



NEW YORK CITY MAYOR’S OFFICE OF CRIMINAL JUSTICE

COMMUNITY JUSTICE TRANSITION NETWORK RFP Addendum #1 | March 19, 2026 – EPIN 12826P0006

Any provisions of the above-referenced RFP that conflict with the changes below, shall be modified to conform to such changes. This addendum hereby supersedes the solicitation issued on 02/23/2026 and this Addendum #1 issued on March 19, 2026. **The proposal deadline is extended to March 31, 2026.** Otherwise, all other terms and conditions shall remain in effect.

The following are questions we have received via email and the pre-proposal conference Teams chat regarding the Community Justice Transition Network RFP. Questions that were asked multiple times are only reflected below once. Questions that did not pertain to this RFP were omitted as not relevant. Some questions may have been edited for brevity. Questions have been organized and can be found as follows:

Section 1. Eligibility & Competition Pools	Pg. 1
Section 2. Program Service Delivery	Pg. 3
Section 3. Proposals & Submissions	Pg. 9

Section 1. Eligibility & Competition Pools

1. Does an organization have to meet all or various requirements for the experience portion?
Answer: No, an organization does not need to meet all requirements of the experience portion, however, experience is scored. Please see Pg. 23 of the RFP.
2. Is there a recording or other resources that captured the content of the meeting and, if so, how might I access them?
Answer: Yes, the pre-proposal conference was recorded. You can find it here along with related PowerPoint slides:
<https://criminaljustice.cityofnewyork.us/solicitation/community-justice-transition-network-rfp-2026/>.
3. Can you please clarify does "Vendors on The Human Services Pre-Qualified List" mean pre-Qualified in PASSPort?
Answer: Yes, in order to respond to human/client service solicitations in PASSPort, your organization must have an approved HHS Prequalification Application.
[SubmitHHSPQLApplication.pdf](#)

4. Could you please clarify whether we are required to complete both categories, or if we have the option to select and complete only one?
Answer: You can apply to either Category 1 or Category 2 or both. If applying for both, a separate proposal needs to be completed and submitted for each category.
5. Tier 1 is for 5 boroughs and Citywide, yet it is only 4 - 5 awards. Please advise.
Answer: That is simply an anticipated number of contracts. The final number of awards may be dictated by other factors including how many submissions are received, etc.
6. Please clarify, [are] subcontractors required or simply allowed. If required, is there a minimum number?
Answer: It is encouraged, but it is not required. There is no set minimum number.
7. Because there is some overlap between the categories and aspects of our work touch both areas, we wanted to ask your guidance. Would it be appropriate for us to submit two proposals, one under Category 1 and another under Category 2, or would you recommend focusing on a single category to avoid weakening our chances of being considered?
Answer: Yes, you may submit for both Categories with a proposal for each. Category competition pools are separate and scoring among one pool will not impact scoring in the other.
8. Can you please confirm whether the \$3.75 million cap per proposal represents \$3.75 million annually (for a total of \$11.25 million over the course of 3 years), or if it means \$3.75 million will be split between 3 years (for a total of \$1,250,000 annually).
Answer: There is a \$3.75 million maximum cap annually for a total cap of \$11.25 million over 3 years.
9. Does MOCJ have an approximate cost-per-participant threshold for this solicitation?
Answer: MOCJ seeks to procure the best service at the best price and as such there is no set cost-per-participant threshold.
10. The document table labels Letters of Intent as “optional,” but later instructions indicate LOIs should be provided for each proposed subcontract, linkage, and/or local partnership. Please confirm: are LOIs required for all named partners at proposal submission?
Answer: Letters of Intent are optional; however, we’d ask that you provide a list of subcontractors you intend to submit subcontract with. Please ensure that any organization you list has been informed you intend to submit their name as an intended subcontractor.
11. Do we need to provide signed letters of references or does contact information suffice?
Answer: Contact information will suffice. See answer above.

12. Can an organization apply as a prime contractor in one application, and a secondary contractor on a different one?

Answer: Yes, this is permitted. If both proposals are awarded, necessary financial and data precautions will need to be implemented to ensure proper reporting and no conflict-of-interest issues.

Section 2. Program Service Delivery

1. Can you explain more about the difference between category one and category two?

Answer: The service requirements for Categories 1 and 2 differ. Category 1 services are in-custody discharge planning and in-community wrap-around supports and case management. Category 2 is specifically focused on in-community workforce development, employment support, and educational support. Category 2 does not require in-custody services nor focus on wrap-around supports considered by Category 1.

2. Do you expect any coordination between Cat 1 and Cat 2 vendors? Will you drive this somehow?

Answer: Yes, there will be coordination between Category 1 and Category 2 vendors. MOCJ will ensure collaboration and referrals occur across categories and create opportunities for collaboration and support.

3. Do you envision the majority of clients will be post-sentence?

Answer: We cannot say for certain that a majority of clients will be post-sentence. A major part of the work involved in Category 1 is in-custody services which may include those who have not been sentenced.

4. Would MOCJ consider the preference met if the Prime Contractor directly hires Reentry Mentors but embeds them within neighborhood-based organizations through formal partnership agreements, rather than subcontracting with those organizations?

Answer: MOCJ will strongly favor proposals that demonstrate partnerships through subcontracting or formal cost-sharing arrangements and linkage agreements. MOCJ will also consider alternative partnership models.

5. In Category 1, Coordination of Services, you state that the vendor may be required to use MOCJ funded technology tool. Does this tool exist?

Answer: There is currently a referral tool funded by MOCJ. Additional details have intentionally not been provided regarding the exact funded referral tool to reserve agency discretion of which tool is used at the time of contract implementation.

6. How does MOCJ envision this program working alongside the CRAN program, specifically for people released from Rikers who have a serious mental illness?

Answer: Individuals in custody with SMI are currently supported by Correctional Health Services (CHS). Referrals to CRAN will continue to be made by CHS upon discharge.

Any individuals in community requiring clinical services related to an SMI diagnosis will be referred to CRAN or other appropriate programs for services.

7. Can we propose: (a) utilizing our individualized needs assessment/goal-setting framework as an alternative to an RNR, which will ensure our services are responsive to participant needs, and (b) accepting referrals from MOCJ that are identified as high risk and in need of our services?

Answer: The use of a validated RNR tool is preferred but not required. The goal of RNR is for the providers to identify the needs of high risk/persistent pattern individuals and support them appropriately. An individualized needs assessment may not adequately identify, address or target specific needs. MOCJ will work with the funded providers on implementation of their proposed tools to ensure they are culturally competent, equitable and meets the needs of the participants.

8. If services are voluntary, are providers still expected to use an RNR tool, particularly the “risk” component? Will participants be required to fully complete RNRs?

Answer: It is MOCJ’s preference that providers utilize a validated RNR tool, but it is not required. Risk refers to the probability that a person will return to contact with the criminal legal system. MOCJ will work with the funded providers on implementation of proposed tools to ensure that they are culturally competent, equitable and meet the needs of the participants.

9. Will the Criminal Court Assessment Tool (CCAT) be an accepted RNR tool?

Answer: The CCAT is not a validated RNR tool. We encourage the use of a validated tool, however, MOCJ will work with the funded providers on implementation of tools to ensure that they are culturally competent, equitable and meet the needs of the participants.

10. Will there be coordination with DOC to get their RNR assessment results when supporting individuals in-custody?

Answer: MOCJ may coordinate with DOC to ensure that the appropriate RNR assessment results are received, however, funded providers are responsible for ensuring that each participant of their program has received an assessment. MOCJ will work with the funded providers on implementation of tools to ensure that they are culturally competent, equitable and meet the needs of the participants.

11. Will grantees be expected to conduct RNR assessments with individuals in-custody? Or will RNR assessments in-community be sufficient to meet MOCJ’s requirements?

Answer: DOC provides a needs assessment that is used for individuals in custody. RNR assessments would be separate and should be conducted with each individual being served. MOCJ will work with the funded providers on implementation of tools to ensure that it is culturally competent, equitable and meets the needs of the participants.

12. In Manhattan, the Localized Service Model lists only two priority neighborhoods: Harlem (East, West, and Central) and Washington Heights. If the Prime Contractor subcontracts with an organization that serves all three Harlem sub-neighborhoods (East, West, and Central Harlem), would MOCJ consider this as meeting the preference for coverage across three distinct neighborhood areas?

Answer: No. Harlem is considered to be one priority neighborhood although there are sub-neighborhoods.

13. If Prime Contractor A retains the client on its caseload but refers the individual to a Reentry Mentor subcontractor affiliated with Prime Contractor B, please clarify the following:

- a. Which entity would be responsible for supervision of the Reentry Mentor - Prime Contractor A (through its own Mentor Supervisor) or Prime Contractor B (through its Mentor Supervisor)?
- b. What would be Prime Contractor A's responsibilities for oversight, coordination, and reporting related to the Reentry Mentor services delivered through Prime Contractor B's subcontractor?

Answer:

a) Prime Contractor B. Once a referral is made to another Prime Contractor (say Contractor B in this instance) or their subcontractor, referring Prime Contractor (Contractor A in this instance) no longer retains that client.

b) A Prime Contractor would only retain the client if they were referring them to a Reentry Mentor subcontracted under their organization. All responsibilities for oversight, coordination and reporting will become the responsibility of the Prime under which the individual is receiving services. Supervision of the Reentry Mentor is also handled by the Prime under which they are subcontracted.

14. What are the minimal number of subcontractors/partnerships for Category 2, and can subcontractors be included in multiple proposals? For instance, a work development program providing services for multiple organizations applying for MOCJ separately.

Answer: There are no minimum subcontractor/partnerships under Category 2. The same subcontractors should not be included across multiple proposals.

15. The RFP states that MOCJ seeks to serve approximately 6,000 individuals across 4-5 contracts in Category 1. Does MOCJ anticipate an even division across contracts in Category 1 (approximately 1,250 per contract)? Or will MOCJ consider proposals that seek to provide more intensive services to fewer individuals annually (e.g., 100)?

Answer: MOCJ will work with awarded vendors to determine targets based on the organization's size and capacity. MOCJ will consider proposals of all sizes but reserves the right to select proposals that ensure the overall citywide target is met.

16. For applicants applying to Category 1: will MOCJ and DOC refer individuals to the program, or will providers be responsible for identifying participants?

Answer: As part of in-custody discharge planning, the awarded providers are expected to connect with incarcerated individuals in the housing area assigned to them by DOC. The City may also bring individuals to the attention of the awarded providers based on potential discharge date or other criteria. The provider is responsible for outreach and engagement in community to identify participants. Referrals may come from MOCJ, Department of Corrections (DOC), Department of Corrections and Community Supervision (DOCCS) or other entities, including but not limited to community members.

17. Is there a maximum amount beyond release date when an individual would not be eligible for service?

Answer: No, while MOCJ prioritizes connecting with individuals immediately upon release and up to 3 years post-release, there is no ineligibility for services based on time.

18. Will there be space within this proposal to serve youth from Horizons and Crossroads as well as city jails?

Answer: Yes, all proposals to serve youth and upstate facilities should be submitted within the Citywide competition pool of Category 1 or Category 2.

19. Regarding the potential for needing to use a "MOCJ funded tool" for the Coordination of Services tracking with subs, does that mean a tool decided on by MOCJ that is a unified system of sorts, or do you mean providing additional funds to accommodate data tracking related needs? Can you say more about what this requirement would look like?

Answer: The MOCJ funded referral tool will be provided by MOCJ. In addition, please see response to Question #5 of this section.

20. Pages 24 and 25 of the RFP requests that applicants propose an annual target for three different program operation items for both Components A & B in Category 1 (e.g., # of Clients served in DOC custody, # clients served in the community, etc.). Should the breakdown include unique numbers, or can we estimate we would serve individuals across multiple program operation items?

Answer: The breakdown should include unique numbers of individuals to be served under each program operation item.

21. The RFP (pg. 27) states "*Subcontractors proposing to provide Comprehensive In-Community Services should provide one or more discrete services that are different from the services provided by the prime contractor.*"

- a. Please clarify whether this requirement applies only to subcontractors providing Comprehensive In-Community Services, or whether it also applies to subcontractors providing Reentry Mentor services.
- b. For example, if a Prime Contractor intends to directly hire Reentry Mentors but also subcontract with neighborhood-based organizations for Reentry Mentor coverage, would MOCJ require that those subcontractors also provide an additional discrete service that the Prime Contractor does not provide, or would providing Reentry Mentor services alone satisfy the subcontracting expectation?

Answer: The requirement applies to all subcontractors regardless of service. Subcontractors will be required to provide an additional discrete service not provided by the prime. Providing Reentry Mentor services alone will not satisfy the subcontracting expectation if the prime also offers the same service.

22. Please confirm that while MOCJ will highly favor proposals that subcontract for Reentry Mentors covering 3–7 distinct neighborhoods, this is a preference rather than a requirement for eligibility or competitiveness.

Answer: Yes, this is a preference, not a requirement. However, this may be considered in scoring. Please see Pg. 24 of the RFP.

23. The RFP states on page 3, *"if proposing to serve the catchment area of 'Citywide,' the program must be prepared to serve clients with cases in all five boroughs"*; however, on page 5 it states that *"MOCJ considers an organization eligible to serve a Competition Pool if one or multiple of the following conditions are met ..."* including that the prime contracted provider maintains a physical location in the Competition Pool in which services are provided. Are we eligible for a citywide contract without operating or subcontracting sites in all five boroughs? For example, could we serve people with cases in Staten Island through sites in Brooklyn/Queens/Manhattan?

Answer: Yes, to your example question. Proposers do not need to have physical locations in all five boroughs to be eligible for a citywide contract. They do need to have a physical location in at least one borough with the capability to serve participants from all boroughs.

24. In Section 5.B.viii.xi., would enrollments in hard skills trainings/certifications be listed as *employment-related* supportive services OR *education-related* supportive services?

Answer: Hard skills training/certifications can be categorized as employment-related or education-related depending on the subject matter. General topics such as computer literacy will be education-related and job-specific topics like CDL certifications will be employment-related.

25. Is there a limit to proposed partnerships under the WERC application (second category)?

Answer: No, there are no limits to proposed partnerships under the WERC application.

26. Our proposed staffing structure for the WERC category includes a Program Director to oversee the grant and supervise the job developer/employment specialist – is that allowable?

Answer: Yes. It is allowable to procure the staffing necessary to implement the program.

27. The RFP states that the contracts will serve a total of 9,000 participants for Category 1 and 3,000 participants for Category 2. Is there a minimum and/or maximum number of participants that prime contractors are required to serve for each contract?

Answer: For Category 1, the total number of participants to be served is 6,000 and 3,000 for Category 2, for a total of 9,000 served. For the purpose of the application, there are no minimum/maximum requirements for participants. MOCJ will work with the awarded vendors to determine required program targets under the contract.

28. If a partner organization provides two distinct service sets, is it allowable to list the same partner as both a subcontractor and a linkage partner—as long as scopes are clearly non-duplicative in Attachment E?
Answer: Yes, it is allowable. However, diversity of partners may be considered in scoring.
29. Are soft skill job readiness services within the scope of Category 1’s supportive services, or would participants be referred to a Category 2 provider for these services?
Answer: No. Soft skills and job readiness are employment-related and fall under Category 2. Participants should be referred to a Category 2 provider for any employment and education services.
30. Can you confirm whether the required four partners for Category 1 must be subcontractors (i.e., financial in nature) or can they also be linkages (i.e., non-financial partnerships)?
Answer: Yes, they can also be linkage agreements. Please see Pg. 22 Section 4 (B).
31. Regarding Category 2: is cognitive behavioral therapy (CBT) considered as an employment retention strategy? It certainly can assist in addressing various retention strategies named in the RFP section 3 pg. 21.
Answer: No, CBT on its own is not an employment retention strategy but can be utilized as part of an individualized retention related strategy.
32. In Section II, question 6 states that applicants will need to provide an annual proposed target number for clients served in DOC (NYC Department of Correction) custody. We were under the impression that Category 2 applicants would only be working with reentry candidates post-release in the community. Will Category 2 applicants also be expected to work with reentry candidate’s pre-release?
Answer: Category 2 applicants will not be required to work with people in custody. This question would be non-applicable. If a Category 2 provider desires to work with people in custody, it can be discussed and may be granted pending completion of a separate written proposal of the services to DOC (not a part of this RFP), DOC approval and completion of DOC clearance requirements.

Section 3. Proposals & Submissions

1. Is there an example of a winning proposal available?

Answer: Unfortunately, there is not an example of a winning proposal available.

2. [W]hat is "buy wise"?

Answer: NYC BuyWise is a MOCS procurement landing page which brings you to PASSPort: <https://cityshare.nycnet/content/buywise/pages/search-results>

3. It says in order to respond, we must acknowledge receipt. Can you please let me know how we do that or if you are the correct person to contact?

Answer: After you have logged in to PASSPort, go to the RFX tab and choose Browse My RFX Responses or Browse Public RFX to locate the RFX to which you're looking to respond. Enter the EPIN or Procurement Name in the Keywords search to find the RFX. Then, click the pencil icon next to the Procurement Name of the RFX you're interested in viewing. To begin a response/proposal/bid, go to the **Acknowledgement tab** in the left navigation panel and click the "I acknowledge receipt..." button. Next, select the appropriate checkbox confirming that you WILL RESPOND, then click the Valid button. From the Manage Responses tab, you may begin working on your response and submit it.

4. Is there a character limit per question for the submission?

Answer: There is no clear limit since the last update to PASSPort, and it is highly unlikely anyone will reach it if responses are as concise as possible.

5. Is there an allowable administrative cost rate?

Answer: There is a 10% Allowable Indirect Cost rate.

6. In PASSPort, Section IV: Program Implementation, Question 5, proposers are instructed: *"Optional: Please upload one typical staff resume, one typical supervisory staff resume, and any relevant executive staff resumes that highlight transition service delivery as a member of the MOCJ CJTN."* However, the RFP (pg. 6) lists as a Required Document: *"Resumes and/or Description of Qualifications for Key Staff Positions."* Please clarify the distinction between these two requirements:

Answer: Vendors must submit resumes that are directly relevant to the service delivery requirements of the specific category for which they are applying. Similarly, all documents provided in the "Required Documents" section should be tailored to the submission and clearly highlight key aspects of the organization's service delivery capabilities.

7. Are proposers expected to submit actual resumes and/or job descriptions for identified key staff positions as part of the required documents? Additionally provide sample or representative resumes through the PASSPort Program Implementation question.

Answer: Yes, actual resumes and/or job descriptions are expected to be submitted with the vendor's proposal.

8. The RFP mentions completing Attachment C, but our team could not find this anywhere under the documents in the portal. Where is it located?

Answer: Attachment C is the questionnaire embedded in PASSPort--not a separate attachment. All the attachments needed for response are found in the documents section. Please also see Question #15 of this section. However, MOCJ will include Attachment C questionnaire to provide additional clarity.

9. I have word document with questions (titled Section II- Category II Questions) but does not have labeled sections (A-F) that correspond with the RFP. Am I incorrect in my reading?

Answer: The questions match the RFP exactly despite not having the same labeled sections as the RFP. The completed document n should be uploaded as a response.

10. Also, in Section D - the itemized annual budget template section is blank. Do we just submit the annual budget?

Answer: Yes, organizations need to submit a budget to the best of their ability.

11. Can you please provide more guidance around the attachment required for Section II, which requires applicants to upload answers to an additional 17 questions for category 1 (in addition to nearly 40 narrative questions)? Is there a template for this document? And how in-depth should these answers be, especially considering some are very similar to the narrative questions?

Answer: Please respond as thoroughly and concisely as possible. There is no template.

12. In Section D - the itemized annual budget template section in Passport, do we just submit the annual budget?

Answer: Yes, submit the Annual itemized Budget.

13. What can an organization submit in lieu of audited financial statements?

Answer: The last audit completed or letter explaining why audited financial statements cannot be submitted.

14. How do you upload files in Manage Documents in the PASSPort Application? I see a link file option but not to upload materials.

Answer: When you get to "manage documents" there should be a blue button to "manage documents". Once you click on the button, then a button to "link documents" will appear. This is where you attach the documents you would like to upload.

15. I'm following up with another question regarding the Community Justice Transition Network RFP. On page 27 of the RFP, under the proposal instructions, it says that we are required to complete Section C of Attachment C- Structured Proposal Form. However, when I look at the documents in PASSPort, I don't see anything labeled as Attachment C. Could this possibly be labeled as something else within the PASSPort document portal? Is it the *Section II Category 2* questions document (see attached)?

Answer: Attachment C is the questionnaire embedded in PASSPort--not a separate attachment. All additional attachments needed for response are found in the document section. MOCJ will include Attachment C to the questionnaire to provide additional clarity.

16. Have you added Attachments A, B, and C onto the RFX Documents yet? I see all the Appendices, but still only Attachments D & E of the required attachments (missing General Info & Reg. Requirements, DBA Form, Questionnaire Form (which I assume can be saved once completed in PASSPort)?

Answer: DBA form is no longer required in PASSPort since procurements that are processed through PASSPort have a Local Law 34 tab rather than the form. Attachment C is the questionnaire embedded in PASSPort--not a separate attachment. All additional attachments needed for response are found in the document section. However, MOCJ will include Attachment C questionnaire to provide additional clarity.

17. Under "Required Documents" on pg. 6 of the RFP, it lists "Letters of reference – attach a listing of at least three (3) relevant references." Is MOCJ seeking a list of contact information for organizations, or letters in support of our proposal? And where on PASSPort should this be uploaded? I do not see a template or a place to upload reference information.

Answer: MOCJ is seeking letters in support/confirmation of the organization and services being referenced in proposal.

18. Is there a subcontracting limit?

Answer: Best practices are that the Prime vendor directly provides 50% or more of contracted services, limiting subcontractors to no more than 50% of contracted services.

19. [W]hat counts as a subcontractor, does money need to exchange hands between subcontractors and/or other partners in order to receive the full number of points available for that part of the proposal?

Answer: A subcontractor hired on a health and human services contract is hired by the prime contractor to perform or directly deliver a part of the prime contractor's programmatic contractual obligations. Payment of subcontractors are handled by the prime awardee.

20. Is there a typical subcontract (or expected minimum) dollar amount per subcontractor? Is there an expected percentage of the total budget that should be subcontracted?
Answer: There is no typical dollar amount when it comes to subcontracting. The dollar amount is contingent upon the organization's service delivery. The same goes for the percentage of work to be completed by the prime vendor and the subcontractor. All subcontractors must be approved and registered in the City's Payee Information Portal (PIP).
21. Are there any restrictions on allowable expenses? For example, would furniture/construction to create physical office space for additional staff members to be hired as part of this contract be allowed?
Answer: All allowable costs should directly or indirectly benefit a particular Contract and contribute to the Provider's provision of services under the Contract. Please see page 13 of the [City of New York Health and Human Services Cost Policies and Procedures Manual](#)
22. We have several partnerships with sister organizations to mutually refer clients to each other. Do these linkage agreements meet the definition of and count as one of the four subcontractors required for each proposal?
Answer: If the scope of work completed by each agency differs and addresses a gap in service delivery of the prime vendor, they would constitute the definition of a subcontractor which is "A subcontractor hired on a health and human services contract is hired to perform or directly deliver a part of the prime contractor's programmatic contractual obligations."
23. Can we submit existing MOUs to demonstrate partnership intent?
Answer: Yes.
24. In many cases the scoring rubric/checklist in the RFP document (Section 5, "Program Expectations") and on PASSPort does not follow the same structure or order as the narrative questions in PASSPort. Some material is covered in the questions but not the expectations checklist, some the other way around, and some material seemingly required by the checklist for one section actually appears in the answers to questions in another section. In cases like that, should the expectations checklist or the question list provide primary guidance?
Answer: Please read each question carefully and provide a clear and concise response to the question being asked in each section. Each section has its own subset of questions and should be responded to accordingly.
25. The RFP states multiple times throughout that all providers are required to utilize a minimum of 4 subcontractors; however, on the "subcontractors and joint ventures" tab in

PASSPort, there are 0 MWBE requirements and under “subcontractor information” it says subcontracting is not allowed for this RFX. We are confirming that we do NOT need to adhere to any MWBE requirements, nor do we need to submit any subcontractor information on this tab.

Answer: Subcontracting is encouraged under this RFP, especially with the Community Hiring requirement. Although there was not a MWBE goal established for this RFP, we still encourage the use of MWBE providers via sub-contracting.

26. Contractors are required to provide details on any current or prior Corrective Action Plans (CAPs) or Performance Improvement Plans (PIPs) issued by the City of New York or another governmental entity, or to indicate that none exists.

Please clarify whether there is a lookback period for this disclosure requirement. For example, should proposers report CAPs or PIPs issued within a specific timeframe (e.g., the past three years), or all CAPs/PIPs issued at any time in the organization’s history?

Answer: If a provider has a CAP or PIP in place over the last 5 years, this must be disclosed.

27. Can you confirm there is no Attachment C / Structured Proposal that must be submitted as a separate document? Are the PASSPort questions (titled "Questionnaire") the only place where we submit responses to the proposal narrative?

Answer: Attachment C is the questionnaire embedded in PASSPort--not a separate attachment. All additional attachments needed for response are found in the document section. However, MOCJ will include attachment C questionnaire to provide additional clarity.

28. Where in Passport should we upload certifications, attestations, etc. (e.g., Labor Peace Agreement Attestation)? Should these documents be uploaded to the “Optional Documents” field?

Answer: Yes, please upload to the optional documents field.

29. Under the Subcontractors and joint ventures section of the application in PASSPort, it reads “Please see below the M/WBE Participation Goals determined for this solicitation that must be met by your organization.” I don’t see any goals displayed in that section. Does that mean there aren’t any, or that they just aren’t appearing? What are the M/WBE Participation goals for this RFX?

Answer: Although there was not a MWBE goal established for this RFP, we still encourage the use of MWBE providers via sub-contracting.

30. For the Questionnaire, under Section II: Program Model and Services (30%), there is a place to "upload your document response to Category 1 or Category 2." Want to confirm that we should use the word document(s) in the RFX documents, respond to those questions and then upload our responses as a Word document?

Answer: Yes, you should use the word docs in the RFX documents according to the category you are submitting for based on the labels of the docs.

31. For the Subcontractors and Joint Ventures sections, under M/WBE Requirements, Instructions, there is a link that is broken: "For detailed instructions, refer to the Finding and Responding to RFX guide listed [here](#)." If we do not have any Subcontractors or Joint Ventures, do we need to access this information, and/or do we need to submit any forms indicating we meet M/WBE goals at this phase?

Answer: No, you will not need that information. If you or any subcontractors you utilize are an MWBE, please submit what you can to make that known.