



NYC Criminal
Justice

**Request for Proposal:
Community Justice
Transition Network
(CJTN) Pre-Proposal
Conference**

March 16th, 2026

Agenda

Introductions

Program Background

Program Components and Expectations

Submission Instructions

Questions





Introductions

Mayor's Office of Criminal Justice (MOCJ)

Jordan Montoya

Executive Director of Diversion and Transition

Ronald Merriwether

Deputy Executive Director of Diversion and Transition

Ayana Comrie

Director of Transition Services

Timothy Williams

Agency Chief Contracting Officer

Adeline Affonso-Wagner

Deputy Agency Chief Contracting Officer



MOCJ Overview

The Mayor's Office of Criminal Justice makes NYC communities safer — and the justice system fairer — with data-backed initiatives and equitable solutions.

The Diversion & Transition unit leverages system-wide data to create opportunities that reduce system involvement while maintaining public safety.

As part of that mission, supporting individuals returning from incarceration in finding stability in community reduces chances of reoffending.

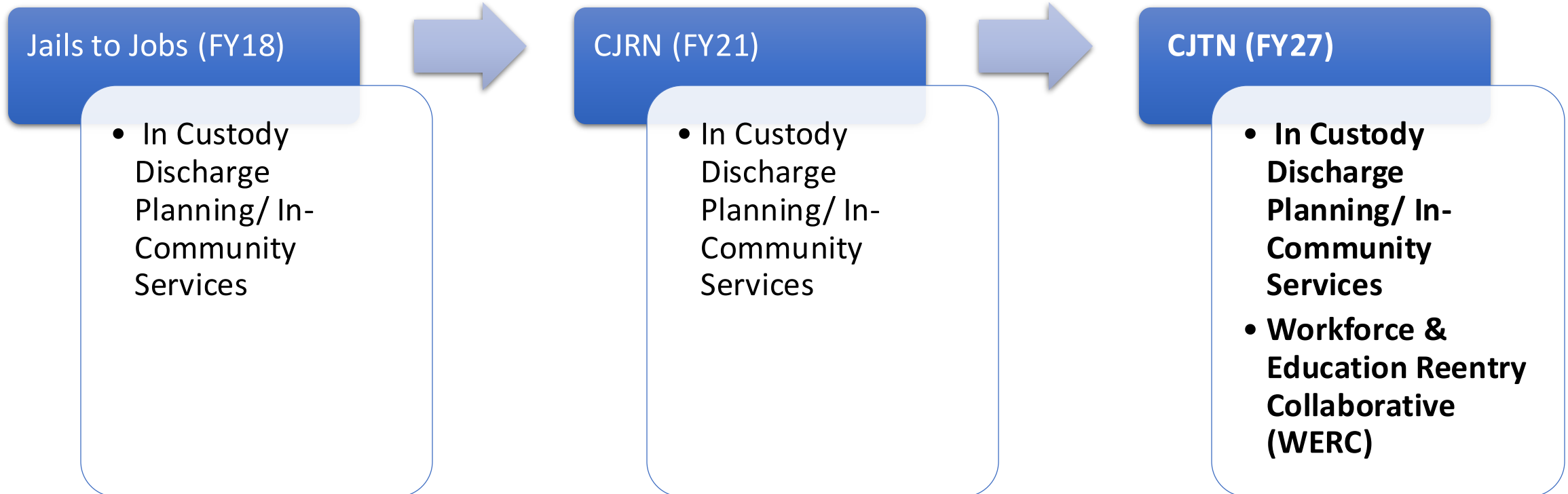


Background



Transition Services Program Background

- In 2018 the city invested \$10M into reentry programming known as Jails to Jobs.
- In January 2021, services were expanded creating the Community Justice Reentry Network (CJRN) comprised of 10 non-profit organizations that provided pre-release and wrap around services in community. The CJRN has completed intakes for more than **19,000 participants and placed more than 3,000 individuals in permanent employment.**
- To build on the success of the CJRN and refine service delivery, MOCJ is replacing the current service delivery structure to create the **Community Justice Transition Network (CJTN)** and establish the **Workforce and Education Reentry Collaborative (WERC)** to emphasize a focus on education and workforce development services.



RFP Purpose and Goals

- ▶ MOCJ is issuing this RFP to procure hybrid in-custody/in-community and comprehensive in-community transition and employment services in every borough within NYC (Queens, Manhattan, Brooklyn, Bronx, and Staten Island). MOCJ seeks to procure reentry and workforce organizations to provide services that support with reducing the likelihood of repeat criminal justice system involvement by:
 - ▶1. Offering comprehensive education and employment, therapeutic, and supportive social services to individuals returning to the community from New York City jails.
 - ▶2. Tailoring education and employment opportunities and services to individuals' specific risks, needs, and interests, inherently valuing individual choice and autonomy.
 - ▶3. Engaging clients in services through building trusting relationships, including employing individuals with lived experience in the criminal justice system to conduct outreach and deliver services.
 - ▶4. Providing services in the neighborhoods with the greatest numbers of individuals released from jail by partnering with local faith-based or cultural institutions, small businesses, and other neighborhood organizations.

Contract Term & Funding



The contract term will be from July 1, 2026 (FY27), to June 30, 2029 (FY29), with two options to renew. Each renewal term length will be up to three years.



Prior to contract award, the MOCJ reserves the right to determine the length of the initial contract term and each option to renew.

- Annual Funding Estimate: Up to \$30.1 Million per fiscal year
- Anticipated number of contracts: 8-15 total (4-5 awards in Category 1 & up to 10 in Category 2).
- Maximum award amount up to \$3.75M per contract per year.
- MOCJ reserves the right to select any payment structure that is in the City's best interest.

Competition Pools and Anticipated Number of Contracts

Category 1 CJTN (4-5 contracts)

- Citywide
- Bronx
- Brooklyn
- Queens
- Manhattan
- Staten Island

Category 2 WERC (up to 10 contracts)

- Citywide only

GUIDELINES FOR BOROUGH SPECIFIC AWARDS

Providers may submit to serve one or multiple boroughs, but a separate and complete proposal is required for each proposed borough to be served.

If proposing to serve a specific borough, the provider should demonstrate in their proposal their familiarity serving that borough and describe their relationship with that borough.

Eligibility

Only vendors on the Human Services Pre-Qualified List (“PQL”) of vendors can propose to this RFP.

Vendors must apply to be on the PQL list. If you are not on the PQL list, you may apply and attempt to be added if you are certified before the RFP closes. Please go to buy wise for additional instructions.

Vendors can only propose as prime contractors, no vendor can submit a proposal as a subcontractor.

The following are eligible to apply for funding:

- Non-profits (e.g., institutional providers, workforce development agencies, community organizations, faith-based organizations, etc.)
- Vendors can only apply to competition pools for which they have physical locations. **(This is not required for citywide applicants)**
- Small and grassroots organizations are encouraged to apply.
- There are no restrictions related to organization size, all sizes of organization are welcome to apply, provided they meet the eligibility requirements.

Experience

- Vendors should have extensive experience serving justice involved community members.
- Vendors should have strong outreach, engagement, and retention strategies.
- Vendors should be trained in evidence-based curricula.
- Vendors should have experience with hybrid in-custody/ in community service delivery (Category 1).
- Vendors should have experience with successful training, education, and employment placement of justice impacted community members (Category 2).
- Vendors should have experience utilizing a trauma informed approach in service delivery.
- Vendors should have experience successfully collaborating with sub-contractors, city agencies and other stakeholders.
- Vendors should be trained in various therapeutic modalities (i.e.: CBT, Motivational Interviewing, Interactive Journaling, Anger Management, etc.)

Experience (Cont.)

- Vendors should have experience operating during extended hours including evening hours, weekends and holidays.
- Vendors should have experience with invoicing and maintaining accurate fiscal documents.
- Vendors should be able to deliver all required services in house or through a subcontracted provider.
- Vendors should have an adequate structure and capacity to deliver services required by prime contractor.
- Vendors should have knowledge of the social service landscape within the city to adequately make referrals.
- Vendors should have experience with validated Risk Need Responsivity (RNR) tools.
- Vendors should have adequate data tracking and maintenance systems.
- Vendors should have experience working with high-risk/persistent pattern population.



Program Components and Expectations



Category 1- Community Justice Transition Network (CJTN)

The services included under each of the two components may be provided by the prime contractor, by a partner provider, or by both.

Component A: Hybrid In- Custody/In Community Transition Services

- Pre-release discharge planning services
- Mentorship (Peers)
- Risk Need Responsivity (RNR) Assessments
- Housing Referrals
- Transportation at discharge

Risk Need Responsivity (RNR)

RNR- evidence based framework used to reduce recidivism by matching the level of intensity of an intervention to a person's risk.

- **Risk (Who)**- probability of returning to incarceration. It is not synonymous with being dangerous. Higher risk individuals need more interventions while low risk individuals need little to no interventions.
- **Need (What)**-refers to the criminogenic needs- factors that directly correlate to someone's likelihood of engaging in criminal behavior.
- **Responsivity (How)**- use of cognitive behavioral strategies and individualized service plans to implement treatment.
- **Helpful links:** <https://www.youtube.com/watch?v=O1liTg0vmPg&t=1035s> (CSG)

Criminogenic vs. Other Needs in Transition

Criminogenic Needs

- Problem solving skills
- Substance abuse
- Antisocial thinking
- Poor coping strategies
- Peers
- Unstructured leisure time
- Poor family communication
- Poor emotional regulation
- Employment/education
- Criminal history

Other Needs

- Housing
- Trauma (i.e.: ACEs)
- Meditation
- Self-care
- Mental health
- Motivation
- Discipline
- Hygiene
- Poverty

Category 1- Community Justice Transition Network (CJTN)

Component B: In Community Transition Services

- **Intake and Assessment**—each new participant should have an intake and assessment completed within 1 week of enrollment in the program.
- **Therapeutic Services** – substance dependency, decision-making, self-management, interpersonal skills.
- **Supportive Social Services**- benefits, housing referrals, case management, vital documents, health education, mental health, substance use treatment, etc.
- **Outreach and Engagement**-focus on building relationships, addressing individual needs, and fostering a sense of ownership and empowerment
- **Coordination of Services**- May be required to use a MOCJ-funded standard technology tool. Proposals should describe a proposed model for ensuring coordination between providers—both between prime and subcontractors on one contract, as well as between prime and subcontractors across different contracts.

Category 1- Community Justice Transition Network (CJTN)

Localized Service Model

Reentry services should be accessible to neighborhoods with the greatest numbers of individuals released from jail.

- **Manhattan:** Harlem (East, West, and Central), Washington Heights
- **Brooklyn:** Brownsville, East New York, Bedford-Stuyvesant, Cypress Hills, Flatbush, Bushwick, Crown Heights, Canarsie, East Flatbush, Coney Island/Seagate, Prospect Lefferts Gardens, East Midwood
- **Bronx:** Morrisania, Claremont, Fordham Heights, Morris Heights, Parkside, Highbridge, Longwood, Soundview, West Farms, Woodstock, Mott Haven, Castle Hill, Kingsbridge Heights, Edenwald, Parkchester
- **Queens:** Far Rockaway, Jamaica, Corona
- **Staten Island:** Northern Staten Island

Category 1- Community Justice Transition Network (CJTN)

Special Populations

- Women
- Young adults
- LGBTQIA+ individuals
- Immigrants
- English Language Learners
- Older Adults
- Individuals living with intellectual, developmental and/or physical disabilities
- Individuals living with Serious Mental Illness (SMI)
- Individuals receiving Social Security Income (SSI)
- Individuals in street formation and/or with crew involvement
- Veterans
- Individuals required to enroll with the sex-offender registry

Prime Contractor and Subcontractor Responsibilities

CJTN Prime Contractor is responsible for the following:

1. Employing Transition Coordinators (TCs), Mentor Supervisors and Clinical Supervisors for Reentry Mentors for Hybrid In-Custody and In-Community Transition Services.
2. Providing unduplicated services in-house that will not also be offered by a subcontractor (those services should be specified by the Prime Contractor).
3. Identify at least 4 subcontractors in the service delivery (no maximum).

CJTN Subcontractor(s) may be responsible for the following:

1. Employing Mentors in different neighborhoods or catchment areas for Hybrid In-Custody Transition Services, In-Community Transition Services or both.
2. Providing discrete services in different neighborhoods or catchment areas that are different from what is offered by the Prime Contractor.

Category 2: Workforce and Education Reentry Collaborative (WERC)

Employment Opportunities and Services

- Subsidized transitional employment
- Paid internships and job training
- Direct placement into permanent unsubsidized employment
- Resume Writing
- Soft Skills Development
- Obtaining Professional Clothing
- Career Certifications
- Wrap Sheet Clean-up
- Obtaining ID and Vital Docs
- Entrepreneurial Pathways (e.g., classes, compliance, business formation, potential options for microgrants)

Employment Retention Services

- Creating pathways for growth
- Addressing barriers to career goals
- Providing regular feedback and coaching
- Effective communication and conflict resolution
- Building professional and pro-social relationships on the job (e.g., mentorship, networking)
- Work-life balance
- Navigating company culture
- Addressing burnout and/or lack of motivation

Category 2: Workforce and Education Reentry Collaborative (WERC)

Education Opportunities and Services

- Basic and higher education programming and support (e.g., literacy, GED/HSE, college readiness)
- Educational counseling (i.e., career mapping and planning, transferring credits, SMART goal setting, academic advising, career readiness, skill building, personal and social-emotional support)
- Internship placement
- Leveraging Social Media for Networking
- Financial Aid Counseling (i.e., student loans, grants, scholarships and fellowships)
- Certifications
- Referrals to services (i.e., reentry, tutoring, mentorship, etc.)
- Retention and completion

Quality of Implementation

MOCJ is focusing on how service providers implement and continually improve their programs and services to ensure that they are as effective as possible. For this RFP, proposers should have an implementation plan including, but not limited to, specific descriptions of each of the following eight areas of implementation:

- (1) Adoption of Clinical Standards;
- (2) Fidelity;
- (3) Quality Assurance;
- (4) Engagement and Retention;
- (5) Staffing Patterns;
- (6) Management of the Program;
- (7) Interagency Agreements; and
- (8) Active Case Management Efforts

Selected proposers will engage in a periodic review (at least once a year) with MOCJ to identify areas of growth, and work with the City to continually enhance program operations and performance each year. Site visits are required and will be conducted at minimum annually.

Partner Providers: Subcontracts, Linkage Agreements, and Local Partnerships

- To ensure that a network of services exists to address individuals' diverse, complex reentry needs, as well as to ensure that mentoring and services are provided at a local, neighborhood-based level, MOCJ will strongly favor proposals that demonstrate partnerships through subcontracting or formal cost-sharing arrangements and linkage agreements.
- In addition, MOCJ strongly encourages proposals that include proposed partnerships with local faith-based or cultural institutions, small businesses, libraries, and/or other neighborhood organizations. These partnerships may involve embedding staff employed by a prime or subcontracted service provider organization in a local institution (like the aforementioned) to provide outreach and services, though MOCJ is open to alternative partnership models.

Data Reporting

- Data reporting is a key performance indicator for contractors and allows for MOCJ to ensure that services are responsive to needs.
- Consistent with MOCJ policies, relevant laws and other legal obligations, Providers must ensure ability to report individual-level, aggregate, and narrative data reports to MOCJ concerning program operations, participant enrollment, and implementation. MOCJ may request reporting on more frequent intervals, as well as reporting on an ad hoc basis.
- See **Appendix D** for metrics which will be required to be submitted to MOCJ on a monthly and quarterly basis.



Proposal Scoring Instructions, Expectations and Evaluation



Proposal Scoring

Scoring Rubric: 1-5 Scale (0-1 lowest, 5 highest)

- I. **Organizational Structure and Relevant Experience 15 Points**
 - Complete Section A of Attachment C – Questionnaire Form
- II. **Program Model and Services 30 Points**
 - Complete Section B of Attachment C – Questionnaire Form
 - Complete Attachment E – Provision of Services by Prime Contractor and Partner Providers
- III. **Partner Providers: Subcontracts, Linkages, and Local Partnerships 15 Points**
 - Complete Section C of Attachment C – Questionnaire Form
 - Complete Attachment E – Provision of Services by Prime Contractor and Partner Providers
 - Provide Letters of Intent
- IV. **Program Implementation 15 Points**
 - Complete Section D of Attachment C- Questionnaire Form
- V. **Data Reporting 15 Points**
 - Complete Section E of Attachment C – Questionnaire Form
- VI. **Budget Management 10 Points**
 - Complete Section F of Attachment C – Questionnaire Form.

Evaluation

- All proposals accepted by MOCJ will be reviewed to determine whether they are responsive or non-responsive to the requisites of this solicitation.
- Proposals that are determined by MOCJ to be non-responsive will be rejected.
- An Evaluation Committee will evaluate and rate all remaining proposals determined to be responsive.
- The evaluation will be based on the *Evaluation Criteria* prescribed throughout this RFP.
- Contracts will be awarded based on the responsiveness and responsible vendors with the highest technical score who also offer a fair and reasonable price, and whose proposals are determined to be the most advantageous to the City.
- Although discussions may be conducted with proposers submitting acceptable proposals, MOCJ reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the proposer's initial proposal should contain its best programmatic and price terms.

Required Documents

All attachments for this RFP can be found in the RFP Documents tab in the PASSPort system.

Attachments

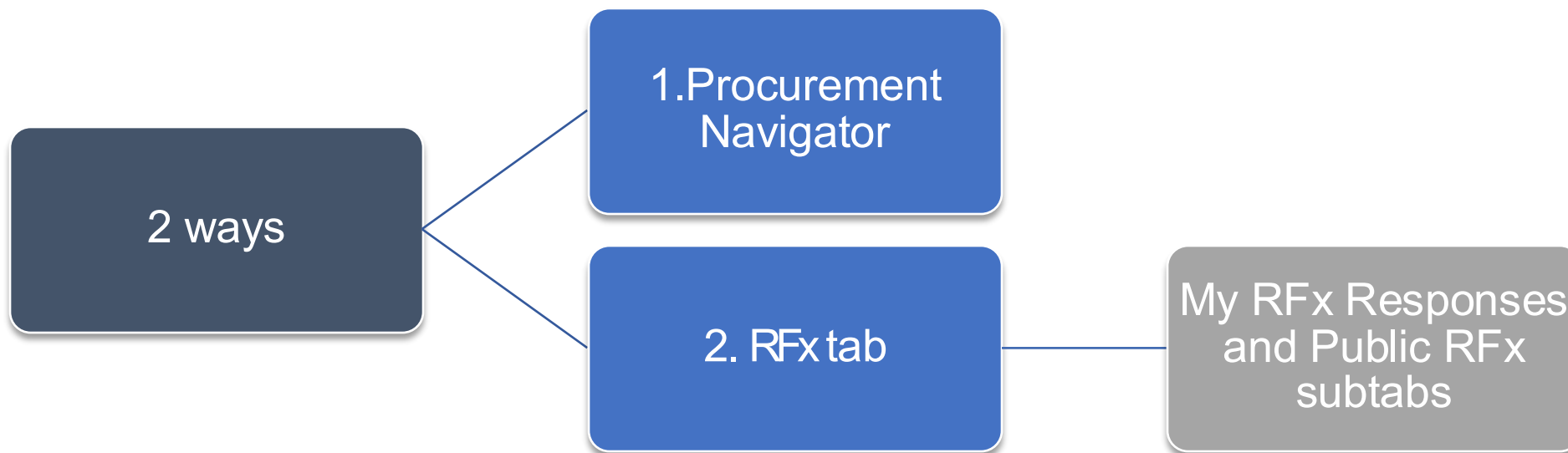
- Attachment A – General Information and Regulatory Requirements
- Attachment B – Doing Business Data Form
- Attachment C – Questionnaire Form
- Attachment D – Proposal Budget Summary
- Attachment E – Provision of Services by Prime Contractor and Partner Providers



Submission Instructions

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Prequalified Lists

Keywords :

Industry :

Publish Date :

Main Commodity :

Agency :

Round :

Rfx Status :

Additional Commodities :

Rfx allowing subcontractors :

Q Search
↻ Reset

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	84121B0030-84121SIS442 - 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: 12826P0006

PASSPort

Keywords : Main Commodity :

Industry :

Publish Date :

Agency :

Round :

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Rfx Status :

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	00224P0001-FY25 Article 10 Petition Parental Representation RFP	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)

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Program	Industry	EPIN	Procurement Name	Agency	RfX Status	Procurement Method	Release Date (Your Local Time)	Due Date (Your Local Time)	Remaining time	Main Cor
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	Agricultur
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 an Preventio
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-Bas
PUBLIC BUILDINGS	Construction	85021B0135	85021B0135-S136-363N - 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 Contracto 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	Maintena
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 Homelessness Prevention

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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

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

Agency Contact : Division of Contracts and Purchasing

Agency Contact Email : OCSRFP@schools.nyc.gov

RFX Title : 0402110001-Community Schools Services RFP

RFX Status : Released

DESCRIPTION

Overview

The New York City Department of Education (DOE) is seeking qualified community-based organizations (Lead CBOs) to work with schools to implement the community school strategy 165 DOE schools ranging from elementary, middle, and high schools. Robust school and community partnerships will create supportive school environments and coordinate personal, emotional, and academic supports that are responsive to identified needs and build on the strengths of students, families, and communities. While there may be multiple partners at schools, the Lead CBO coordinates all partners and aligns services with the DOE school's goals.

To view the RFP documents, please scroll down to the end of this page and download them.

Minimum Qualifications

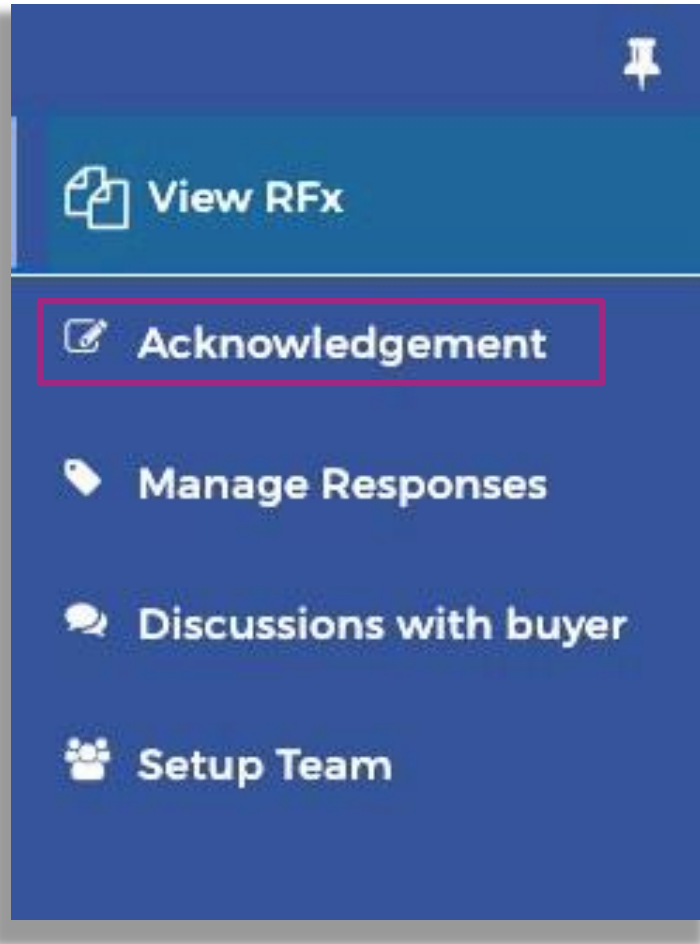
All proposals received on or before the proposal due date and time and at the location specified in this Request for Proposals will be evaluated to determine whether or not they meet the following Minimum Qualifications. The entity submitting the proposal must meet all minimum qualifications as stated herein. Proposals that fail to meet all minimum qualifications will not be considered.

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.

Setup Team Tab – User Roles

User Roles

Vendor Admin

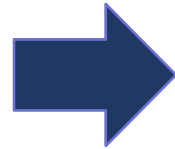
Vendor Procurement

Level 1, Level 2

Contributor, Vendor

Financials Level 1,

Level 2



Vendor Admin

- ✓ Manage and add contacts in Vendor Profile
- ✓ Receive direct invite to participate in RFx
- ✓ 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 Close Check Progress 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

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 **1** : ...

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. You need at least 3 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

Email	Profile ⓘ	LL34 Contact	Position	Position
Abc@gmail.com	<div style="border: 1px solid #ccc; padding: 2px;"> ✕ Signatory ✕ Contributor </div>	<input checked="" type="checkbox"/>	<div style="border: 1px solid #ccc; padding: 2px;"> ✕ CEO </div>	

Save
Save and Close

Cancel this response
Validate & Submit
Close
Duplicate Response

IDENTITY

Salutation : ▼

First Name : Abc

Last Name : Abc

Position : CEO ...

✕ CEO

Date of Birth : 12/15/1978 ⓘ

Email : Abc@gmail.com

Phone Number : 1234567899

Cell :

Title : CEO

Default Language : English ▼

Photo : Click or Drag to add a picture

Internal identifier :

Employer (if not employed by entity) :

LL34 Contact :

PRINCIPAL OFFICERS

Excluded Officers : CEO CFO COO

Add Existing Contact ⓘ : ...

- 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."
- 4** 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.

Deadlines & Helpful Links

- The deadline to respond is **Wednesday March 25th, 2026, at 12pm EST via PASSPort.**
- The deadline for submitting questions and comments is **Monday, March 16th, 2026, at 5pm EST.** All questions and requests for additional information concerning this program must be directed, via email, to mocjprocurements@mocj.nyc.gov
- Website Link: <https://criminaljustice.cityofnewyork.us/solicitation/community-justice-transition-network-rfp-2026/>
- PASSPort Link: nyc.gov/passport



Thank You!

If you have any questions, please submit them now via the chat. All answers to questions asked will be reflected in an addendum to follow.