



**Department of
Youth & Community
Development**

The New York City Department of Youth and Community Development (DYCD) invests in a network of community-based organizations and programs to alleviate the effects of poverty and to provide opportunities for New Yorkers and communities to flourish.

EMPOWERING INDIVIDUALS • STRENGTHENING FAMILIES • INVESTING IN COMMUNITIES



www.nyc.gov/dycd

MY BROTHER'S & SISTER'S KEEPER YOUTH COUNCIL

**PRE-PROPOSAL CONFERENCE
OCTOBER 6, 2021**

AGENDA

- **Timeline**
- **PASSPort Proposal Submission**
- **Program Overview**
- **Post Award Requirements**
- **Question and Answer Session**

TIMELINE

- Proposal Due Date: **October 26, 2021 at 2:00 pm**
- Award Announcement: **Fall 2021**
- Contract Term: **January 1, 2022 – June 30, 2024**
- Questions: RFPquestions@dycd.nyc.gov
- (Questions must be received by **October 19, 2021**)

PASSPort: Finding and Responding to the MBSKYC RFP in PASSPort



Compliance,
Advisory &
Partnerships



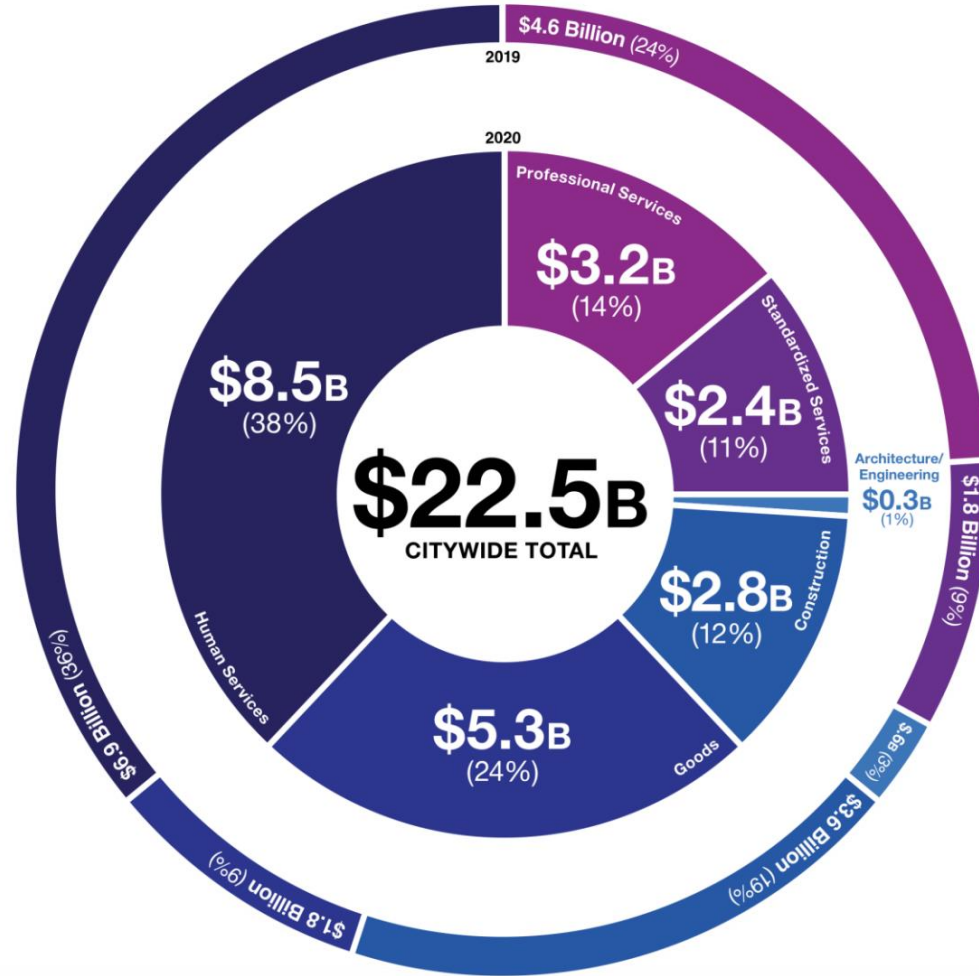
Technology
Solutions



Transparency
& Reporting



Learning
Management &
Support



41

City Agencies

114,000+

Procurement
Actions in FY 20

26,000+

Vendors in PASSPort

6,000+

NYC Procurement Staff

PASSPort Streamlines Citywide Procurement



View Citywide Contracting Opportunities

Respond to Citywide Contracting Opportunities

Real-Time Tracking of Submissions, Awards & Contracts

Digital Signatures

Requirements for Response

Steps to Respond



Create
an account in **PASSPort**

New! Complete
HHS Prequalification
Application in **PASSPort**



RFP Released in **PASSPort**
through Public Portal &
Browse All RFx



Complete & submit your
responses in **PASSPort**

Create a PASSPort Account

Steps to Create a PASSPort Account

1.

Establish a NYC.ID

Note: If you use HHS Accelerator, you already have a NYC.ID

2.

Submit an Account Request with Your NYC.ID

Note: It can take 1-2 business days for approval

3.

Activate Your Account Once Your Request is Approved

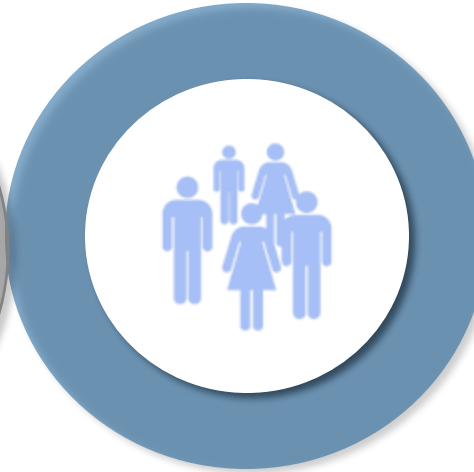
*Note: Providers **will** need to complete and file vendor disclosures in PASSPort if the awards received during a 12-month period exceed \$250,000*

HHS Prequalification in PASSPort

GOALS



**Verify Basic
Business Readiness**



Accessibility



Streamline



**Further Centralize
Procurement
Processes**

HHS PQL Application in PASSPort

The screenshot shows the PASSPort application interface. The top navigation bar includes 'PASSPort' and various menu items: Profile, Tasks, RFX, Contracts, Ordering, Catalogs, Financials, Reporting, Performance, and Support. Below the navigation bar, the breadcrumb trail reads 'PQA000019:HHS Accelerator Prequalification'. A toolbar contains buttons for 'Save', 'Save and Close', 'Submit for Review', 'Cancel Application', and 'Close'. The main content area is divided into two columns. The left column has a sidebar with 'Overview', 'Questionnaire', 'Documents', and 'Application History'. The 'Questionnaire' section is active, showing 'Business Information' with a progress indicator at 0%. The 'Corporate Structure' dropdown menu is open, showing 'Nonprofit' and 'For Profit' options. The right column is titled 'CREATION BY IMPORT' and contains a 'Drop here your answer (in Excel format)' area with an 'Upload (in Excel Format)' button and two download links: 'Download in Excel 2007-2010 format (xlsx)' and 'Download in Excel 97-2003 format (xls)'.

- Questionnaire with 10 Business Questions
- No Service Application
- HHS RFPs released to full HHS PQL

User Roles



Vendor Procurement Level 1



Vendor Procurement Level 2*

- Corporate Structure (Nonprofit/For Profit)
- Certificate of Incorporation or Equivalent
- By-Laws
- Board of Directors
- Tax Filings
- IRS Determination Letter
- Charities Filings/Exemption Letter/Financial Statement
- Conflict of Interest Policy
- Whistleblower Policy
- Articles of Organization
- Financial Controls Part 1 &2 (# of individuals required to sign checks, amounts, staff financial authorizations)

Application Approval and Returned for Revision

Message: Dear Jane Johnson,
The Prequalified Application PQA000021 you submitted for PQL000104 HHS Accelerator Prequalification has been Returned for Revision with the following comments:
Tami BURNEY-HENDRIX : Need IRS letter
To view and edit the Prequalified Application, click this link: [HHS Accelerator Prequalification](#)
Please contact OFFICE OF CONTRACT SERVICES directly if you have any questions.
Regards,
The PASSPort Team
Mayor's Office of Contract Services (MOCS)

APPLICATION HISTORY~

Current Status: Approved
Application Activity: None

Application ID	Submission Date	Submitted By	Application Status	Decision Date
PQA000106	08/13/2021	V Balaji	Approved	08/13/2021

1 Result(s)

ADDITIONAL HISTORY~

0 Result(s)

Message: Dear Jane Johnson,
The Prequalified Application PQA000021 you submitted for PQL000104 HHS Accelerator Prequalification has been Returned for Revision with the following comments:
Tami BURNEY-HENDRIX : Need IRS letter
To view and edit the Prequalified Application, click this link: [HHS Accelerator Prequalification](#)
Please contact OFFICE OF CONTRACT SERVICES directly if you have any questions.
Regards,
The PASSPort Team
Mayor's Office of Contract Services (MOCS)

APPLICATION HISTORY~

Current Status: Approval Required
Application Activity: Returned

Application ID	Submission Date	Submitted By	Application Status	Decision Date
PQA000013	7/30/2021	Edmunds Christina	Returned	

1 Result(s)

Save Save and Close Submit for Review Cancel Application Close

Once Approved:

1 Providers receive a notification email notifying them of their **Approved** status and will see their application status has changed to **Approved** in the Application History section.

When Reviewing, MOCS Approvers can Return the application to the Vendor for Revision

2 Providers receive a notification email notifying them of **Returned** status and cited reason for revision.

4 Providers can return to the application, make updates, and resubmit for review.

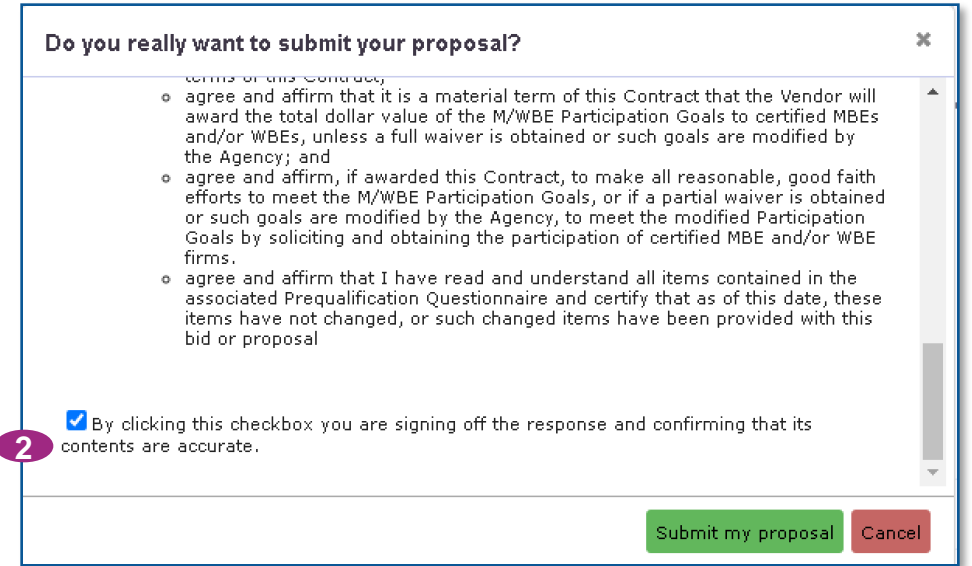
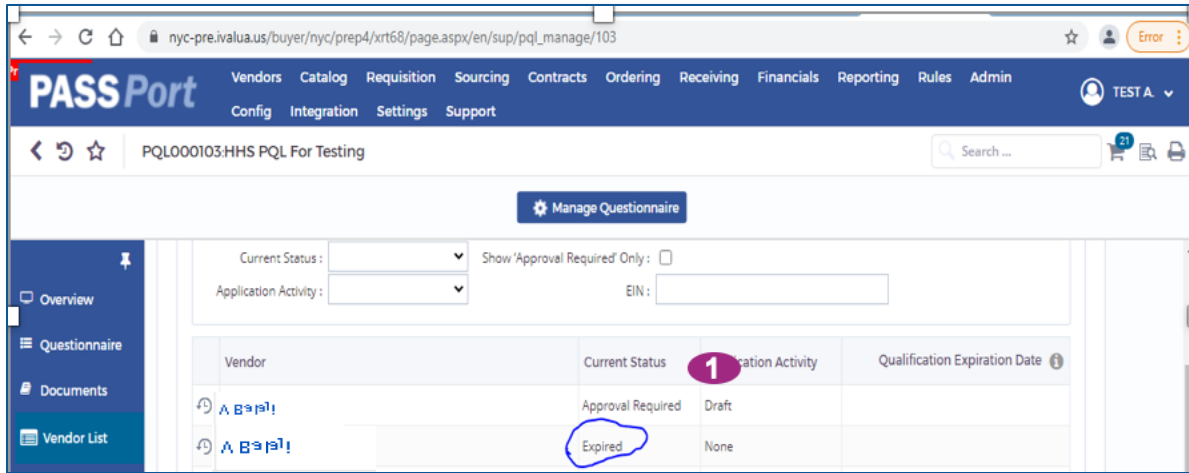
3 Providers will see their application status has changed to **Returned** in the Application History section.

5 Once application is approved, Application status is changed to **Approved**.

VENDOR STATUS~

Application ID: PQA000022
Current Status: Approved
Application Activity: None
Qualification Expiration Date: 08/05/2021

Prequalification Renewals/Expirations



ADDITIONAL HISTORY 3

Action Type	Action Triggered By	Action Date	Comments
Extension	scheduler scheduler	7/20/2021	The Application Expiration Date for this PQL has been extended because of the RFX Participation to the PQL Procurement

1 PQL Applications are valid for 3 years or until Documentation expires, whichever occurs first.

If Documentation expires, PQL status changes from **Approved** to **Expired**.

2 As providers submit proposals to RFX in PASSPort they will be asked to **validate** and **confirm** that PQL information is current.

This restarts the clock on Approved status, moving **Expiration Date** to 3 years after proposal submission date.

3 Users can find current PQL status in the Additional History section of their application under the **Application History** tab.

Updating Your Application

1 Update Application

Application ID	Submission Date	Submitted By	Application Status	Decision Date
PQA000106	08/13/2021	Y Balaji	Approved	08/13/2021
PQA000107			Draft	

2 APPLICATION HISTORY

3 Financial Statement or Report

4 Financial Statement or Report

5 Submit for Review

When Documentation Expires or Information needs Updating or Replacing

- 1** To make any updates to an Approved application providers should click the **Update Application** button located at the top of the screen of the application
- 2** Upon clicking, a new application is created with a new, unique Application ID.
- 3** To upload new documentation, providers can go to the Documents Tab and click on the **Upload New Version** button.
- 4** Once clicked, the **Version #** changes from 1 to 2 to reflect an update. Providers then click the **Save** and then **Save and Close** buttons to finish uploading the new document.
- 5** Once providers have finished updating the application, select the **Submit for Review** button



Remaining Accelerator Functionality

- **HHS Accelerator Financials**
- **Document Vault**
- Procurements Module for close out activities and read-only historical data
- Applications Module available for read-only historical data

HHS Solicitation Impacts

- Open-Ended RFPs migrate to PASSPort
- Addenda for open solicitations updating on HHS PQL in PASSPort

HSA Account Impacts - Prequalification

Approved HSA Accounts

- Automatic migration to Approved Account in PASSPort, provided organization has a PASSPort Account
- Once migrated to PASSPort, account will expire when Charities documentation expires or when application validity expires, whichever occurs first.
- HSA will send notifications as applications and Charities documentation expire advising to renew/update in PASSPort.

- PASSPort auto generated notifications as application status changes advising to renew/update in PASSPort.

Other Statuses for HSA Accounts

- Submit prequalification application in PASSPort.

How to Find and Respond to the RFP in PASSPort

Search for Funding Opportunities

The screenshot shows the NYC Mayor's Office of Contract Services website. At the top, there is a navigation bar with 'NYC Mayor's Office of Contract Services' and a search bar. Below this is a menu with 'Systems' highlighted. The main content area features a 'PASSPort' section with a 'PASSPort Login' button and a button labeled 'Search Funding Opportunities in PASSPort' which is highlighted with a red border. Below this, there is a paragraph describing the PASSPort as a user-friendly online procurement portal. To the right of the main content, there is a 'HHS Accelerator' section with an 'HHS Accelerator Login' button.

This graphic summarizes the PASSPort portal. It features a large blue 'Login' button at the top left. To the right, the 'PASSPort' logo is displayed in large blue letters, with 'Procurement and Sourcing Solutions Portal' written below it in red. Below the logo, there is a 'RELATED LINKS' section with four items: 'City Record Online' (with a plus icon), 'Payee Information Portal' (with a dollar sign icon), 'M/WBE Online Directory' (with a green document icon), and 'Public Portal' (with a red RSS icon, which is highlighted with a red border). To the right of the links, there is a paragraph of text explaining that PASSPort makes it easier to complete procurement tasks and improve the experience of competing for contracts. Below this, there is a paragraph of text asking if the user needs help and providing contact information for the Mayor's Office of Contract Services (MOCS). At the bottom, there is a thank you message and the NYC Mayor's Office of Contract Services logo.

nyc.gov/passport



Find the RFP on the Public Portal

The PASSPort Public Portal provides the general public with a complete list of all RFX opportunities available in PASSPort.

PASSPort

Prequalified Lists

Keywords: Main Commodity: RFX Status:

Industry: Agency:

Publish Date: Round: 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
My Brother's & Sister's Keeper Youth Council	Human/Client Service	26022P0001	26022P0001-My Brothers & Sisters Keeper Youth Council	• DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT	Released	Competitive Sealed Proposal	09/24/2021 00:00:00	10/26/2021 14:00:00	27d 00h 41min 35s	Academic Supports

1 Result(s)

Find the RFP through “Browse All RFX” and “Browse Your RFX and Responses”

The screenshot shows the PASSPort interface. At the top, there is a navigation bar with 'PASSPort' logo and various menu items: Profile, Tasks, RFX, Contracts, Ordering, Catalogs, Invoicing, Performance, Admin, Config, Settings, Support. A user profile 'Vendor A.' is visible on the right. Below the navigation bar, there is a search bar and a dropdown menu for 'Browse All RFX'. The dropdown menu is open, showing three options: 'Browse Your RFX and Responses', 'Browse PQL', and 'Browse All RFX'. Below the dropdown, there are search filters for Keywords, Main Commodity, Program, Industry, Publish Date, Round, RFX Status, Agency, Additional Commodities, and RFX allowing subcontractors. A 'Search' button and a 'Reset' button are also present. Below the filters is a table of RFPs.

Program	Industry	EPIN	Procurement Name	Agency	Procurement Method	RFX Status	Release Date	Due Date	Remaining time	Main Commodity
UAT Program	Professional Services	06921P0008	06921P0008-Test 9/9/20 vc	• DEPARTMENT OF SOCIAL SERVICES	Competitive Sealed Proposal	Planned	09/09/2020	09/24/2020	13d 13h 01min 31s	Miscellaneous Professional Services
test-DG	Standard Services	0402110001	0402110001-Community Schools Services RFP	• DEPARTMENT OF EDUCATION	Innovative	Released	09/02/2020	10/16/2020	35d 13h 01min 31s	Academic Supports
UAT Program	Professional Services - IT Related	06921B0005	06921B0005-CRM Application Developer	• DEPARTMENT OF SOCIAL SERVICES	Competitive Sealed Bid	Responses Received	08/27/2020	08/27/2020	Bid due date has passed	Application Development Services
UAT Program		06921Y0099	06921Y0099-DOC EOI Specialized Consulting Services to Support Cultural Change	• DEPARTMENT OF SOCIAL SERVICES	RFI	Released	08/25/2020	08/28/2020	Bid due date has passed	Business Consulting
UAT Program	Professional Services	06921B0003	06921B0003-Brian and John 8.18 Contract	• DEPARTMENT OF SOCIAL SERVICES	Competitive Sealed Bid	Selections Made	08/18/2020	08/18/2020	Bid due date has passed	Education and Training Services
UAT Program	Professional Services	06921O0001	06921O0001-Conditional Questions, Comp Pools & Eval	• DEPARTMENT OF SOCIAL SERVICES	Intergovernmental OGS	Released	08/17/2020	08/24/2020	Bid due date has passed	Education and Training Services

The **Browse All RFX** screen contains a similar structure to the Public Portal, but now that you are logged into your PASSPort account, you will be able to respond to the RFP by clicking the Pencil icon.

The **Browse Your RFX and Responses** is where you will be able to manage your responses and quickly locate solicitations you have begun work on and solicitations you have submitted responses to.

Respond in PASSPort

- View Rfx
- Acknowledgement
- Manage Responses
- Discussions with buyer
- Setup Team

SUMMARY ▾

E-PIN : 26022P0001	10/4/2021 12:00:00 AM
Program : My Brother's & Sister's Keeper Youth Council	
Agency : DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT	
Division : YOUTH SERVICES	
Agency Contact First Name : Dana	
Agency Contact Last Name : Cantelmi	
Agency Contact Email : acco@dycd.nyc.gov	
Concept Report :	
Rfx Title : 26022P0001-My Brothers & Sisters Keeper Youth Council	
Rfx Status : Released	

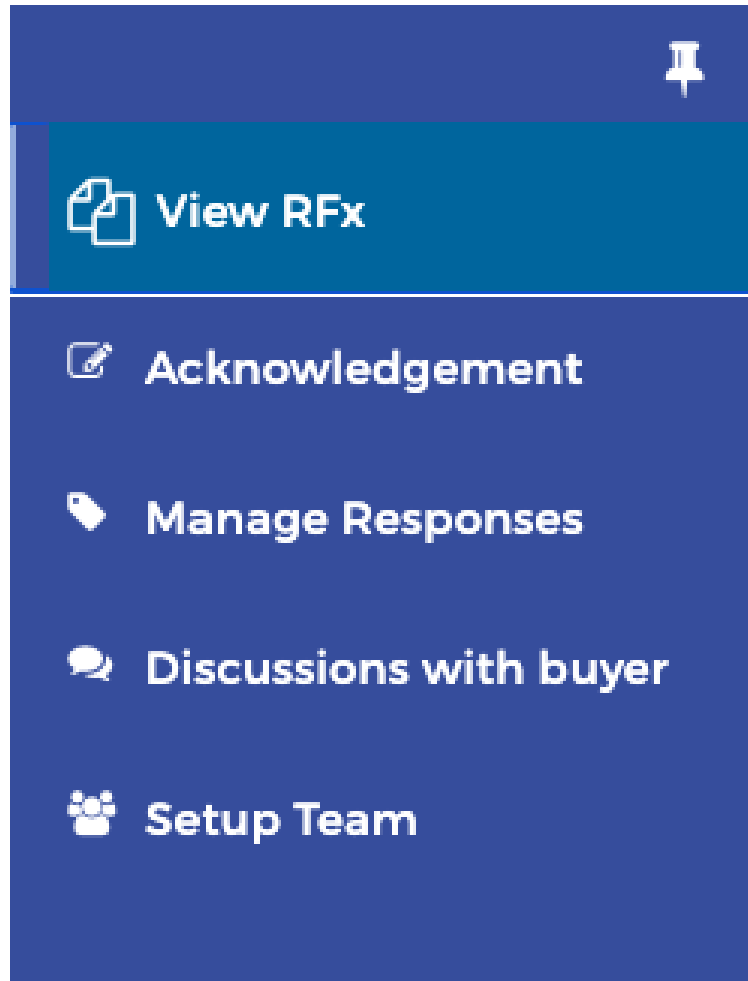
DESCRIPTION ▾

The Department of Youth and Community Development (DYCD) in collaboration with the Young Men's Initiative (YMI) is issuing a Request for Proposals for My Brother's & Sister's Keeper Youth Council program which will serve up to thirty young people aged 14 to 24. Begun in 2012 as a pilot program, formerly the Mayor's Youth Leadership Council (MYLC), the program offered a small group of twenty high school students the opportunity to formulate a change agenda for the City of New York (City) in a policy area of their choice and to present their recommendations to the mayor. The MBSKYC will share the goals of the original pilot but expand the age range of the youth participants and introduce a community benefit project involving neighborhood-based youth councils affiliated with DYCD. MBSKYC will serve as the galvanizing council to connect and mobilize youth council cohorts throughout the city.

Use of PASSPort and Prequalification
To respond to this RFP and all other Human/Client Services RFPs, organizations must have an account and an Approved HHS Accelerator PQL qualification status in PASSPort. Proposals and Prequalification applications will ONLY be accepted through PASSPort.

If you do not have a PASSPort account or Approved PASSPort HHS Accelerator PQL Application, please visit nyc.gov/passport to get started.

The **View Rfx** screen displays an overview of the RFP, including a Summary, Description, Key Dates, associated Documents and Pre-Proposal Information.



The **Acknowledgement** tab is where providers acknowledge receipt and intent to respond.

The **Manage Responses** tab is where providers complete the RFP questionnaire, 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.

User Roles



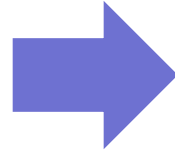
Vendor Admin



**Vendor Procurement
Level 1, Level 2**



**Contributor, Vendor
Financials Level 1,
Level 2**



Vendor Admin

- ✓ Receive direct invite to participate in RFx
- ✓ Manage and add contacts in Vendor Profile
- ✓ 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
- ✓ Create applications to PQLs (*only L2 can submit)

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

Campaign : 0-Req. 07/21/2020 A Agency : DEPARTMENT OF HEALTH AND MENTAL HYGIENE
Supplier : November Vendor Commodity : 178 - Academic Supports
Respondent : Lori LN LorIFN

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.

Percentages displayed next to section titles will indicate that they will be evaluated and scored.

Items / Price Proposal

The system will automatically populate the total price for your proposal in the total per currency box

Currency : USD Total : Total per currency

Keywords : Search Reset

Not answered items :

Response

<input type="checkbox"/>	Items code	Item types	Label	Total i
<input type="checkbox"/>	I1_1	Required Item	Total Proposal Price	0.00

1 Result(s)

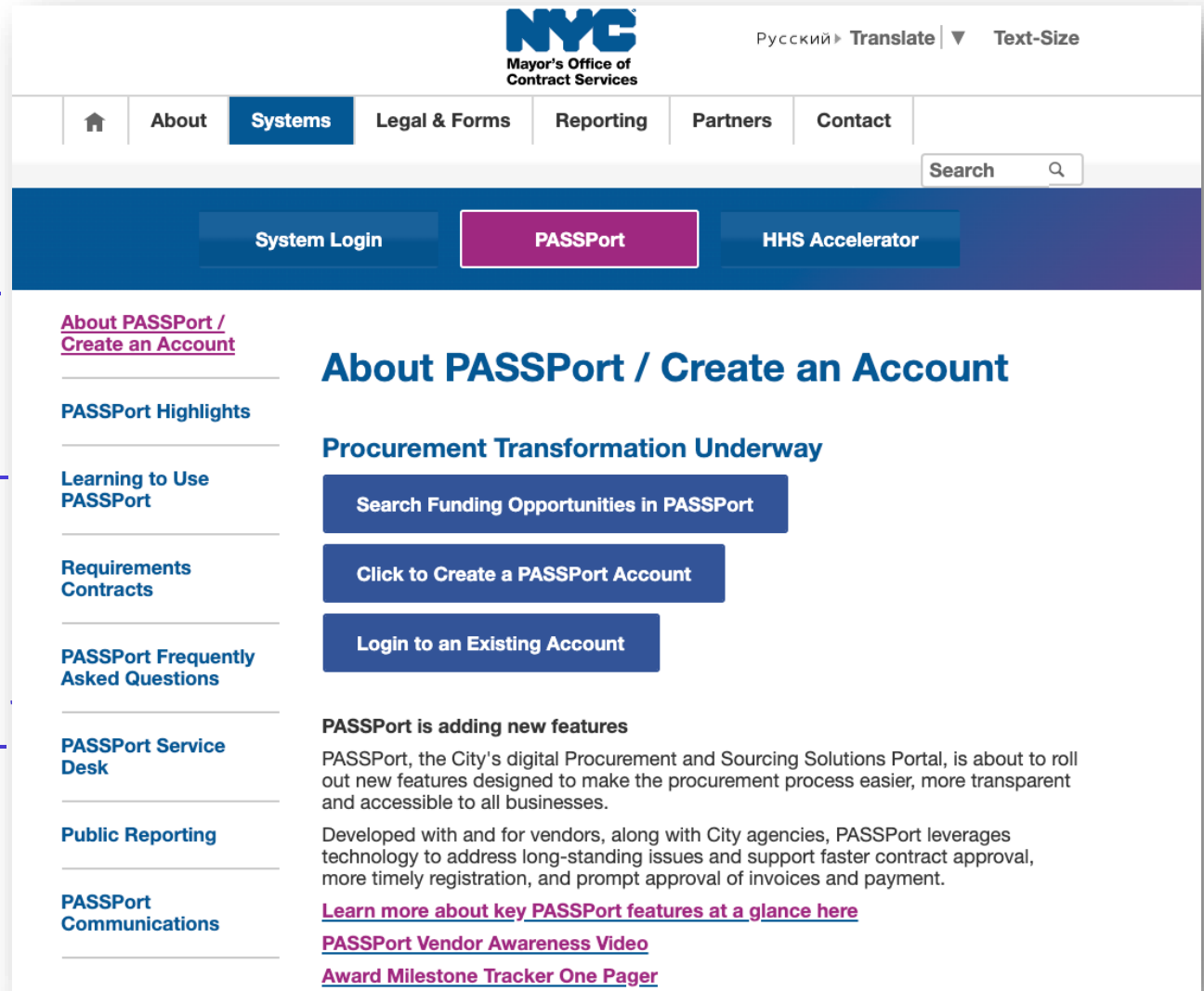
Resources

 nyc.gov/passport

Create a PASSPort account to become prequalified and to view and respond to opportunities in the system. Search Funding Opportunities through the Public Portal.

Access resources, user manuals, recorded webinars, one pagers, videos and more on how to become prequalified and find and respond to HHS contracting opportunities in PASSPort.

You can also find answers to common questions and submit messages directly to our support team through the PASSPort Service Desk tab.



The screenshot shows the NYC Mayor's Office of Contract Services website. The top navigation bar includes links for Home, About, Systems (highlighted), Legal & Forms, Reporting, Partners, and Contact. A search bar is located on the right. Below the navigation bar, there are three buttons: System Login, PASSPort (highlighted), and HHS Accelerator. The main content area features a sidebar with links to 'About PASSPort / Create an Account', 'PASSPort Highlights', 'Learning to Use PASSPort', 'Requirements Contracts', 'PASSPort Frequently Asked Questions', 'PASSPort Service Desk', 'Public Reporting', and 'PASSPort Communications'. The main content area has a heading 'About PASSPort / Create an Account' and a sub-heading 'Procurement Transformation Underway'. Below this are three buttons: 'Search Funding Opportunities in PASSPort', 'Click to Create a PASSPort Account', and 'Login to an Existing Account'. A section titled 'PASSPort is adding new features' describes the portal's updates and includes links for 'Learn more about key PASSPort features at a glance here', 'PASSPort Vendor Awareness Video', and 'Award Milestone Tracker One Pager'.





MY BROTHER'S & SISTER'S KEEPER YOUTH COUNCIL (MBSKYC)



PROGRAM MISSION

- The MBSKYC will engage youth aged 14-24
- Offer them an opportunity to inform city policies and practices
- DYCD programs and initiatives that impact communities throughout the City.

TARGET POPULATION

- Youth aged 14-24.
- Up to 30 youth would comprise the MBSKYC.
- At least 100 youth would comprise ten youth council cohorts (hubs) at DYCD youth programs.

DELIVERABLES/OUTCOMES

- MBSKYC participants will successfully connect to and support youth councils at hub sites.
- MBSKYC participants will successfully complete at least one community benefit project per year.
- MBSKYC participants will successfully develop and complete a civic workplan inclusive of civic engagement and community service opportunities for youth.

DELIVERABLES/OUTCOMES

- MBSKYC participants successfully complete a presentation to city officials
- MBSKYC participants will successfully co-develop a Youth Policy Summit.
- MBSKYC participants will gain leadership skills.
- MBSKYC participants gain knowledge of civic systems.

CONTRACT TERM & FUNDING

- January 1, 2022 - June 30, 2024, with option to renew for three additional years

- **FUNDING**

- \$130,000 annually for the contract term
 - Anticipated number of contracts: 1

POST AWARD REQUIREMENTS

POST AWARD

- Insurance
- Responsibility Determination
- Subcontractor Compliance

NYC LIABILITY INSURANCE REQUIREMENT

- **Commercial General Liability**
 - \$1 million per occurrence and \$2 million aggregate;
- **Workers' compensation**
- **Employer's liability Insurance**
- **Disability benefits Insurance**
 - An **original** certificate of insurance naming the City of New York, including its officials and employees, as an additional insured.
 - DYCD will not be able to proceed with processing an awarded contract until it has obtained proof of the necessary insurance coverage.

RESPONSIBILITY DETERMINATION

Please be advised that it is a requirement for all contractors to be determined responsible in the Post Award phase. Therefore, please make sure your PASSPort Disclosures are up-to-date. Ensure that your Charities filings are current, and that any outstanding liens or adverse information has been resolved. Unresolved issues often cause significant delays in the post award process.

SUBCONTRACTOR COMPLIANCE

Please be advised there is a requirement to utilize the Payee Information Portal (PIP) to identify all subcontractors and to enter all subcontractor payment information, and other related information during the contract term.

WRAP-UP

- Q&A

Presentation and attendance rosters will be posted to
DYCD website for viewing

www.nyc.gov/DYCD