the annual costs necessary to provide the proposed intake at assignment and associated services.
- Determine any start-up costs required to initiate the contract prior to July 1, 2025, if necessary.
- Determine all additional funding sources that your organization will utilize to pay for the services set forth within the RFP.
- Provide a budget for fiscal years 2026, 2027, and 2028.
- Provide a detailed budget narrative that corresponds to each fiscal year budget.

SECTION 3. ORGANIZATIONAL CAPACITY: C. FISCAL MANAGEMENT

The Proposer should:

- Demonstrate the existence of adequate and appropriate fiscal infrastructure, including a team that manages the financial aspects of contracting with the City, including but not limited to a Chief Financial Officer, administrative support, and overall contract and/or grants management job positions.
- Ideally, demonstrate at least 3 (three) years prior experience contracting with the City of New York.
- If your organization is currently in contract or has ever contracted with the City of New York, identify whether your organization has received a formal caution or been involved in a Corrective Action Plan regarding any City of New York contract within the last ten years. If applicable, please provide the specific issues that were addressed and resolved by the formal caution and/or Corrective Action Plan.
- Please provide a summary statement of your organization's current revenue sources, all the service(s) provided, and numbers of clients served overall and by the program on an annual basis.

SECTION 3. ORGANIZATIONAL CAPACITY: D. DATA REPORTING

The Proposer should:

- Have or have a plan to develop a digital database and/or system for tracking cases, attorney appearances, and staff assignments.
- Describe the metrics that will be used to determine intake and case pendency.
- Identify the staff that will be responsible for data management and their experience tracking program data.
- If you are currently providing appellate representation for the City of New York, please describe *all* metrics that your organization collects in connection with such representation, including but not limited to, the number of assignments taken in and number of assignments relieved, and pending caseload.

SECTION 4. REQUIRED DOCUMENTS

Upload an Affirmation attesting that your organization received, read, understands, and agrees to comply with the listed documents.

Appendix A 5.08(B)
Addendum;

Hire NYC Hiring and
Employment Rider and
Memo;

Identifying Information
Rider;

LL30 and 33 Whistleblower
Protection Rider;

Labor Peace Agreement
Memo;

Labor Peace Agreement
Rider;

Labor Peace Agreement
Certification Form;

Labor Peace Agreement
Attestation Form;

Paid Sick Leave Law Rider;

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

Executive Order 64
Certification (June 2021);
and

Executive Order 64 of
2021 (June 2021).

GENERAL SUBMISSION INSTRUCTIONS

GENERAL SUBMISSION INSTRUCTIONS

- Word Limit: 2000 words per response or 4 single spaced pages. However, not every answer requires that length of response. Please be as brief and concise as possible
- Answer the question asked, do not provide supplemental information
- Questions submissions: The cut-off date for submitting questions via e-mail is Friday, January 10, 2025, at 2:00pm EST
 - All questions will be responded to via addendum on PASSPort
- MOCSTickets:
<https://mocssupport.atlassian.net/servicedesk/customer/portal/8/group/29/create/157>
- Copy & paste answers into PASSPort questionnaire. Submit complete PDF and answers in the questionnaire
- To access the Solicitation: [Browse RFX](#) and search the RFP via **EPIN:12825P0001** under the "Browse RFX Tab"

PASSPORT SUBMISSION INSTRUCTIONS

PASSPORT: FINDING AND RESPONDING TO RFPS

HOW TO ACCESS THIS RFP?

Two ways to
Access this RFP

```
graph LR; A[Two ways to Access this RFP] --- B[Procurement Navigator]; A --- C[RFX tab - My RFX Responses and Public RFX Subtabs]
```

Procurement
Navigator

RFX tab – My RFX
Responses and
Public RFX Subtabs

Search for Funding Opportunities

NYC Mayor's Office of Contract Services

বাংলা Translate Text-Size

Home About Systems Legal & Forms Reporting Partners Contact Search

System Login PASSPort HHS Accelerator

[About PASSPort / Create an Account](#)

[Getting Started: Doing Business with NYC](#)

[PASSPort Highlights](#)

[Learning to Use PASSPort](#)

[Requirements Contracts](#)

[PASSPort Frequently Asked Questions](#)

[Public Reporting](#)

[PASSPort Communications](#)

About PASSPort / Go to PASSPort

[PASSPort Login](#)

PASSPort is the City of New York's end-to-end digital procurement platform, managing every stage of the procurement process from vendor sourcing – who we purchase goods and services from (that's you – the vendor), releasing and responding to solicitations (referred to as "RFx" in the system), and contract award, development, registration and management.

[Register NYC.ID](#)

The first step to getting started in PASSPort is to create your NYC.ID account. Click on "Register NYC.ID" to begin the process and check out the Getting Started: Doing Business with NYC for more detailed instructions on creating your PASSPort account.

[Procurement Navigator](#)



[Login](#)

RELATED LINKS

-  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

PASSPort

Procurement and Sourcing Solutions Portal

PASSPort makes it easier to complete procurement tasks and will improve your experience of competing for contracts. Manage your online profile by keeping information updated and filing critical disclosure forms which are required to do business with the City.

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



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

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-Nameoike 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 - RD-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

Search for this RFP



ब्रह्मा > Translate | Text-Size

Home About **Systems** Legal & Forms Reporting Partners Contact Search

System Login

PASSPort

HHS Accelerator

[About PASSPort / Create an Account](#)

[Getting Started: Doing Business with NYC](#)

[PASSPort Highlights](#)

[Learning to Use PASSPort](#)

[Requirements Contracts](#)

[PASSPort Frequently Asked Questions](#)

[Public Reporting](#)

[PASSPort Communications](#)

About PASSPort / Go to PASSPort

[PASSPort Login](#)



PASSPort is the City of New York's end-to-end digital procurement platform, managing every stage of the procurement process from vendor sourcing – who we purchase goods and services from (that's you – the vendor), releasing and responding to solicitations (referred to as "RFx" in the system), and contract award, development, registration and management.

[Register NYC.ID](#)

The first step to getting started in PASSPort is to create your NYC.ID account. Click on "Register NYC.ID" to begin the process and check out the Getting Started: Doing Business with NYC for more detailed instructions on creating your PASSPort account.

[Procurement Navigator](#)

Login

PASSPort

Procurement and Sourcing Solutions Portal

RELATED LINKS



[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](#)

PASSPort makes it easier to complete procurement tasks and will improve your experience of competing for contracts. Manage your online profile by keeping information updated and filing critical disclosure forms which are required to do business with the City.

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



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.

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.

The screenshot shows the PASSPort interface with a navigation bar containing tabs for Profile, Tasks, RFX, Contracts, Ordering, Catalogs, Financials, Reporting, Performance, and Support. The RFX tab is selected, and a dropdown menu is open, highlighting 'Browse My RFX Responses' and 'Browse Public RFX'. Below the navigation bar, there is a search bar and a 'Prequalified Lists' button. The main content area features a search filter section with fields for Keywords, Industry, Main Commodity, Agency, Publish Date, Round, RFX Status, Additional Commodities, and RFX allowing subcontractors. Below the search filters is a table of RFPs with columns for Program, Industry, EPIN, Procurement Name, Agency, RFX Status, Procurement Method, Release Date, Due Date, Remaining time, and Main Commodity.

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 Home 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 Services
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 - Services
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 Home Prevention

Respond in PASSPort

PASSPort Profile Tasks RFX Contracts Ordering Catalogs Invoicing Performance Admin Config Settings Support Vendor A

0402110001-Community Schools Services RFP (002036) : Lot 1 / Round 1 Search ...

Save Other Actions

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

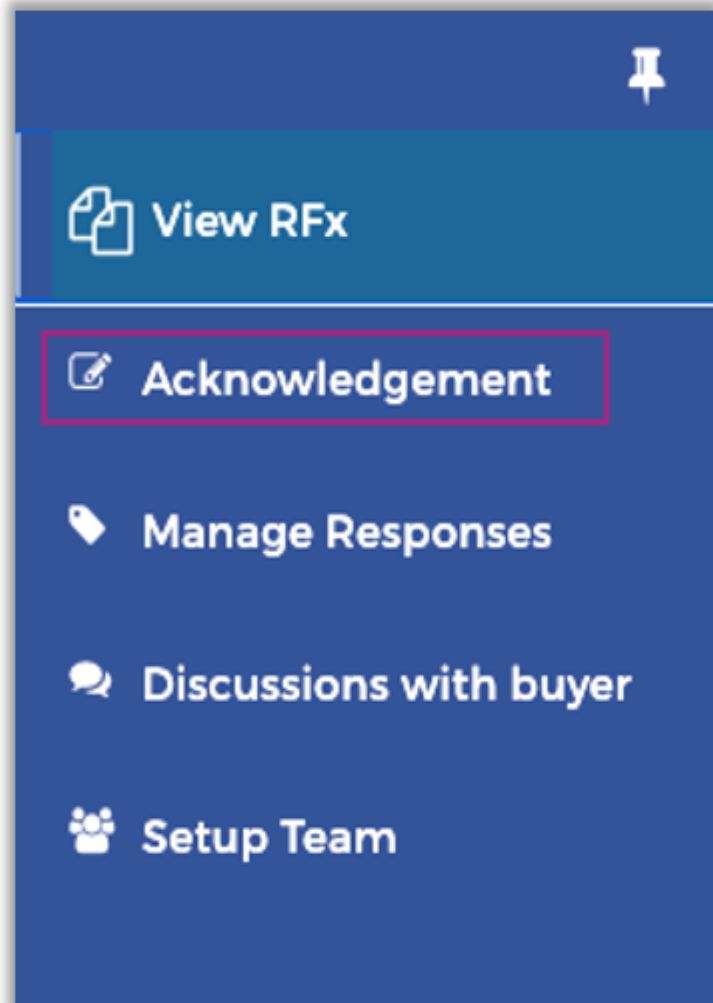
Download	Document Type	Document Name
Article 10 FY25 RFP.pdf	RFX Document	Article 10 FY25 RFP
Structured Proposal Form.pdf	RFX Document	Structured Proposal Form
Rider to Human Services Contracts - Access to Non-Public Areas.pdf	Addendum Document	Rider to Human Services Contracts - Access to Non-Public Areas
PaidSafeSickLeaveLawRider.pdf	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.

RFx Tabs Overview



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
Supplier : CEI Holding LLC
Respondent : Admin Vendor

Agency : DEPARTMENT OF EDUCATION
Commodity : 178 - Academic Supports

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)

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 :

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

LL34 Compliance

Your Proposal Info

Questionnaire

Item

Subcontractors and Joint Ventures

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.

DEADLINES

- Deadline to submit the proposal is **Friday, January 17, 2025, at 12:00pm** EST, via PASSPort
- The cut-off date for submitting questions via e-mail is Friday, January 10, 2025, at 2:00pm EST
- Questions regarding this solicitation must be transmitted via email to MOCJProcurements@cityhall.nyc.gov with the subject line “Indigent Defense – Appellate Representation” and copy Kathryn Hudman at Khudman@mocj.nyc.gov.

Q & A

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