

New York City Department for the Aging
Concept Paper for the Civic Engagement RFP

I. Purpose of the RFP

With the first of the Baby Boomers entering their 60s, the current generation of retirees is the healthiest and most educated in history. Many talented retirees want to use their expertise for the public good, but have difficulty finding an outlet. They represent an untapped resource, with the potential to be a major force in helping to tackle many of the issues that New York City faces.

The Department for the Aging (DFTA) seeks a vendor to match retired professionals with New York City agencies where they will work on projects which will benefit from their expertise. The retirees would not duplicate the work of current City employees; rather, they would assist where their expertise and the agency's unmet needs crossed paths, working on projects that would otherwise not get done.

Further, while these older adults might choose to volunteer without compensation, the payment of a stipend serves as recognition of the value of their work and enhances and solidifies their commitment to the job. Thus, retirees will be paid a stipend of \$10 per hour for up to 15 hours per week.

DFTA believes that such civic engagement will provide greater life satisfaction for those older adults involved, increase capacity for City agencies, heighten awareness of the value of older workers and contribute to the public good.

In this RFP, DFTA seeks a qualified vendor with experience matching older volunteers to part-time placements. Such vendor will match up to 100 retirees per year to City agencies with project-specific needs, and will serve retired workers and agencies citywide.

II. Planned Evaluation Procedures

All proposals accepted by DFTA will be reviewed to determine whether they are responsive to the requisites of the RFP. Proposals that are determined by DFTA to be non-responsive will not be further considered. DFTA's Evaluation Committee will evaluate and rate all remaining proposals based on the evaluation criteria prescribed below. Although discussions may be conducted with proposers submitting acceptable proposals, DFTA 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. DFTA further reserves the right to request any proposer to make an oral presentation in support of the proposal and to conduct a visit to any organization's proposed site.

Evaluation Criteria

Demonstrated Quantity and Quality of Successful Relevant Experience	45 points
Demonstrated Level of Organizational Capability	20 points
Quality of Program Approach	35 points

III. Proposed Term of the Contract(s)

It is anticipated that the term of the contract(s) awarded from this RFP will begin on July 1, 2007 and will continue for up to a maximum of six years, including all options to renew, if any. The specific duration of the initial term, and any renewal option(s) will be determined by DFTA prior to award.

IV. Procurement Timeline

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| A. | Expected start date for new contracts: | July 1, 2007 |
| B. | Expected RFP release date: | April 9, 2007 |
| C. | Approximate proposal submission deadline: | May 4, 2007 |
| D. | Expected award announcement date: | May 18, 2007 |

V. Funding Information

Total annual funding available for this contract is \$1,000,000. It is anticipated that the payment structure for the contract awarded from this RFP will be an hourly amount for the stipend and benefits for the retired volunteer plus an administrative fee (a percentage of the total contract amount) for the vendor.

VI. Program Information

The goal of this program is to recruit retired professionals with expertise and experience that would be useful to City agencies and to assign these retirees to projects proposed by City agencies which the retirees will find personally and professionally fulfilling. Providers must offer:

- Recruitment and outreach both to participants and City agencies;
- Screening of would-be participants, including checking of references and evaluation of participants' strengths;
- Evaluation of City agencies' requests for volunteers;
- Creation of a system to match participants with City agencies;
- Orientation for participants;
- Follow up with both participants and agencies to ensure the relationship is mutually satisfying and ongoing support if needed;
- To be the paymaster (either directly or through a subsidiary) and process payment of stipends as well as FICA, unemployment insurance, worker's compensation and mandated benefits such as short term disability.

VII. Proposed Vendor Performance Reporting Requirements

The vendor must use DFTA's reporting system (either Senior Participant Profiles or Provider Data System) to report client data on a monthly basis.