

RFP: ECHOES Be Ready Program

OVERVIEW

On November 4th, the New York City (NYC) Department of Probation (DOP) released a Request for Proposals (RFP) for the Every Child Has an Opportunity to Excel and Succeed (ECHOES) Be Ready Program. The ECHOES Program is an alternative-to-placement (ATP) model that serves high-risk youth under DOP supervision between the ages of 14 and 18. There are two components to this program:

- 1) Intensive case management component provided directly by DOP Probation Officers; and
- 2) Be Ready component provided by not-for-profit organizations awarded through this RFP.

The program aims to help participants improve their educational, employment, and social/emotional competencies and conflict management skills to enable them to remain in their schools and communities. DOP will award two organizations a total of \$1.14 million over three years to implement the Be Ready component of the program.

The full RFP is attached. Applications are due on December 13th.

FUNDING

There will be two separate competition pools for funding, as follows:

- One award for a proposal site in Manhattan; and
- One award for a proposal site in Brooklyn or Queens.

DOP will award \$190,000 annually through this RFP to one organization in each competition pool. Applicants may submit an application for both competition pools; however, a separate and complete proposal for each competition is required. The Manhattan site will accommodate participants from both Manhattan and the Bronx. The Brooklyn/Queens site will accommodate participants from Queens, Brooklyn, and Manhattan.

The payment structure of the awarded contracts will be line-item reimbursement. Contracts will last for three years beginning April 1, 2020, with the option to renew for up to three additional years.

ELIGIBLE APPLICANTS

Applicants must be not-for-profit 501(c)(3) organizations with the following qualifications:

- The organizational capability to begin services by the contract start date and ability to meet with DOP within a week of the notice of contract award;
- At least three years of successful relevant experience in the last five years providing similar services to youth involved in the criminal justice system;
- Successful experience in the last five years, either directly or through a subcontractor, delivering services in the targeted borough for the competition proposed;

- Demonstrated understanding of the target communities within the borough proposed;
- Demonstrated understanding of the unique circumstances and challenges within the borough proposed, including knowledge of gang activity and territories and other issues that may impact program design and service delivery;
- Demonstrated history of working in or with other service providers in the proposed borough;
- Familiarity with systems/institutions that the target population will likely have involvement with, including the NYC school system, NYC Department of Education, NYC Administration for Children's services, and Family Court.;
- Experience facilitating training for staff members;
- Experience tracking participant data and outcomes and the organizational capacity to make program improvements upon review of programmatic data; and
- Experience, either directly or through a subcontractor, using the evidence-based practices outlined in the RFP when working with high-risk youth in the last five years.

PROGRAM REQUIREMENTS

Awarded organizations will be required to:

- Provide 30 slots annually for participants ages 14 through 18 on juvenile probation or who are facing institutional placement as a result of a Family Court disposition;
- Accept admissions into the program on a rolling basis (but will not be directly responsible for participant recruitment);
- Ensure appropriate staffing levels are maintained in line with 1:10 staff to participant ratios;
- Hire a full-time program manager with at least three years of relevant experience and at least one year of supervisory experience;
- Provide proof of site control for an appropriate program facility, for example through a lease or certificate of occupancy;
- Maintain a Program Site, Meet-up Sites, and Project Sites within their service area;
- Establish effective linkages and/or subcontracts with local neighborhood-based organizations.

APPLICATION

Proposals will be evaluated based on the following criteria:

- Organizational Experience and Capacity (20 points)
- Program Model (25 points)
- Staffing (25 points)
- Partnerships, Collaborations, and Linkages (5 points)
- Facilities (5 points)
- Monitoring and Reporting (10 points)
- Budget Management (10 points)

Funding will be awarded based on the above criteria and a consideration of which proposals are deemed to be the most advantageous to NYC.

Timeline

Applications are due on December 13th. There will be an optional pre-proposal conference on November 14th at 10am at the NYC Department of Probation (33 Beaver Street, 23rd Floor Auditorium, New York, NY 10004). Interested parties may RSVP with the name of the organization and number of people who will attend to acco@probation.nyc.gov.

Questions may be submitted to Eileen Parfrey-Smith at the email address above with the subject line "ECHOES RFP."