



**Department of
Social Services**

Human Resources
Administration

Department of
Homeless Services

W-2-196
Rev. 10/16

Office of Contracts

March 30, 2021

Steven Banks
Commissioner

Martha A. Calhoun
General Counsel

Vincent Pullo
Agency Chief
Contracting Officer

**150 Greenwich Street
New York, NY 10007
929 221 6347**

**RE: Addendum #2 to Emergency RFP TRIE Neighborhoods Citywide Administrator
EPIN: 09621E0009**

Dear Potential Proposer:

The NYC Department of Social Services/Human Resources Administration (“DSS/HRA”) appreciates your interest in the Emergency RFP TRIE Neighborhoods Citywide Administrator issued on March 12, 2021.

Please find attached Addendum #2 for the above-referenced RFP. Addendum #2 also contains:

- **Attachment A: Answers to Questions, Submitted to in Writing:** Attached to this Addendum as Attachment A are answers to questions submitted by interested potential proposers.
- **Attachment B:** Attachment B includes the Power Point Presentation from the Information Session.
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- **Attachment C:** Attachment C is a link to the WebEx recording for the Information Session held on March 24, 2021.

Please advised that a Second Information Session will be held on March 31, 2021 at 3:30p.m.

The Webex Information is:

<https://civicengagement.webex.com/civicengagement/j.php?MTID=m255fdc9057a44ee5d882c1b401d775a0>

Meeting Number: 132 379 7367

Password: Aj326UuJCuP

Join by video system

Dial 1323797367@civicengagement.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone

+1-408-418-9388 United States Toll

Access code: 132 379 7367

Please acknowledge your receipt of Addendum #2 by listing it on the Acknowledgement of Addenda and include it in your proposal submission.

Applicants are reminded that the due date for the submission of proposals is **April 7, 2021** at 2:00pm. Proposals must be submitted by the Due Date and Time to:
ACCOContractPlanning@dss.nyc.gov

Please note, your organization's email system may have a maximum size limitation for sending out emails. Please be advised that DSS cannot accept any email in a size greater than 20 MB. Once you submit your proposal electronically, it is strongly recommended that you send such email with enough time to determine whether the transmission has failed.

Also, DSS strongly recommends that you follow up with an email to ACCOContractPlanning@dss.nyc.gov to confirm that the email was transmitted successfully.

Sincerely,

A handwritten signature in black ink, appearing to read 'Vincent Pullo', with a stylized flourish at the end.

Vincent Pullo

Questions and Answers
Emergency RFP for TRIE Neighborhoods Citywide Administrator
EPIN: 09621E0009

1. **Question:** Is there a word limit or space limit per question?
Answer: **There is no limitation; however, proposers should submit its most effective and efficient proposal in response to the solicitation.**
2. **Question:** Do we need to use the response form as is, or is it a guiding document?
Answer: **It is expected that proposers submit their proposals in a formation substantially similar to the form provided.**
3. **Question:** Is the budget to cover expenses for a term of 15 months?
Answer: **Yes**
4. **Question:** Are there other expense categories other than personnel?
Answer: **Proposers should include as part of its budget the costs necessary to complete the scope of services within the contract maximum.**
5. **Question:** Will indirect costs be considered? If so, can we use our approved NYC indirect rate?
Answer: **If a proposer is including indirect costs, they are limited to ten percent.**
6. **Question:** Is there any limit on subcontractors for this RFP? For example, costs associated for tech assistance providers.
Answer: **There is no set limitation on subcontracting; however, the subcontractors should be certified Minority/Woman-owned Business Enterprises.**
7. **Question:** Does the DSS anticipate the monthly meetings with CEC, YMI, and TRIE Neighborhood Coordinators to happen in-person?
Answer: **No, all meetings will be held online.**
8. **Question:** The proposed hourly rates for the project director (1) and project manager (5) do not add up to \$396,000. Can the DSS clarify how the proposed hourly rates currently provided on the response form are calculated?

Answer: **The available amount of funding for this contract is \$396,000. Proposers should review the scope of work within the solicitation and determine the appropriate staffing plan within the available budget.**
9. **Question:** Are respondents able to propose alternative staffing plans?
Answer: **Yes- see above.**

- 10. Question:** Is the material budget required to execute the hyperlocal outreach plan part of the allocated budget of \$396,000?
Answer: Yes
- 11. Question:** What resources will DSS share with the City-wide Administrator to support the work?
Answer: The Taskforce of Racial Inclusion and Equity, CEC and YMI will support in staffing the various neighborhood coalitions. The City will share resources related to vaccine education, Test and Trace, and Rank Choice Voting.
- 12. Question:** Please clarify to what extent the City-wide Administrator will be responsible for assisting the neighborhoods in developing their plans or providing technical assistance with community needs assessments.
Answer: The TNNCs will be primarily responsible for developing neighborhood plans and implementing the community needs assessment. The Citywide Administrator will assist the City in distributing information and resources (e.g., vaccine education information, RCV information, etc.) to the Neighborhood Coalitions as well as problem-solving individual coalition issues that could arise.
- 13. Question:** Is the development of the tools and worksheets that each TRIE neighborhood will receive part of the City-wide Administrator's scope?
Answer: The City will provide a template for stakeholder & asset mapping as well as needs assessment to the Citywide Administrator, and the Citywide Administrator will work with the City to finalize the workbook/toolkit for the neighborhood coordinators. Implementation will involve online and offline components to be coordinated with the CEC. The City will develop educational materials related to vaccine education, Test and Trace and Rank Choice voting.
- 14. Question:** Are joint ventures eligible to apply (if both firms are WMBEs)?
Answer: Joint ventures are allowed to propose. Note that the joint venture agreement should be included with the proposal. In the alternative, a lead proposer can propose with a subcontractor team.

Taskforce on Racial Inclusion and Equity Neighborhood Coalitions



Agenda

- **Welcome**

Vincent Pullo, *Agency Chief Contracting Officer*
Department of Social Services

- **Proposal Instructions/ Basis for Contract Award**

Adrienne Williams, *Deputy Agency Chief Contracting Officer*
Department of Social Services

- **Overview of RFP**

Jordan Stockdale, *Executive Director, The Young Men's Initiative*
Sarah Sayeed, *Executive Director, Civic Engagement Commission*

- **Participants Q/A**

1. All participants muted on entry. Moderator will enable audio for participants during the Q & A period.
2. Moderator will call participants in the order they have submitted questions in the chat box.
3. If you are dialing-in via phone *during the meeting* and do not have access to a computer monitor, please text your name and affiliation to 646-763-2189 to offer questions. Will call on dial-in participant by name in order the text was received.
4. Enable Closed Captioning under “More Options” icon with the ellipsis/dot-dot-dot, on your screen’s menu control bar. Click on option for “CC Closed Captioning”
Thanks to our Captionist Rebekah Coster.
5. This information session is being recorded and a transcript will be made accessible after the meeting.

ASL Interpretation

1. Deaf+ attendees should lock the interpreters for the duration of the meeting
Our ASL interpreters today are Emilio Garcia and Michael Barrios.
2. To lock the Thumbnail on the interpreter’s video for the entire meeting: Place your cursor over the thumbnail video that you want to lock and select “Lock this video on a specific participant.”

Technical Assistance

CITY
AGENCIES

**TASKFORCE
ON RACIAL
INCLUSION
& EQUITY**

**CIVIC
INFRASTRUCTURE
SUPPORT**

FUNDING &
CONNECTION TO
EXISTING
RESOURCES

COMMUNITY
MEMBERS

COMMUNITY
BOARDS

TENANT &
BLOCK
ASSOCIATIONS

TASKFORCE
MEMBER

COMMUNITY
BASED ORG

HEALTH
PROVIDERS

CRIMINAL
JUSTICE
INFRASTRUCTURE

BUSINESSES

**LEAD
COMMUNITY
ORGANIZATION**

**DESIGN COVID
19 COMMUNITY
RESPONSE
PLAN**

**NEIGHBORHOOD
COALITION
MEMBERS**

Vision: Neighborhood Coalitions

- **Vaccine, Test & Trace education & access to bridge equity gaps** in neighborhoods & communities most impacted; connect community members to appointments
- Support **neighborhood cohesion, community building, resilience and COVID-19 recovery**

Implementation

- The Taskforce will support a network of “Neighborhood Coalitions” within 33 impacted communities.
- Coalitions will be supported by a Citywide Administrator, CEC, YMI and the Taskforce.
 - Administrator will be an M/WBE who will coordinate with the Taskforce
- Taskforce member agencies will work with Coalitions on sharing information, timely resource & service coordination with the City
- Coalition leaders and designated members will attend trainings, webinars, or meetings connected with their focus area.
 - Coalition leaders will meet monthly with CEC & YMI to share best practices, resources and collectively problem-solve monthly. Coalitions will provide regular reporting to the Citywide Administrator on outputs.

Recommended Action Items of the TRIE Coalitions

Coalitions will develop and execute a strategy to support localized response in the following areas:

| Primary Focus Area – COVID 19 Response | Secondary Focus Area – Community Building |
|---|--|
| <ol style="list-style-type: none">1. Vaccine Education2. Test and Trace Education3. Community Resource Mapping & Service Coordination | <ol style="list-style-type: none">1. Civic Education & Rank Choice Voting2. Conduct needs assessment to set agenda and deliverables for Phase II during 2021-2022 fiscal year |

Recommended Action Items of the TRIE Coalitions

Phase I Action Items

- Asset Mapping and Needs Assessment
- Vaccine Education
- Test and Trace Education
- Rank Choice Voting Education

Phase 2 Potential Action Items

- Connecting Young People to Programming
- Community Advocacy
- Emergency Food Response
- Mental Health
- Organizing Support for Small Businesses
- Volunteer Engagement

Support Localized Connection to Existing Structures

- Immigration Emergency Relief Initiative
- Mayor's Action Plan for Neighborhood Safety
- OEM – Strengthening Communities Through Recovery
- DOHMH – Take Care New York Neighborhoods
- NYC Service – Civic Impact Funding
- YMI Community Crisis Response Awardees
- Test & Trace Community Based Organizations
- Neighborhood Opportunity Networks
- Census Complete Count CBOs
- DYCD – Community Centers/Neighborhood Advisory Boards
- Community Boards
- Political Clubs/Civic Associations
- DOE – Community Schools
- Health + Hospitals – Community Advisory Boards
- Libraries
- CUNY Campuses

Timeline

| Date | Item |
|--------------------|---|
| March | TRIE Neighborhood Coalitions public announcement; competition opens |
| Mid March | M/WBE solicitation issued |
| Late March | Coalition Coordinators begin to apply for RFI (deadline posted as March 29, rolling applications thereafter) |
| Early April | Select M/WBE administrator |
| April-May | Emergency contracts begin to be issued; initial TRIE coalitions launch & begin to meet on a regular basis (at least once a month) |
| June | TRIE Neighborhood “Coalition Coordinators” continue to meet deliverables and begin planning for priority focus in FY22 |
| July | Neighborhood Coalitions begin implementing Phase II action items as selected/prioritized by members |

FY 21 Sample Meeting Schedule

| Date | Meeting Deliverables to be reported to Citywide Administrator |
|---------|--|
| Month 1 | <ul style="list-style-type: none"> • Begin community asset mapping and needs assessment • Participate in vaccine education and Test and Trace briefing. Begin to outline community education and outreach plan |
| Month 2 | <ul style="list-style-type: none"> • Continue community asset mapping and needs assessment • Co-develop a community vaccine & Test and Trace education plan with City health representatives including DOHMH and Health and Hospitals • Coalition members begin to share information on vaccines and test & trace (T2) in their neighborhoods |
| Month 3 | <ul style="list-style-type: none"> • Finalize community asset mapping • Co-develop a community Rank Choice Voting plan with Campaign Finance Board, Democracy NYC, and CEC • Participate in Rank Choice Voting briefing • Begin sharing information on ranked choice voting in their neighborhood • Continue sharing vaccine & T2 information |
| Month 4 | <ul style="list-style-type: none"> • Finalize needs assessment • Select FY22 deliverables/action items based on needs assessment • Distribute community asset map to members through online and additional methods that take into account the digital divide |

CBO Application Process & Funding Overview

- Submit expression of interest by 3/29, COB, using the guidelines listed in the RFI; considered on a rolling basis thereafter.
 - Qualifications
 - Service Delivery
 - Proposed neighborhood(s)
 - Proposed coalition membership
 - Proposed budget (Phase I initial disbursement of \$10K at contract signing, followed by payment of \$10K on deliverables; Phase II funding \$40K based on priorities set by neighborhood)
 - 501c3 or M/WBE documents & up to date audit
- Selection of individual coalition leads will be in conjunction with the Citywide Administrator (notifications beginning ideally mid-April)

Citywide Administrators

The responsibilities of the Citywide Administrator include:

- Issue funding, develop and administer contracts to TRIE Neighborhood Coordinators (TNCs) to support 33 TRIE Neighborhoods
- Grant advising and technical support for CBOs receiving funding
- Contract disbursement including submission and review of invoices, and advancing, and reimbursement of funds
- Develop and manage effective processes and tools to ensure effectiveness of program
- Oversee and execute progress reports
- Monitor TRIE Neighborhood meetings and progress towards stated goals

Proposals

Submit proposals by 3/29, 2pm, using the guidelines listed in the RFP.

Proposals for Citywide Administrators should:

- Identify and submit resumes for key staff members
 - *demonstrate a minimum of three years of experience and demonstrated record of expertise providing Community mutual care and support*
- Indicate how the TRIE Citywide Neighborhood Administrator would be responsible for disseminating funds, providing grant administration, project oversight, and technical assistance
- Plan for scope of services
- Complete the attached Price Proposal/Budget Template

Q/A

- Please drop your questions into the chat, we will get through as many as possible on the call
- Moderator will enable audio for participants during the Q & A period.
- Moderator will call participants in the order they have submitted questions in the chat box.
- If you are dialing-in via phone during the meeting and do not have access to a computer monitor, please text your name and affiliation to 646-763-2189 to offer questions. Will call on dial-in participant by name in order the text was received.
- We will develop an FAQ based on your questions and share after the call

Thank you!

- To all M/WBEs who are interested in the RFP
- Our Captionist Rebekah Coster and ASL interpreters Emilio Garcia and Michael Barrios
- The Taskforce for Racial Inclusion & Equity & all member agencies
- Team members from HRA, DSS, NYCHA, YMI and CEC

Recording

| Topic | Password |
|--|----------|
| Informational Session for TREI Coalitions Citywide Administrator-20210324 1333-1 | sT8py2Dd |

[View meeting content](#)

Need help? Go to <https://help.webex.com>