

**Beacon Community Centers with ACS Prevention Programs Request for Proposals
(Part 2 of 2 - ACS Program)
RFP EPIN 2601710004**

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IMPORTANT NOTE: This RFP is issued through the HHS Accelerator system to organizations that prequalify in the relevant service areas. Prequalified organizations are required to submit their proposals through the HHS Accelerator system as instructed in the “Procurements” section of the system. Go to www.nyc.gov/hhsaccelerator to learn more.

** this RFP is linked to RFP EPIN 260171003 which will fund the Beacon Community Center programs at the same school sites as the ACS prevention programs. A proposer will not be eligible for an award under this RFP unless it also submits a proposal for the same site under RFP EPIN 260171003.

Basic Information

RFP Release Date	April 17 , 2017
Proposal Due Date	May 31, 2017, 2:00 pm
Pre-proposal Conference	<p>It is recommended but not mandatory that you attend the session listed below.</p> <p>Date: May 12, 2017 Time: 2:00PM</p> <p>Location: Department of Youth and Community Development 2 Lafayette Street, 14th floor Auditorium New York, NY 10007</p> <p>Note: A Department of Education (DOE) and Administration for Children Services (ACS) representative will be present at the pre-proposal conference.</p> <p>If you wish to attend the pre-proposal conference, you must RSVP using the following link:</p> <p>https://www.eventbrite.com/e/beacon-community-centers-w-accs-prevention-programs-pre-proposal-conference-tickets-33524377315</p> <p>Please be sure to arrive early to allow for security check.</p> <p>DYCD will post the transcripts, sign in sheets and presentation on our website for all sessions above.</p>
Anticipated Contract Term	September 1, 2017-June 30, 2020 with options for DYCD to renew for up to three additional years.
Agency Contact	RFPQUESTIONS@dycd.nyc.gov (Indicate "Beacon ACS Prevention RFP" in the subject line.)
Anticipated Total Funding and Competitions	<p>Anticipated total funding for the ACS Beacon Prevention Program initiative for the 3-year contract term is \$25,253,579. The RFP comprises 15 site-based competitions, one for each eligible site. Funding for each eligible site is set out in Attachment C to the RFP.</p> <p>In Year 1 of the contract, anticipated total funding will be \$7,296,453, with funding per site pro-rated to reflect the 10-month term. (Note: for the purpose of their proposal, proposers must submit a Budget that reflects funding for a full (12 month) program year. See Attachment C for details.) In Year 2 and Year 3, total annual funding will increase to take account of annual wage adjustments referred to below.</p> <p>Proposers should calculate personnel costs based on actual costs, including costs that reflect both the phase-in of the minimum wage increase announced by the City in January 2016 and the 2% annual wage adjustments for the City's human service contractor employees effective each year from FY18 through FY20.</p>
Eligible Sites	The eligible sites for this RFP are the public school sites listed in Attachment C.
Funding and Service Levels Per Site	Funding and related service levels for each eligible site are indicated in Attachment C.

Eligibility for Contract Award	To submit a proposal, organizations must be prequalified for this RFP in the HHS Accelerator system. To receive an award, the proposer must be a nonprofit organization. Note: this RFP is linked to RFP EPIN 26017I003 which will fund the Beacon Community Center programs at the same school sites as the ACS prevention programs. A proposer will not be eligible for an award under this RFP unless it also submits a proposal for the same site under RFP EPIN 26017I003.
Minimum Requirements	Minimum requirements for this RFP are as follows: <ul style="list-style-type: none"> • a proposal must be submitted under RFP 26017I0003 (Beacon program) as well as RFP EPIN 26017I004 (ACS program) for the same site location/school DBN number. • The proposal submitted in response to this RFP must include a copy of the signed School Partnership Agreement submitted with the proposal under RFP EPIN 26017I003 (Beacon program). If a proposal fails to meet the above minimum requirements, it will be deemed non-responsive and will not be further considered.
Subcontracting	No subcontracting is allowed under this RFP.
Required Program Operating Hours	The hours of the Beacon Prevention Program must match those of the Beacon Program funded through RFP EPIN 26017I0003 RFP. Note: For the 7 weeks of summer, proposers applying to operate Beacon Community Center programs must choose one of three options set out in RFP EPIN 26017I0003.
Community Partnerships	ACS Beacon Prevention Programs will be expected to partner with other ACS community investments including Primary Prevention, Community Partnership Programs, and other ACS and community based resources in order to provide holistic supports to families and develop referral partnerships. (See Section 2 B of the RFP for details.)
Background Checks and Fingerprinting	The contractor must comply with all applicable state and local requirements regarding background checks and fingerprinting of program staff, and perform background checks and fingerprinting of program staff as otherwise directed by DYCD.
Liability Insurance	The contractor shall maintain, at a minimum, the following insurance: Commercial general liability insurance of \$1 million per occurrence and \$2 million aggregate; motor vehicle liability insurance of \$5 million, if applicable; and workers' compensation insurance. The contractor must demonstrate that necessary insurance coverage is in place from the first day of the contract by providing a certificate of insurance naming the City of New York, together with its officials and employees, as an Additional Insured with coverage at least as broad as the most recently issued ISO Form CG 20 10 along with the additional insured endorsement pursuant to which the necessary Additional Insured coverage is provided, and a Broker's Certificate. DYCD will not be able to proceed with processing an awarded contract until it has obtained proof of the necessary insurance coverage.

Questions Regarding this RFP	<ul style="list-style-type: none"> • Questions regarding this RFP must be transmitted in writing to the agency contact: rfpquestions@dycd.nyc.gov (Indicate "Beacon ACS Prevention RFP" in the subject line) by May 24, 2017. • DYCD or ACS will respond by email to questions from organizations that are prequalified to submit a proposal in response to this RFP through the HHS Accelerator system, unless in the opinion of the agency, the questions are of a proprietary nature.
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Proposal Submission Information

General Guidelines	<ul style="list-style-type: none"> All Proposals must be submitted utilizing the Procurement Tab of the HHS Accelerator system at www.nyc.gov/hhsacceleratorlogin by providers with approved HHS Accelerator Applications, including Business Application and required Service Application(s) for the areas listed in the Services and Providers Tab. Proposals received after the Proposal Due Date and Time are late and shall not be accepted, except as provided under New York City’s Procurement Policy Board Rules, Section 3-16(o)(5). Please allow sufficient time to complete and submit Proposals, which includes entering information, uploading documents and entering log-in credentials. The HHS Accelerator system will only allow Providers to submit Proposals prior to the Proposal Due Date and Time. Providers are responsible for the timely electronic submission of proposals. It is strongly recommended that Providers complete and submit their Proposals at least 24 hours in advance of the Proposal Due Date and Time. Resources such as user guides, videos, and training dates are listed at www.nyc.gov/hhsaccelerator. For more information about submitting a proposal through the HHS Accelerator system, please contact info@hhsaccelerator.nyc.gov. 	
Proposal Details		
Proposal Title	<ul style="list-style-type: none"> Enter Proposal Title 	
Competition Pools	<ul style="list-style-type: none"> Select the Beacon site for which your organization is proposing. See Attachment C for a list of eligible school sites. NOTE: A separate and complete proposal, including all required documents, must be submitted for each competition (eligible school sites). 	
Proposal Contact Information	<ul style="list-style-type: none"> Select a member of your organization who will be the contact person for this proposal 	
Service Unit	<ul style="list-style-type: none"> Enter the Total Annual Funding Request as indicated in the RFP [Attachment F] 	
Questions	<p>Address the following points in the proposal details screen:</p> <ul style="list-style-type: none"> Confirm the school/eligible site Which Borough is the host school in? What is the address of the host school? Enter the School DBN. Which Summer Program Option have you selected under RFP EPIN 26017I0003? <input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2 <input type="checkbox"/> Option 3 Have you also submitted a proposal relating to the above school site in response to the related RFP EPIN 26017I0003? YES <input type="checkbox"/> No <input type="checkbox"/> 	
Site Information	<ul style="list-style-type: none"> Please indicate the proposed site address/es where the services will be provided. 	
Proposal Documents		
Required Documents	Document Type	Description
Note: A complete and separate proposal, including	Proposal	Completed Structured Proposal Form - Attachment B
	School Partnership Agreement	Copy of completed School Partnership Agreement submitted under RFP EPIN 26017I0003 –Attachment E

all required documents, must be submitted for each program site.	Community Partnership Agreement	Completed Community Partnership Agreement Forms – Attachment D
	Budget	Completed Proposal Budget Summary - Attachment F
	Organizational Chart	Proposer’s Organizational Chart
	Doing Business Data Form	Completed Doing Business Data Form –Attachment G
	Resumes – Key Staff	Resumes or job descriptions for required staff listed in Section 2 C of RFP
Additional Requirements for Documents	<ul style="list-style-type: none"> • Proposal document file size cannot exceed 12 MB. • Proposal documents must be in one of the following file formats: Word (.doc, .docx), PDF (.pdf), and Excel (.xls, .xlsx). • Only one document file can be added to each required document slot. If you need to combine documents, complete one of the following steps: <ul style="list-style-type: none"> ○ For Word documents: Cut and paste contents of all resumes into one Word document. ○ For PDF documents: Combine files into a single PDF. 	

SECTION 1
Section 1
PROGRAM BACKGROUND

A. Purpose

Through this Request for Proposals (RFP), the Administration for Children's Services (ACS), in collaboration with the Department of Youth and Community Development (DYCD) is seeking qualified nonprofit organizations to operate community-based prevention programs at or linked to the 15 Beacon sites listed in Attachment C where Beacon community centers are located ("ACS Beacons"). These sites are the same as those listed in RFP EPIN 26017I0003. Proposers seeking a contract to operate the ACS Prevention program must also submit a proposal to operate the Beacon Community Center program at the same site. For each eligible site, the organization selected for award would operate both programs (see further under Section 4 - Basis for Award).

The ACS Beacon Prevention programs provide preventive services to families with youth at risk of foster care placement in a manner which ensures the safety of the youth and preserves, supports, and strengthens the family, when appropriate. The ACS Beacon Prevention programs are family-focused and reflect the culture of the community in which the families reside. They are designed to help families make positive changes in their lives that reduce the risk of children being placed in foster care. This integration of community-based prevention programs at Beacon sites strengthens, enriches and expands ACS services designed to preserve families.

B. Goals and Objectives

The goals and objectives for the ACS Beacon Prevention Program are to:

- Prevent child abuse and neglect;
- Reduce the number and percentage of placements into foster care for youth receiving preventive services;
- Reduce the number and percentage of youth who are the subject of subsequent abuse and neglect reports;
- Serve youth and their families in their neighborhood of origin;
- Promote the optimal health, well-being, and development of youth; and
- Strengthen families.

SECTION 2
PROGRAM EXPECTATIONS AND PROPOSAL INSTRUCTIONS

A. Organizational Experience

1. Program Expectations

- a. The contractor would have at least three (3) years of successful experience within the last 5 years operating programs similar to the ACS Beacon Prevention Programs described in the RFP. Successful experience is defined as:
 - i. Providing preventive services to families with youth at risk of foster care placement in a manner which ensures the safety of the youth, and preserves, supports and strengthens the family, when appropriate.
 - ii. Providing preventive services in accordance with all existing Federal, State, and City laws, rules, and regulations, and consistent with policies, procedures, and standards promulgated by ACS, including the ACS Guide to Standards and Indicators for Preventive Programs.
 - iii. Addressing the issues and challenges involved in implementing foster care prevention services.
 - iv. Maintaining a program utilization level of 100 percent.
 - v. Monitoring and maintaining program quality by reviewing participant outcomes and other relevant data and addressing weaknesses identified through internal or external monitors or evaluators, including ACS.

- b. The contractor's experience within the last five [5] years would include:
 - i. Implementation of a creative neighborhood-based child welfare strategy that demonstrates its proposed strategy would be effective and responsive to the needs of youth.
 - ii. Community involvement in the neighborhoods currently served.
 - iii. Experience working successfully in public schools.

2. Proposal Instructions

- a. Complete the relevant sections of the Structured Proposal Form – Attachment B.
- b. Attach an organizational chart demonstrating how the proposed program would be integrated into the contractor's overall operations. If proposing for more than one Beacon site, including Beacons that do not have an ACS prevention program, include all proposed programs in the organizational chart.

3. Evaluation

- a. This section will be evaluated based on the extent to which the proposer demonstrates successful relevant experience to operate the program according to the criteria listed. It is worth a maximum of 20 points in the Proposal Evaluation.

B. Community Partnerships/Linkages

1. Program Expectations

- a. The contractor would meet the full range of client needs either directly or through partnerships or linkages with other neighborhood-based service providers. Where the youth's or family's

needs cannot be addressed within the community, the contractor would access specialized services located outside the neighborhood.

- b. The contractor would have at least three community partnerships, evidenced by signed Community Partnership Agreement Form (Attachment D) submitted with the proposal, in at least three of the following priority areas:
- *Health* - comprehensive, coordinated/integrated, timely, continuous, high quality, youth-focused, and family-friendly services.
 - *Substance abuse treatment* (drug-free and alcohol-free services) from providers who are licensed by the New York State Office of Alcoholism and Substance Abuse Services (OASAS) or part of the Health and Hospitals Corporation (HHC).
 - *Mental Health treatment* –formal referral and treatment arrangements, preferably neighborhood-based.
 - *Employment/vocational training* - neighborhood-based.
 - *Chronic physical, mental or developmental disabilities*.
 - *Community college education*.

Note:

The community partnerships should be specific to the ACS Prevention program and should not duplicate the partnerships relating to RFP EPIN 2601710003

- c. The contractor would, in addition, establish linkages to appropriate self-help groups (e.g., Alcoholics Anonymous, Narcotics Anonymous and Al-anon) for those youth with substance abuse issues and their family members, and encourage and facilitate client participation in such programs.
- d. *School Partnership*. The ACS Prevention program would have a solid relationship with the Beacon's host School. The school would refer families to the program and provide resources to ensure effective delivery of the ACS services. Accordingly, the ACS program would, at a minimum, establish a presence at the school to aid recruitment and encourage participation by families and ensure they are aware of all available support services. The proposer will describe the arrangements agreed with the Beacon's host school in the relevant section of the School Partnership Agreement (Attachment E).

2. Proposal Instructions

- Complete the relevant sections of the Structured Proposal Form – Attachment B.
- Complete Community Partnership Agreement Forms (Attachment D) for at least three community partnerships in at least three distinct priority areas, as indicated above in Section 2 B. 1 b. They should be specific for the ACS Prevention program and not duplicative of the Community Partnerships submitted under RFP EPIN 2601710003
- Submit a copy of the completed School Partnership Agreement (Attachment E) submitted under RFP EPIN 2601710003.

3. Evaluation

- This section will be evaluated based on the extent to which the proposer demonstrates that it meets the criteria listed above in Section 2 B. It is worth a maximum of 15 points in the Proposal Evaluation.

C. Program Staffing

1. Program Expectations

The ACS Beacon Prevention program would have a full-time director and the following additional staff: a supervisor, intake workers, case planners, and other professional staff, parent aides, childcare workers, and paraprofessionals. Each program is expected to maintain staffing in accordance with the ACS "Preventive Services Quality Assurance Standards and Indicators"- see <http://www1.nyc.gov/site/dycd/about/news-and-media/publications.page>.

- a. **Program director.** The director would have an MSW degree or an equivalent human services graduate degree as approved by ACS, and significant experience in an administrative or supervisory position in a community-based public or private agency doing related work with a similar population.
- b. **Supervisor.** The supervisor would have an MSW degree or an equivalent human service graduate degree as approved by ACS, and at least two years of documented satisfactory experience working with a similar population. Supervisory experience is required, although not necessarily in a formal supervisory position.
- c. **Intake worker(s).** Intake workers would be on a supervisory level and have at least a Bachelor's degree and supervisory experience.
- d. **Case planner.** Case planners would have a BA/BS/BSW/MSW degree and at least two years of documented satisfactory experience working with similar populations.
- e. **Other professional staff and consultants.** These staff members would have degree/professional accreditation/licensure and experience appropriate to the particular position. Psychologists, nurses, and others requiring licensure must document each year a current New York State license/registration.
- f. **Parent aides.** Parent aides would have at least one year of appropriate experience working with a similar population or successful completion of and graduation from an ACS Family Rehabilitation Program or similar program.
- g. **Childcare worker(s).** Childcare workers would have one year of appropriate experience working with a similar population or successful completion of and graduation from an ACS Family Rehabilitation Program or similar program.
- h. **Other paraprofessionals.** These staff members would have at least a high school diploma/GED and training and experience appropriate to the particular position.
- i. **Social work staff.** These staff members would have demonstrated experience and skill with, and commitment to, the practices and concepts of family treatment, as well as knowledge of and experience with domestic violence issues. Social work staff would also have experience and skill with issues relating to substance abuse, domestic violence, and mental health.
- j. **Caseload/Supervisory Ratios.** Actual ratios may vary, with an average annual caseload for case planners of 12 families. New York OCFS regulations require that a preventive services provider would assign a family to not more than one case planner at a time. Individual caseloads significantly higher than 12 are not recommended because of the level of services families require. Each supervisor would have a caseload of no more than five case planners. .
- k. **Note:** If the proposer is nominated for a contract award, the proposer will be required during contract negotiations to submit a staff roster, signed by the Executive Director, that provides the following information for each staff member: educational credentials; experience; date of hire (or promotion/job change if it affects the due date of evaluations); date the last performance evaluation was due, and the date of its completion.

2. Proposal Instructions

- a. Complete the relevant sections of the Structured Proposal Form – Attachment B.
- b. Attach a job description or (if available) a resume for each key staff position (listed in Section 2 C. I above) that includes the required qualifications, languages spoken and areas of specialization.

3. Evaluation

- a. This section will be evaluated based on the quality of the staffing plan and the qualifications of proposed staff. It is worth a maximum of 20 points in the Proposal Evaluation.

D. Target Population/Service Levels

1. Program Expectations

Preventive services are designed to avert the need for foster placement of children in families at risk of abuse or neglect. The target population for the ACS Beacon Prevention Program would, primarily, be families with no prior involvement with the child welfare system or ACS child protection services.

- a. The contractor would receive referrals from the Beacon program, other Beacon programs, the Beacon host school and other local schools, other units of the contractor's organization, and ACS primary prevention programs and community partnership programs.
- b. The ACS Beacon Prevention program would serve the number of families indicated for the site to which the proposal relates, as indicated in Attachment C (The list of eligible sites includes the funding per site and number of program slots).

2. Proposal Instructions

- a. Complete the relevant sections of the Structured Proposal Form – Attachment B.

3. Evaluation

- a. This section will be evaluated based on the plan to engage community organizations for referrals and enroll appropriate families for services. It is worth a maximum of 5 points in the Proposal Evaluation.

E. Approach

1. Program Expectations

- a. The design and delivery of all preventive services would be family-focused and inclusive of the needs and culture of the community. Services would address the individual needs of the youth and the family members residing with the youth.
- b. The contractor would provide preventive services to families with youth at risk of foster care placement in a manner which ensures the safety of the youth and seeks to preserve, support and strengthen the family, when appropriate.
- c. The contractor would employ a holistic approach to child welfare services and engage in on-going efforts to bring about the necessary changes in service delivery culture. A holistic approach is defined as addressing all the needs families may have.
- d. The contractor would provide support services and counseling to at risk youth and families within their own neighborhood or as close to their own neighborhood as possible, unless inappropriate.

- e. The contractor would ensure that culturally and linguistically competent services are provided through a staff that is representative of the community served and fluent in the languages spoken by participating youth and family members. To the extent possible, the contractor would also recruit and hire appropriately qualified staff from the community served.

2. Proposal Instructions

- a. Complete the relevant sections of the Structured Proposal Form – Attachment B.

3. Evaluation

- a. This section will be evaluated based on the extent to which the proposer demonstrates that it meets the criteria set out in the RFP. It is worth a maximum of 10 points in the Proposal Evaluation.

F. Program Services

1. Program Expectations

a. Standards and Utilization

- i. The contractor would provide preventive services in accordance with all existing Federal, State, and City laws, rules, and regulations, and consistent with policies, procedures, and standards promulgated by ACS, including the ACS Preventive Services Quality Assurance Standards and Indicators.
- ii. The contractor would maintain a program utilization level of 100 percent.

b. Outreach

- i. The contractor would receive referrals from ACS, the host school, other schools, CBOs (including the lead agency), and other Beacons.
- ii. The contractor would reach out to referred youth and families to ensure family participation and retention in the ACS Beacon Prevention Program.
- iii. The contractor would identify families resistant to services and develop and implement strategies to address the particular challenges posed.

c. Program Accessibility of Services

- i. Participants would have access to all services in the Beacon.
- ii. The contractor would operate during hours that reflect the needs of the youth and families to be served, including after school and evening availability.
- iii. The contractor would assess the language needs and communication skills of each youth and family to be served and provide services consistent with those needs to optimally serve the youth and families.
- iv. The contractor would make services accessible to youth with physical disabilities, including but not limited to, TDD service, large print informational reading materials, and establishing protocols for referrals to programs that serve families who have one or more members with a disability.
- v. The contractor would assist each parent in obtaining appropriately supervised child care services.

d. Core Service Areas

i. Social Work Services and Advocacy

- Case planners would identify and provide specific services that address those issues placing a youth at risk of foster care placement or delaying successful discharge from foster care and family reunification.
- Case planners would prioritize assessment of the safety of youth in each household and take all necessary and appropriate measures to ensure their safety - including, but not limited to, all actions required of mandated reporters.
- In their initial assessments, the case planners would consider youth and family history information available from individuals significantly involved in the youth's life, including, but not limited to the youth's parents, extended family members, teachers, friends, and recreational personnel. The contractor would incorporate these individuals into the youth's and family's support network, to the extent that such inclusion is deemed appropriate. In addition, the contractor would conduct domestic violence, substance abuse, and mental health screenings during initial case assessments and establish protocols for addressing such issues when indicated.
- Case planners would be responsible for case planning and ensure that youth and parents and primary caretakers are actively involved in goal setting and service planning. Youth participation would be assumed appropriate for youth aged ten (10) and older unless deemed inappropriate and supporting reasons for such a determination are documented. Case planners must review the service plans with the family and adjust the goals and services as needed to meet the needs of the family.
- The contractor would promote and support frequent and positive parent-child interactions, such as family counseling, parent-child homework groups, and recreational and socialization activities.
- During the initial stages of participation in the program, case planners would schedule casework contacts, including extensive home-based casework contact with the youth and family members living in the home, and with nonresident family members to the extent appropriate to achieve the family's agreed upon goals as indicated in the approved service plan. Casework contacts must meet or exceed the recommended minimums specified in ACS "Preventive Standards and Indicators" (see <http://www1.nyc.gov/site/dycd/about/news-and-media/publications.page>) as well as other regulations and policies as required by ACS.
- Case planners would serve as advocates on behalf of the youth and families, with activities including, but not limited to, coordinating services for the family, assisting youth and their resident family members in navigating governmental and private sector systems to the extent required to successfully address the individual's needs, including, but not limited to, interactions with the managed care plans, Department of Education, Human Resources Administration, Department of Homeless Services, and the New York City Housing Authority.
- The contractor would perform outreach and engage non-custodial and/or incarcerated parents to the extent necessary to successfully implement the youth's and family's approved service plan.

ii. Alcohol and Substance Abuse

- Within 30 days of referral, qualified key staff members would screen for alcohol and

substance abuse issues affecting youth and their resident family members using formal screening tools.

- The contractor would provide counseling services, advocacy, and referrals to address substance abuse issues.

iii. **Domestic Violence**

- Within 30 days of referral, qualified key staff members would screen for domestic violence.
- The contractor would provide counseling services, advocacy, and referrals to address domestic violence issues.

iv. **Health/Mental Health Services**

- Within 30 days of referral, whenever appropriate and necessary, the contractor would assess the youth's eligibility for Medicaid, or for Child Health Plus and assist families in obtaining health services coverage when eligible.
- The contractor would obtain a youth's health history and assess the youth's health and well-being within the first 90 day Family Assessment and Service Plan (FASP)* period . This includes obtaining immunization history and information about the health service providers involved with the family, bearing in mind the need to comply with the [Health Insurance Portability and Accountability Act \(HIPAA\)](#) privacy requirements - see, e.g. <http://www.onlinetech.com/resources/references/what-is-hipaa-compliance>. The contractor would encourage parent/caretaker cooperation in the collection of such data, and educate and assist families in recording and maintaining their own health records/histories.
- Case plans and goals would include a full comprehensive medical examination for each youth in the household, if one has not been performed within the last year. The contractor would work with parents to facilitate the scheduling of appointments and follow-up visits to ensure the updating of youth immunizations.
- The contractor would educate parents on preventive care; make educational materials available on-site and for discussion during group/individual counseling. Educational materials would include but not be limited to information on HIV/AIDS, substance abuse, good prenatal care, domestic violence (including partner abuse, teen relationship violence and elder abuse), smoking and good nutrition. The contractor would also provide information about how to access health services in the community.
- The contractor would assist the youth's parent in the selection of a neighborhood-based primary care physician, if one is needed, and making appointments with the physician, where necessary.
- Within 30 days of the referral, and whenever appropriate and necessary, the contractor will use a screening tool to recognize indicators of mental health issues and provide necessary counseling and treatment referrals for youth and family members.
- The contractor would assist pregnant clients with obtaining quality, neighborhood-based prenatal and postnatal counseling and services or pregnancy termination counseling and services where such services are appropriate and available.

v. **Parenting Skills**

The contractor would provide parenting skills training in a manner that is sensitive and

responsive to the needs of specific parent categories, such as teen parents, non-English speaking parents, or terminally ill parents. The contractor would also provide individualized parenting skills training in cases where group participation is not appropriate.

vi. Housing and Housing Subsidies

- The contractor would assist clients in obtaining appropriate housing where housing issues, including those arising from domestic violence situations, are a presenting problem for the family and stand in the way of the youth's safety, or health, or delay reunification.
- The contractor would promote and monitor its staff's appropriate use of housing subsidy services targeted to the eligible preventive service population.

vii. Education, Employment and Job Training Services

- The contractor would promote parent/caretaker involvement in their youth's education program, such as assuring youth's enrollment and attendance in school, monitoring homework, attending parent-teacher meetings and school open houses, participating in parent advocacy groups, and communicating their youth's educational needs to teachers, guidance counselors and school administrators.
- The contractor would provide up-to-date information on vocational and college preparatory programs and assist with enrolling in such programs.

e. Discharge/Termination/Transition

- i. The contractor would create a "community of care" by actively coordinating the planning of services between preventive service agencies, foster care agencies and local neighborhood providers in a manner that ensures the continuous provision of supervision, services and support to a youth and her/his family during the critical point of transition between foster care placement and family reunification. Specifically, the contractor would interact with foster care agencies prior to the youth's final discharge home in cases where the foster care agency has identified the need for preventive services after final discharge, made a formal referral for services, and received ACS approval for such services.
- ii. The mechanism for coordination between the foster care agency and the preventive agency as described above would be a formal referral from the foster care agency to the preventive agency. Upon referral, the preventive service contractor would participate in discharge planning to the extent necessary and appropriate.
- iii. The contractor would facilitate and encourage a family-to-family approach when providing preventive services to youth, their families and foster parents who have participated in foster care services and, where appropriate, to continue the relationship between the birth family and foster family.
- iv. Service Termination Conferences: ACS Child and Family Specialists will facilitate Service Termination Conferences for families in preventive services who are moving toward service termination prior to closure of the prevention services case.

f. Staff Development and Training

- i. Training for all staff would include, but not be limited to, motivational interviewing and communications skills, assessment and goal setting, cultural and language competency,

- mandated reporting, safety and risk assessment, case planner and supervisor common core, family therapy, mediation, recognizing indicators of developmental delays, substance and alcohol abuse, stress management, client outreach, engagement and retention skills, application procedures for public assistance programs and Medicaid or Medicare, working with physically, developmentally and intellectually disabled clients, indicators of mental health issues and appropriate actions to take upon indication, indicators of domestic violence (including partner abuse, teen relationship violence, and elder abuse) and appropriate actions to take upon indication, working with HIV/AIDS populations, and range of crisis intervention services available to address client's needs; and Connections & PROMIS systems.
- ii. The contractor would ensure that all appropriate staff receive training specific to the provision of neighborhood-based services, including training on community characteristics, resources, and needs, and on how to successfully negotiate services for youth within a neighborhood-based environment.
 - iii. The contractor would ensure that training includes the participation of representatives from community-based service providers, such as local hospitals, police precincts, and drug treatment centers, as well as community residents.
 - iv. The contractor would ensure that all appropriate staff members receive training about the Family to Family service philosophy, including training about how to facilitate the foster parent's role as mentor to the birth parents or caretakers in appropriate areas of youth behavior and management, as well as in various aspects of daily living.
 - v. The contractor would educate staff and clients about welfare reform work requirements and demonstrate how it will assist clients in complying with participation requirements and setting goals.
- g. Program Support**
- The ACS Division of Prevention Services (DPS) will provide ACS Beacon Prevention Program contractors with the following new resources:
- i. A Beacon Prevention Liaison within DPS to help support ACS Beacon Prevention Program engage families, develop meaningful collaborative relationships with host schools, and build community referrals to the program.
 - ii. Training from ACS on the Center for the Study of Social Policy's *Strengthening Families Protective Factors Framework* in order to help guide case practice to support family stability and well-being in the context of community and primary prevention.
 - iii. Inclusion in DPS Community Prevention initiatives focused on building collaboration at the neighborhood level among providers serving similar target populations.
- h. Monitoring, Evaluation and Quality Improvement**
- i. The contractor would conduct interviews with youth to assess services on an ongoing basis and ascertain the effectiveness and satisfaction with the services which have been provided. The contractor would develop its own interview and written survey instruments, which will be subject to ACS approval.
 - ii. The contractor would cooperate with ACS assessment and evaluation systems, including CoQI monitoring, PAMS and Scorecard Evaluation processes, and provide all information necessary to allow ACS to fulfill these responsibilities.
 - iii. The contractor would maintain adequate case files and fiscal records, and shall ensure that staff follow appropriate record-keeping practices and procedures in a manner which is in

- compliance with and supports all existing Federal, State and City laws, rules and regulations, and is consistent with policies, procedures and standards promulgated by ACS.
- iv. To the maximum extent possible, at both the case and program level, ACS would collect and monitor data reported by the contractor in the PROMIS and Connections management information systems to assess critical service activities and to ensure that the stated goals of the child welfare system are effectively and appropriately being met.
 - v. The contractor would provide sufficient information to ACS to enable it to collect data on and monitor additional performance indicators as appropriate and as part of a full evaluation process.
 - vi. The contractor would conduct exit interviews with each child and her/his parent(s) or caretakers upon discharge from preventive services to ascertain the effectiveness of the preventive program and to learn more about the child's and family's experience. When appropriate, exit interviews would also be conducted with members of the child's household. The contractor would develop its own interview instruments which will be subject to ACS approval. The utilization of additional methods for soliciting input on an on-going basis, such as consumer satisfaction surveys, is also strongly encouraged.

2. Proposal Instructions

- a. Complete the relevant sections of the Structured Proposal Form – Attachment B.

3. Evaluation

- a. This section will be evaluated based on the extent to which the proposer demonstrates that it meets the criteria set out in the RFP. It is worth a maximum of 25 points in the Proposal Evaluation.

G. Budget Management

1. Program Expectations

- a. The proposed budget would be the cost of providing program services during the 12 months of the contract.
- b. The costs associated with the budget would enable effective delivery of program services.
- c. The line item budget would be consistent with the program design.
- d. No payments shall be made, nor funds applied, to uses other than those specified in the budget.
- e. All contract payments will be subject to audit.

2. Proposal Instructions

- a. Complete the relevant sections of the **Structured Proposal Form, Attachment B**.
- b. Complete and attach the **Proposal Budget Summary, Attachment F**.

3. Evaluation

- a. This section will be evaluated based on the appropriateness of the proposed budget according to the criteria listed in this section. It is worth a maximum of **5 points** in the Proposal Evaluation.

SECTION 3
ATTACHMENTS* AND RESOURCES

**All attachments for this RFP can be found in the RFP Documents tab in the HHS Accelerator system.*

A. List of Attachments

Attachment A: General Information and Regulatory Requirements
Attachment B: Structured Proposal Form
Attachment C: List of Eligible Sites
Attachment D: Community Partnership Agreement Form
Attachment E: School Partnership Agreement Form
Attachment F: Proposal Budget Summary
Attachment G: Doing Business Data Form

B. Resources

Strengthening Families Protective Factors Framework, Center for the Study of Social Policy
<http://www.cssp.org/reform/strengtheningfamilies/2015/Core-Meanings-of-the-SF-Protective-Factors-2015.pdf>

SECTION 4

BASIS FOR CONTRACT AWARD AND PROCEDURES

A. Proposal Evaluation

All proposals received by DYCD will be reviewed to determine whether they are responsive or nonresponsive to the requirements of this RFP. Since this RFP is linked to RFP EPIN 26017I0003 through which awards will be made to fund the Beacon Community Center programs, if a proposer has not submitted a proposal for the same site under RFP EPIN 26017I0003, it will be considered non-responsive. Proposals determined to be nonresponsive for this or any other reason will be rejected. ACS evaluation committees will review and rate each responsive proposal.

For each competition (school site), the paired scores for proposals to RFP EPIN 26017I003 and RFP EPIN 26017I004 will be combined and ranked in order of highest to lowest technical score, as follows.

- Each proposal will be scored pursuant to the evaluation criteria set out in each RFP (EPIN 26017I003 and EPIN 26017I004).
- ACS will determine a competitive range of technically viable proposals under RFP EPIN 26017I004 based on scores. Proposals determined to not be in the competitive range of technically viable proposals will not be further considered.
- Proposals determined to fall outside the competitive range of technically viable proposals will not be further considered.
- For each site, the paired scores of each proposal still in the competitive range of technically viable proposals will be weighted, with 60 percent afforded to a proposal under RFP EPIN 26017I003 and 40 percent afforded to a proposal under RFP EPIN 26017I004, and the proposal scores combined to obtain an overall score. ,
- For each site, the combined overall scores will be ranked in order of highest to lowest technical score.

DYCD and ACS reserve the right to conduct site visits or interviews or to request that proposers make presentations or demonstrations, as DYCD/ACS deems applicable and appropriate. Although discussions may be conducted with proposers submitting acceptable proposals, DYCD/ACS 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.

B. Contract Award

Contracts will be awarded to the responsible proposers whose proposals are determined to be the most advantageous to the City, taking into consideration the price and such other factors which are set forth in this RFP. Awards will be made to the highest rated vendors whose proposals are technically viable.

However:

- DYCD reserves the right not to make awards in one or more competitions or solicitations depending on availability of funding or need or award less than the full amount of funding requested, depending on availability of funding or need.
- In the event that a proposer is eligible for award of more than one eligible site, DYCD and ACS reserves the right to determine, based on the proposer's demonstrated organizational capability

and the best interests of the City, how many and for which sites the proposer will be awarded contracts.

- DYCD reserves the right, prior to contract award, to determine the length of the initial contract term and each option to renew, if any.
- DYCD and ACS reserve the right, prior to contract registration and during the term of the contract, to change the reimbursement rate per client, program service size, program type, or model depending on the needs of the system.

Contract awards shall be subject to:

- Availability of funds and timely completion of contract negotiations between DYCD and the selected proposers.
- Demonstration of compliance with the City Comptroller's Office mandate that all contractors have the proper insurance.
- Demonstration that the proposer is tax-exempt and incorporated as a not-for-profit organization, has tax exempt status from the I.R.S., is registered and current in its filings with the New York State Attorney General's Office Charities Bureau, and if *not* incorporated under New York law, is authorized to do business in New York State.

C. Responsibility Determination

In accordance with the City's Procurement Policy Board Rules, DYCD and ACS can only make an award to a "responsible" prospective contractor. (See PPB Rules Section 2-08). Factors such as financial and personnel resources, and whether an organization is delinquent in any payment plans with DYCD, ACS or another governmental entity are among the factors taken into consideration during the responsibility determination process. As a result, a high score on a proposal is not a guarantee of a contract award.