

Applied Research and Evaluation-Pre-Proposal
June 13, 2019

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APPLIED RESEARCH AND EVALUATION
PRE-PROPOSAL CONFERENCE
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B E F O R E:

KEITH BUNCH, DYCD Assistant Deputy Agency
 Chief Contracting Officer

2 Lafayette Street
New York, New York

June 13, 2019
2:01 p.m.

TRANSCRIPT OF PROCEEDINGS

Reported By:

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A P P E A R A N C E S:

JESSICA RAITHEL

ROBERT FRENZEL-BERRA

DANA CANTELM

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2 MR. BUNCH: Good afternoon,
3 everyone.

4 On behalf of Commissioner Bill
5 Chong I would like to welcome you to the
6 Department of Youth and Community
7 Development's pre-proposal conference for
8 Applied Research and Evaluation.

9 My name is Keith Bunch, assistant
10 deputy agency chief contracting officer.

11 Can everyone hear me?

12 UNKNOWN SPEAKER 1: Yes.

13 MR. BUNCH: Okay. Just wanted to
14 make sure.

15 On our agenda for today we're
16 going to go over the RFP timeline,
17 requirements, and proposal submission.
18 After that we'll provide you an overview
19 on this RFP for applied research and
20 evaluation. That will be done by Jessica
21 Raithel. After that we will go over the
22 post award requirements -- some of the
23 necessary requirements if you do receive
24 the award for this RFP. Then lastly we'll
25 have a Q and A for those that have any

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2 questions pertaining to this RFP.

3 I want to introduce the panel. So
4 again, we have Jessica Raithel. She's our
5 director of evaluation. Next, we have
6 Robert Frenzel-Berra. He's the director
7 of research and program development. And
8 last but not least, we have Dana Cantelmi.
9 She's an agency chief contracting officer.

10 I feel like I'm going in and out.

11 UNKNOWN SPEAKER 2: You are.

12 MR. BUNCH: Let's see if this is
13 better. Sounds a little bit better.

14 I want to thank everyone for
15 joining us today.

16 Before I turn this conference over
17 to the panel I would like to go over some
18 important dates and general information.

19 First, a little bit about DYCD.
20 Our mission here is that we invest in a
21 network of community-based organizations
22 and programs to alleviate the effects of
23 poverty and to provide opportunities for
24 New Yorkers and communities to flourish.

25 Our vision is that DYCD strives to

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improve the quality of life of New Yorkers by collaborating with local organizations and investing in the talents and assets of our communities to help them develop, grow, and thrive.

Important dates regarding this RFP: The due date -- the proposal due date is July 10, 2019 at 2:00 p.m. The anticipated award announcement is summer of 2019. The anticipated contract term is July -- excuse me, September 1, 2019 to June 30, 2022 with an option to renew for up to three years. Task order terms will vary depending on the individual projects. And if you have any questions pertaining to this RFP you can always email us at RFPquestions@dycd.nyc.gov. Please note, however, the deadline for that will be July 5, 2019.

I do want to stress that the proposal due date is again, July 10, 2019, at 2:00 p.m. Proposals submitted after this date will not be accepted.

I want to go over some additional

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2 information regarding the proposal
3 submission. Please note that proposal
4 packages must be submitted in person.
5 This will be page 5 of the RFP. You have
6 to submit it to Dana Cantelmi, agency
7 chief contracting officer, Department of
8 Youth and Community Development, 2
9 Lafayette Street, 14th Floor.

10 The flowing documents must be
11 submitted in a separate sealed and labeled
12 inner envelope which will be the
13 Attachment F: Schedule B - MWBE
14 Participation Requirements for Master
15 Service Agreements that will require
16 individually registered task orders;
17 Attachment G: Doing Business Data form;
18 Attachment H: Acknowledgement of Addenda.

19 Again, emailed or faxed proposals
20 will not be accepted. Proposal package
21 must include one original, hard copy and
22 two exact electronic copies on two
23 separate USB drives.

24 Also, I want to touch a little bit
25 on the MWBE Utilization Plan. Awarded

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2 master agreements are subject to MWBE
3 participation requirements. Depending on
4 the scope of work, MWBE participation
5 goals will be established for each
6 individual task order, as applicable.

7 I would like to turn this
8 conference over to the panel. I ask that
9 you please hold any questions until the
10 end of the panel presentation.

11 Jessica Raithel will go over the
12 applied research and evaluation.

13 MS. RAITHEL: Hello, everyone.
14 Welcome.

15 I am Jessica Raithel, director of
16 evaluation here. I'm excited to see so
17 many of you in this room today to talk
18 through this RFP. I'll talk you through
19 the structure, what is it, and get into
20 some of the content that we're expecting
21 in your proposals.

22 I think the first thing I want to
23 start with is what is this, right, it
24 doesn't actually -- it doesn't sound like
25 and it isn't structured the way that some

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2 RFPs are structured. It's actually an RFP
3 for a master services agreement to become
4 part of a pool of contractors. So we're
5 awarding up to 7 organizations with that
6 master services agreement. And then as
7 the need arises for services DYCD will
8 issue individual work requests to just
9 that pool of contractors. So through this
10 RFP you're getting qualified to be in that
11 pool and then you'll be invited -- that
12 pool will be invited to submit proposals
13 for each work request through
14 mini-competitions. It will, kind of, be
15 like a mini-RFP process that we're hoping
16 will expedite some of this.

17 Since it is a competition the work
18 proposals will be rated and the work will
19 go to the highest rated contractor. We
20 will also take into account the
21 reasonableness of price. Once the
22 contractor is selected, we will work with
23 them to finalize the work scope and that's
24 when that task order would be developed
25 and registered as such.

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Just in terms of, kind of like, what this looks like as a little diagram. This is all of you, the proposers, right over there. You put in your proposal, there's the evaluation. Then we have our seven contractors in the pool and the award goes out and we develop the master services agreement.

Then with those seven contractors we will be sending out work requests via email. Then there'd be a mini-competition and one contractor gets award the task order and we figure out all those logistics together. That's the breakdown of how this all works. I just wanted to make that clear going into it because it isn't for an individual project.

With that said, of those seven -- the people who are in that pool -- we cannot guarantee a particular level of work to any one contractor. Because each individual task order will have a competition, the work will go to the highest rated person in that pool.

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We do expect that if you're in the pool you'd be available to participate in the project task order process. Once you're in there, you have the opportunity to either apply or not apply to the mini competitions. But the expectation is that you'd be participating in those processes.

I'll now just, kind of, go through the content that was in the RFP in a little more detail. For those of you who aren't familiar with DYCD services, we have services in the youth services world. Things like after school, community centers, and runaway homeless youth services.

We also provide workforce development programs. We have some federally-funded programs, as well as the summer youth employment program. Then we also have community development. We have some federal dollars there and do a large community needs assessment for those programs, which serve all ages.

We also have several program

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2 approaches that we use across all of our
3 programs here at DYCD. We have promote
4 the positive approach which speaks to
5 positive youth development, youth
6 leadership and social emotional learning.
7 We also have circles of support approach
8 which really lays out some family
9 engagement strategies and frameworks --
10 family we use broadly here. And then
11 there's also more information on safe and
12 welcoming environments. So in terms of
13 the proposal, we expect that you would
14 write about your experience working with
15 these different populations and target
16 areas.

17 And then when we get to the
18 experience and technical expertise that's
19 required, we require at least two --
20 experience and expertise in at least two
21 of the three areas here. So program
22 evaluations -- both implementation and
23 outcome and impacts evaluations fall into
24 that, as well as logic model develop and
25 that type of thing. We also have

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2 quantitative research methods so things
3 like survey design, administrative data
4 analysis, and that type of work. And then
5 finally the qualitative research methods
6 and analysis -- focus groups, interviews,
7 observations, that type of work falls in
8 there.

9 We also expect that you'd have
10 experience and expertise in all of these
11 areas below. I think one thing that's
12 really important for us is that all of our
13 research and evaluation findings are being
14 used, right. So these are the method
15 through which we do that -- stakeholder
16 engagement, making sure all of our
17 projects are being informed by the
18 stakeholders that they impact. That can
19 include participants, that can include our
20 CBO partners, other government agencies,
21 obviously the staff here.

22 Once the project is actually done,
23 we really want to make sure our findings
24 are disseminated in a way that makes sense
25 and is helpful for folks on the ground.

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So things like reports and one-pagers, briefs. But also, kind of, events and, kind of, that type of work to make sure we're getting the word out about different findings.

And finally some capacity building related to applied research and evaluation services. So support for our staff in terms of making sure we have internal capacity for our evaluation and monitoring services -- our evaluation and monitoring activities here. That'd also if there'd be training that would help us as an agency to really lift up any of the evaluation findings to make sure we are translating them into a better program design.

In terms of approach I'm not going to go through everything that was in the RFP but I wanted to highlight a couple of things. We have a statement in there about equity, diversity, and inclusion. You know, we think that these are things that we expect are front and center at any

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of our research activities or evaluation
activities. So that can take the form of
making sure that things are in the
appropriate languages of the populations
that we're serving.

Also things like making sure that
we're inclusive. Again, like the
stakeholder engagement -- having community
meetings and making sure that people are
participating in the research both in the
design and also in the actual research
activities.

The other one I wanted to
highlight is the human-centered design and
strengths-based approach. Both of these
are really key to DYCD's activities. We
want to make sure that anything that we're
doing really highlights the experience of
the end user -- so our CBO participants
and the CBO themselves. And that we're
always coming at things with a
strength-based approach, right. That's in
the language we use and the way that we
structure activities. All of that we

1 Proceedings

2 expect to be using these approaches.

3 Then here is, kind of, like a
4 researcher, more granular details. So we
5 do expect that you'd be able to obtain
6 research review approval or have an IRB.
7 So even if your organization doesn't have
8 one internally that you'd be able to
9 access that approval for somewhere for
10 your research activities. That you'd have
11 the ability to protect security of
12 confidential or identifying information.
13 Being able to spell out your plans for
14 that. A lot of our participants are youth
15 so that's particularly important to us at
16 DYCD.

17 Also, because the way that this is
18 structured because it is a task order that
19 we're kind of putting out a project and
20 except, kind of, quick turn around and get
21 things off the ground. The ability to
22 quickly hire and assemble staff who are
23 appropriate for the project that we're
24 putting forward. It's really important
25 for us to keep things moving. And then

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2 finally, the ability to access meeting or
3 office space in New York City. This
4 doesn't necessarily mean you have to have
5 a standing office here but if needed at a
6 location in New York City but that if
7 needed you'd be able to conduct research
8 activities at a location in New York City.
9 So just some ability to be able to define
10 how you'd go about doing that.

11 Then the staffing plan and
12 qualifications that we've included. We
13 laid out a few rules that we defined in
14 the RFP. We talk about the principal
15 investigator. That's really the point
16 person for this RFP, the overseer of all
17 of these different projects. And then we
18 have the project manager and the
19 researcher. We do understand that these
20 people may change project by project.
21 Depending on the expertise of people on
22 your team you may -- those may be
23 different people.

24 But you should be able to have a
25 plan for a project manager who is really

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2 managing the implementation, the
3 day-to-day operations, as well as the
4 researcher who is really the content
5 expert and able to manage all of the
6 research activities. We've also included
7 space for you to include other people as
8 needed who may be essential to moving
9 these activities forward.

10 We do expect that your staff would
11 be culturally competent. That you'd be
12 comfortable working in the diverse
13 environment that we have in New York City
14 and know best practices around that. And
15 also, that there's heterogeneity and
16 diversity that aligns to the project
17 needs. You know, like I said, all of our
18 participants throughout all of our
19 programs are very diverse and we always
20 value being able to hold that up and see
21 that reflected in the staff who are
22 participating in research here.

23 I think that's it for my stuff.
24 Back over to you.

25 MR. BUNCH: Thank you, Jessica.

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I want to go over some post award requirements. First, 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.

Responsibility determination, please be advised that it is a requirement for all prospective contractors to be determined responsible in the post award phase. Therefore, please make sure that your charities filings are current and ensure that any outstanding liens or adverse information has been resolved. Unresolved issues often cause significant delays in the post award process.

I'll go over some insurance requirements. The contractor must demonstrate that necessary insurance coverage of commercial general liability insurance of \$1 million per occurrence and

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2 \$2 million aggregate; motor vehicle
3 liability insurance (if applicable),
4 \$1 million; and workers' compensation
5 insurance, disability benefits insurance
6 and cyber liability insurance and
7 employers' liability insurance must be in
8 place from the first day of the contract.
9 An original certificate of insurance
10 naming the City of New York together with
11 its officials and employees as an
12 additional insured. DYCD will not be able
13 to proceed with processing an awarded
14 contract until it has obtained proof of
15 the necessary insurance coverage.

16 Just to let you know, transcript,
17 presentation, and attendance rosters will
18 be posted to DYCD website for viewing.

19 At this time we are going to have
20 out Q and A. So please note this session
21 is only for purposes regarding the RFP.
22 Again, this session is for purposes
23 regarding the RFP. Questions that are
24 asked should only pertain to this RFP.
25 This is your only opportunity to ask the

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2 panel questions. Once the Q and A session
3 ends the panel will not be able to take
4 any more questions. Therefore, if you
5 want to ask the panel any questions this
6 will be your opportunity to do so. Once
7 again, please make sure all questions
8 pertain to this RFP.

9 Anyone who wishes to ask a
10 question or needs further clarification
11 please line up in front of this
12 microphone. Please be sure to state your
13 name and the name of your agency and
14 reference the page of the RFP that
15 pertains to your question.

16 If you have a question please feel
17 free to step on up.

18 MS. KAPNICK: Hi. Hello. This is
19 Veronica Kapnick. I'm from Great Impacts
20 Consulting.

21 I was informed that you don't need
22 to be a LLC to apply for the RFP. So then
23 how would I handle workers' compensation
24 if I don't have any employees?

25 MS. PRESS: Obviously if you don't

1 Proceedings

2 have employees, you don't need to have
3 workers' comp for employees.

4 MR. BUNCH: Any other questions?

5 Just step on up if you have a
6 question.

7 MS. PINDER: Hi. I'm Jennifer
8 Pinder. I'm with IMAQ International.

9 My question is to please verify
10 the response format and how strict the
11 requirement is to fill out the response
12 form.

13 MS. RAITHEL: The response form is
14 included -- was included as an attachment
15 in the RFP and so responses should go into
16 that response form.

17 Does that clarify?

18 MS. PINDER: Yes.

19 MS. RAITHEL: Okay.

20 MR. MAGALI: Moe Magali with
21 Public Works Partners.

22 I have a few questions because I
23 don't want to keep going up and down.

24 My first question is: Of the
25 seven contractors you're looking to put

1 Proceedings

2 into the pool, are there any specific
3 distinction that you're looking for in
4 terms of the size of the firms? That's
5 one.

6 Number two --

7 MS. RAITHEL: Can we just answer
8 one at the time?

9 MR. MAGALI: Go ahead.

10 MS. RAITHEL: For the first
11 question, no. I mean I think we expect
12 that whoever is in the pool can cover most
13 of the services or technical expertise in
14 the different areas of experience that
15 we're looking for in the RFP. That's
16 really the requirement, that you're able
17 to cover most of the areas that are
18 listed.

19 MR. MAGALI: The next question is
20 regarding the task orders. So there is a
21 ceiling on the contract for three million
22 dollars. It's like \$400,000 for the first
23 year and one million dollars for the next
24 two years. How big are the task orders?
25 And then how many task orders are you

1 Proceedings

2 planning to release in the given year?

3 And do you have evaluation plans in place
4 to, kind of, set what are the potential
5 programs that you're planning to evaluate?

6 MS. RAITHEL: The task orders vary
7 so we do have, you know, in each program
8 area there are different evaluation needs.
9 The task orders will probably range from
10 somewhere around \$70,000 up to -- I
11 wouldn't think anything would go over
12 \$200,000 or \$250,000 but, kind of, in that
13 range. Those aren't -- that's not hard
14 and fast rules. I think it really depends
15 on the needs that emerge over the year.

16 With that said, we -- for
17 immediate needs, you know, we do have
18 evaluation plans that are getting set up
19 but I do think that because we may have
20 evaluation needs later in the year we
21 don't anticipate right now. Not every
22 cent is figured out that way. So I'm
23 trying to do the math in my head -- you
24 know, there could be a range -- a number
25 of different task orders. I would think,

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2 you know, we're talking in the, like,
3 \$400,000 to 7, 8, 9 range depending on the
4 size of the different projects we're
5 putting forward.

6 MR. MAGALI: Last question. In
7 terms of the team are we bounded by the
8 folks that we bring in now or can we add
9 in additional folks when there is a task
10 order that arises given the context and
11 expertise needed?

12 MS. RAITHEL: Yeah. We anticipate
13 that the principal researcher would
14 continue to be the same person so that we
15 have one person who is overseeing the,
16 kind of, overall contact with us in terms
17 of the proposal. But I think that the
18 researcher and, kind of, program manager
19 or project manager, that those could
20 possible change based on the expertise
21 that is needed for any individual task
22 order.

23 MS. WRIDT: Hi. My name is Pamela
24 Wridt. I'm here from Algorhythm.
25 I'm wondering if you have a

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2 position on youth-lead evaluation or youth
3 participatory evaluation in your projects
4 and what your age range is that you're
5 looking for.

6 Thank you.

7 MS. RAITHEL: We don't have a
8 specific stance on that. Although we
9 do -- you know, that aligns with a lot of
10 our values here at DYCD in terms of youth
11 leadership, making sure things are
12 human-centered, and participatory.

13 We certainly welcome that as an
14 addition and if it's appropriate for an
15 individual task order we certainly would
16 welcome that kind of program design.

17 With that said, I don't have an
18 age range or anything that I could give
19 you but that certainly aligns with all of
20 our frameworks in terms of being
21 participatory and really empowering youth
22 to be in this work.

23 MS. BRENNAN: My name is Emily.
24 I'm with MDRC.

25 We have two questions related to

1 Proceedings

2 staffing. The first is: The RFP asked
3 for bidders to identify a principal
4 investigator. It indicates that they'll
5 have both a management role and also a
6 role in individual projects. Can you
7 provide some more information about the
8 role envisioned for the PI in relation to
9 the management and the individual
10 projects?

11 MS. RAITHEL: Sure.

12 So I think we think of the
13 principal investigator as really being the
14 overseer of this, kind of, across the
15 board, right. They would be the person
16 who most likely would be receiving any
17 task orders since we're emailing those out
18 on an individual basis. Identifying the
19 project teams that would need to come
20 forward for those task orders. And then
21 making sure that they're, kind of, meeting
22 any DYCD deadlines and that type of thing.

23 I think that they, kind of, are
24 overall making sure that the process is
25 going smoothly for their organization

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2 although they may not be the ones on the
3 ground interviewing participants or things
4 like that.

5 MS. BRENNAN: The second question
6 was about the project manager and
7 researcher role. Are we allowed to
8 proposed a slate of staff that have
9 different expertise within the RFP?

10 MS. RAITHEL: Yeah. Yeah. For
11 sure.

12 MS. NEWMAN: Hi, everyone. Jess
13 Newman, AIR. I have a few questions as
14 well. I'm going to piggyback on what
15 Emily was asking first.

16 If we have staff with a variety of
17 content areas is it your preference that we
18 name a bunch of people who could
19 potentially fit the task orders or just
20 would it be sufficient to say we got a lot
21 of people and we'll put them in the task
22 orders as they come?

23 MS. RAITHEL: I think it's
24 sufficient to -- you don't have to name
25 every single staff person that could

1 Proceedings

2 possibly serve on one of these task
3 orders. We understand you don't know what
4 is coming up so it's a little challenging
5 to be able to name every person right now.

6 Certainly if you're able to talk
7 about different teams that you have that
8 would serve the different, you know, areas
9 that we are looking for, that type of
10 thing. As long as you're able to talk
11 about the expertise across all those areas
12 you should be good.

13 MS. NEWMAN: Thank you.

14 Do you know -- and it's okay to
15 say no -- on the individual task orders do
16 you plan to give an estimated budget for
17 each of those or kind of leave it open and
18 see what happens?

19 MS. RAITHEL: So we will have a
20 budget at the task order level. For each
21 of those projects we'll have a maximum
22 budget and then obviously when people
23 propose they would give us their
24 anticipated budget based on what we've
25 given as, kind of, the maximum for that

1 Proceedings

2 project. But yeah, each individual
3 project would have that outlined.

4 MS. NEWMAN: Last question.

5 Keith, I think you said it but
6 just to clarify, Q and A questions by
7 July 5th?

8 MR. BUNCH: After the pre-proposal
9 conference if you have any additional
10 questions you can email RFPquestions@dycd
11 -- I believe it's July 10th -- July 5th.

12 MS. NEWMAN: Are you releasing a Q
13 and A document that provides additional
14 answers either from today or from the
15 questions that you get from July 5th.

16 MR. BUNCH: That email will just
17 be in response to your direct question.
18 If they need to make a clarification of
19 the RFP, they will release an addendum and
20 that will be announced on the website.

21 MS. ALCANTARA: Hi. Lucia
22 Alcantara from Futures Today Consulting.

23 Part of the requirements or the
24 expectation is that the selected firms
25 will provide support for DYCD evaluation

1 Proceedings

2 and monitoring and help DYCD as an agency.
3 Will those be covered with task orders?

4 MS. RAITHEL: So we anticipate
5 that to really be -- yeah, so they would
6 be in task orders. Most likely related to
7 other evaluation activities. They would
8 be, kind of, encompassed in a project here
9 at DYCD, you know, related to one of the
10 areas that's in the RFP.

11 MS. ALCANTARA: Compared to how
12 DYCD has traditionally undertaken
13 evaluation and analysis, how different is
14 this round of proposals, shall we say, or
15 task orders? Are you going in a different
16 direction?

17 MS. RAITHEL: So yeah, I think
18 that the structure of this is obviously
19 different. But I don't anticipate what
20 we're putting forward in task orders to be
21 wildly different than, you know, typical
22 research and evaluation activities that
23 are put forward.

24 We're still in our same, you know,
25 we still serve the same populations. The

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2 services that we have remain the same in
3 terms of what's in the RFP. And, yeah, I
4 think everything would, kind of, fall into
5 the scope of the typical research areas
6 you'd see around. You know, qualitative,
7 qualitative, that type thing.

8 I think we want to make sure the
9 research gets used and the evaluations
10 gets used so that's where that second
11 piece comes in about dissemination and
12 capacity building around these type of
13 services.

14 MS. ALCANTARA: Thank you.

15 MS. HEKMATY: Hi. I'm Sara. I'm
16 with RK Software. It's a New York City
17 based MBE. We're looking forward to
18 supporting this program probably as a
19 subcontractor. I have five questions.

20 The first question is about the
21 DYCD Connect that was described in the RFP
22 that will be a tool for people to, you
23 know, get the research information and
24 everything. I was wondering how the
25 contractors will access that? How you

1 Proceedings

2 envision them interacting with that?

3 MS. RAITHEL: Sure.

4 So DYCD Connect is our data
5 portal. It has information both about our
6 participants in many of our programs, as
7 well as our evaluation and monitoring
8 activities that we do for CBOs.

9 I would anticipate that mostly
10 likely whatever the task order lays out in
11 terms of data needs we would work with our
12 -- whoever is selected to, kind of, figure
13 out what a file from that would look like.
14 Then likely extract it and securely
15 transfer it to whoever is doing a data
16 analysis.

17 I don't anticipate that it would
18 be something that you would be directly
19 accessing, most likely. But, you know,
20 those details we have to, kind of, figure
21 out.

22 MS. HEKMATY: That would in a file
23 transfer into a PDF or Excel file and then
24 they would use their own tools to -- for
25 the rest of the process?

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MS. RAITHEL: So we don't have -- like, we wouldn't be providing an type of analytic tool through DYCD Connect. We would really just be supplying the data.

MS. HEKMATY: Great.

We just were looking for opportunities to help wit our IT services.

The second question is: For the past performance there was a little bit of confusing -- on page 12 of the RFP it says five of the last seven years so it looks like it's going back seven years. Then in other sections, like on page 5, it says the last five years. I'm just clarifying if it's the last five years or seven years for past performance.

MS. RAITHEL: Say those page numbers again.

MS. HEKMATY: On page 12 it says five of the last seven years.

MS. RAITHEL: I see it.

MS. HEKMATY: If you look on page five it says the last five years. I think another place it was mentioned it says

1 Proceedings

2 five years again.

3 MS. RAITHEL: So the five years
4 that I'm seeing on page five is for
5 references. We'd want references that are
6 from the last five years. And then page
7 12, that reference is to demonstrating
8 that you have at least five years within
9 the last seven years of successful
10 experience.

11 It's just a different -- we're
12 asking for different things for those
13 different time periods.

14 MS. HEKMATY: Okay. That's
15 clearer.

16 UNKNOWN SPEAKER 3: I still don't
17 understand. Is it five or is it seven?

18 MS. RAITHEL: For the references,
19 if you're providing references -- you
20 should be providing references -- those
21 are all within the last five years.
22 However, when you're talking about
23 describing your experience and expertise,
24 you can go back seven years as long as you
25 have five years of experience in those

1 Proceedings

2 seven years.

3 Is that somewhat clearer?

4 UNKNOWN SPEAKER 3: That's fine.

5 MS. HEKMATY: The next two
6 questions are about evaluation and
7 understanding how that's happening for --
8 first of all, for the additional key
9 staff.

10 It sounds like you're evaluating
11 the initial three but there's room to
12 provide two more. I just want to
13 understand if -- providing additional
14 staff that might add to the technical
15 score but also might add to the cost
16 evaluation of the proposal. How are you
17 looking at the additional key staff?

18 MS. RAITHEL: The only requirement
19 is that you talk about the three that
20 we're listed. I think if you do have
21 additional staff that you think would be
22 necessary to complete the types of
23 activities that we're laying out here that
24 you can talk about them. We would take
25 that into consideration in terms of making

1 Proceedings

2 sure you have all the needs covered.

3 MS. HEKMATY: So it might
4 influence the technical part of the
5 evaluation. Would it have a negative
6 impact on the on the cost of your
7 proposal? Like if there's more staff
8 there's more cost.

9 MS. RAITHEL: So at this stage
10 we're not asking you to, kind of, lay out
11 a budget for a project. You'd just be
12 laying out on the -- the hourly rate for
13 those different people. We anticipate
14 that when a task order comes out, you
15 would then need to give an actual line
16 budget that says how you anticipate the
17 distributions of tasks and the hours and
18 hourly rates for the people that you're
19 actually using on that team. At this
20 stage you're not necessarily -- you're not
21 giving us a budget for a project.

22 MS. HEKMATY: So don't be afraid
23 to list more people.

24 MS. RAITHEL: Yeah. If you feel
25 like they are necessary.

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2 MS. HEKMATY: The second question
3 is also again about the cost evaluation.
4 There are like clear percentages for the
5 scores for all the technical parts but
6 then it's not clear how the cost is being
7 weighted against the technical part. I
8 think this is page 21 where it's talking
9 about the evaluation. How is cost being
10 evaluated?

11 I understand you're looking at the
12 rates and then the indirect rates but it's
13 not clear how it's balancing itself out.

14 Are you taking the highest scores
15 and then doing some kind of range after
16 the technical score is completed?

17 Some insight into that might help.

18 MS. CANTELMY: Hi. At this time
19 because it's a master contract we're not
20 evaluating cost. It's just the items that
21 we have listed in the criteria that will
22 be evaluated at this time.

23 MS. HEKMATY: Okay. So when it
24 says taking into account reasonableness of
25 price, as long as it's not like far out of

1 Proceedings

2 range of the other prices.

3 MS. RAITHEL: The reasonableness
4 of price that I showed when I was going
5 through is at the task order level. That
6 would be when we are -- once we have our
7 contractors and put out a task order.
8 Those individual projects would take into
9 account the cost.

10 MS. HEKMATY: So price is not
11 being evaluated at all for this?

12 MS. RAITHEL: Yes.

13 MS. HEKMATY: Okay. Okay.

14 My last question, as a MBE is
15 about the MBE goal. I understood that
16 it's being set at the task order level.
17 But I also saw that it seems to be fairly
18 easy to request a waiver for that goal and
19 that the waiver can be granted before the
20 contract is awarded. I was just trying to
21 -- I was looking at slide 9 that you were
22 showing earlier that was talking about the
23 process and trying to see how the MBE
24 decision making and how that fits into the
25 process.

1 Proceedings

2 MS. CANTELMY: Definitely at every
3 task order phase we are going to be doing
4 a goal analysis and that will be listed in
5 the task order. As part of the MWBE
6 process for the City there are waivers
7 that are allowed but we will be taking it
8 all into consideration when we are sitting
9 down and drafting the task orders and
10 doing the goal analysis.

11 MS. HEKMATY: Okay. That's great.

12 There are a lot of IT services
13 opportunities, translations, lots of
14 things I'd like to talk to you guys about
15 after this meeting.

16 MS. TAPPER: Hi. I'm Donna Tapper
17 from Metis Associates.

18 A little bit following on that
19 last question. Can you clarify what's
20 required at this time in terms of the MWBE
21 form? Do we submit Attachment F and
22 complete both parts one and two at this
23 point? How does that effect --

24 MS. CANTELMY: For purposes of
25 submitting you're only going to submit

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2 Attachment F. Attachment E is just for
3 informational purposes. When we actually
4 issue the task orders you will have to
5 submit Attachment E. Only F for purposes
6 of the RFP.

7 MS. TAPPER: There are two parts
8 so both parts of Attachment F?

9 MS. CANTELMY: Yes.

10 MS. TAPPER: Thank you.

11 MS. RAITHEL: I just want to
12 clarify the stuff about pricing. We are
13 looking back through it and making sure
14 that we are giving correct information and
15 guidance here.

16 So even though the pricing doesn't
17 fall into the evaluation criteria in terms
18 of points it can be considered in the
19 basis for contract award. So just
20 something to keep in mind. It would be
21 using the hourly rates for the three
22 primary job titles that are in the
23 attachment. So we'd really only be
24 looking at those three if we're taking
25 that into consideration for award.

1 Proceedings

2 MS. PINDER: Jennifer again. I
3 have three more easy questions.

4 Is there a preference for a
5 non-profit or local organization?

6 MS. RAITHEL: There's not a
7 preference in terms of scoring or anything
8 like that. I think we really just want to
9 make sure that organizations are able to
10 get space in the city if they needed. So
11 if you needed to conduct a focus group or
12 something and you needed to get space, you
13 need to have a plan to access space here
14 in the city.

15 MS. PINDER: Thanks.

16 Then this in reference to
17 Attachment B, number 2. Is the limitation
18 of 6,500 characters a cumulative ceiling
19 or does it apply to each service area
20 discussed?

21 MS. RAITHEL: I believe it's
22 cumulative. Let me just look to see where
23 you're looking.

24 Attachment B, the response form?

25 MS. PINDER: Yes.

1 Proceedings

2 MS. RAITHEL: That's a cumulative
3 for the whole response.

4 MS. PINDER: Great. Thank you.

5 One more. This goes back to
6 roles. I know we have one PI that will
7 oversee the entire process but on the task
8 order level when it comes to the PMs and
9 the researchers, can we have a team there
10 too or should it just be one each?

11 MS. RAITHEL: I think based on the
12 needs that are put forward in a task order
13 you very well might have different people
14 playing different roles. And I think that
15 that will all be worked out at the task
16 order level. I think really what we're
17 looking for in the proposal is for you to
18 be able to talk about the expertise and
19 experience of your team. And for you to
20 have those roles covered no matter what
21 we're putting forward.

22 MS. PINDER: Thank you.

23 One more quick question. When do
24 you anticipate posting the transcript?

25 MS. CANTELMINI: Within the next

1 Proceedings

2 week. But we'll make sure to try to get
3 the slides up this week.

4 MS. TAN: Hi. My name is Norma
5 Tan. This is Tanisha Jane. We're both
6 from Cora Group. We have several
7 questions left.

8 MS. JANE: Our first question is:
9 Does the acknowledgement have to be
10 notarized or can it just be signed?

11 MS. CANTELMY: Signed.

12 MS. JANE: It can be signed.

13 When can we finalize and notarize
14 this document if you want to submit it
15 earlier?

16 MS. CANTELMY: You can submit the
17 package at any time to the address in the
18 RFP but it has to be in the office by
19 July 10th at 2:00. But you can definitely
20 submit it whenever you're ready.

21 MS. TAN: So if there's an
22 addendum that comes later?

23 MS. CANTELMY: Then you should
24 fill that page out and submit it and we'll
25 attach it to whatever was previously

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2 submitted.

3 MS. TAN: Okay.

4 MS. JANE: Where is the place for
5 notarizing on the forms? I think it's on
6 Attachment F -- all of that that you're
7 looking at.

8 MS. CANTELMY: We are just asking
9 for signatures. We are not asking for it
10 to be notarized.

11 MS. JANE: Is there an
12 Attachment D?

13 MS. CANTELMY: B or D?

14 D is the notice to proposers. It
15 talks about the MWBE requirements. It's
16 in the RFP.

17 MS. JANE: If we have a video we
18 want to insert can we have appendixes? If
19 we have videos and tools we want to put in
20 the RFP.

21 MS. RAITHEL: So the only place we
22 have, kind of, for those materials is if
23 you -- we do ask that you submit three
24 project examples. So for each of those we
25 would be looking for visual materials and,

1 Proceedings

2 you know, executive summaries and that
3 type of thing.

4 In terms of answering the
5 questions in the proposal form, you know,
6 that needs to be in the form. So you need
7 to, kind of, fit things in that form. But
8 in terms of the project examples you can
9 submit, you know, anything that relates to
10 that with all of those project examples.

11 MS. TAN: I just want to get real
12 clarity. If we have a video or a tool
13 that goes with one of those samples, it
14 has to fit into that form?

15 MS. RAITHEL: No. No. The form
16 is for the narrative responses. The
17 project examples, materials you can attach
18 separately.

19 MS. TAN: Also, would you accept a
20 Word document without using that form or
21 it must be in that form to be compliant?

22 MS. RAITHEL: It must be in that
23 form because we want to make sure we get
24 all of the appropriate word limits and
25 that type of thing.

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2 MS. JANE: In terms of the
3 hierarchy of the team, you mentioned that
4 the researcher should be, sort of,
5 reporting to the project manager. Is it
6 okay to determine the way we want the
7 staff to look like, like the hierarchy?

8 MS. RAITHEL: That's fine. The
9 only thing that we ask is that there is
10 one principal investigator who is, kind
11 of, overseeing the project. But
12 otherwise --

13 MS. JANE: My last question is:
14 Do we need to label certificates of
15 insurance naming the City of New York as
16 well?

17 MS. RAITHEL: Do you need to label
18 them?

19 MS. CANTELMY: Not for purposes of
20 submitting the RFP but if you are awarded
21 you will be required to submit the
22 applicable insurance certificates.

23 MS. JANE: Okay. All right.

24 One more question. For September
25 -- it said by first of September we should

1 Proceedings

2 have -- I'm try to understand, do you
3 anticipate the first task order to be
4 released by the first of September?

5 MS. CANTELM: No. We're
6 anticipating that the master contract will
7 start in September. But the task orders
8 will start later. That date we don't have
9 right now. The master contract will
10 definitely be in September.

11 MS. RAKOVIC: Hi. I'm Ann Marie
12 Rakovic and I'm with John Snow Research
13 and Consulting operating out of our Harlem
14 office.

15 At the risk of being redundant --
16 I'm sorry -- for the bid we need to bundle
17 salary rates and that would include
18 salaries and travel but if the award is
19 made through the task order and it is
20 determined that we need printing, space
21 rental, incentives for interviewees -- how
22 will that be accommodated for when
23 everything is bundled up in the salary
24 rate?

25 MS. RAITHEL: So right now all

1 Proceedings

2 we're asking you to think about is those
3 hourly rates. That hourly rate should
4 encompass any travel cost that you would
5 anticipate. But things like incentive,
6 space, those type things would be worked
7 out at the task order level.

8 So once we put forward the budget
9 for an individual project you would have
10 an opportunity to say at this hourly rate,
11 they work this many hours, and then here
12 is the additional costs that be. But at
13 this stage you don't need to worry about
14 that.

15 MS. RAKOVIC: Perfect. Thank you.

16 Again, related to bundled salary
17 rates. We need to include our federally
18 negotiated rate as a separate piece of
19 information. In the bundled rates do you
20 want the indirect costs, fees, et cetera
21 or how are you incorporating that?

22 MS. RAITHEL: We'll review it and
23 put out guidance about it.

24 MS. RAKOVIC: The second question
25 is the same thing for subcontractors. How

1 Proceedings

2 do you want their rates captured? If you
3 follow up specifically.

4 MS. RAITHEL: We will.

5 MS. RAKOVIC: Thank you.

6 MS. GRIGORAS: Hi. Ana Maria
7 Grigoras, L&G Research and Evaluation
8 Consulting. I have three questions for
9 you.

10 One is my understanding is that
11 you're going to select a pool of grantees
12 and the contract will be awarded for
13 three years with the opportunity to extend
14 for another three years. Are grantees
15 going to be penalized if they don't
16 respond to a number, like a threshold of
17 proposals?

18 MS. RAITHEL: We do not -- no, not
19 necessarily. I think it's something that
20 we do want people to be active if they are
21 in the pool. But we don't anticipate --
22 we don't have a system right now that
23 would kick someone out of pool or
24 something like that.

25 I think it is something that we

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2 would certainly review as we're, you know,
3 thinking about renewing contracts. And,
4 yeah, I think being responsive to the
5 different task orders that we put out.

6 MS. GRIGORAS: Okay. Thank you.

7 The second question is we are a
8 MWB company and we have received a number
9 of requests from, like, big players to
10 partner as subcontractors. Are we
11 eligible to respond to the RFP both as a
12 subcontractor and on our own?

13 MS. CANTELMY: Yes.

14 MS. RAITHEL: That's okay.

15 MS. GRIGORAS: The third question
16 is because we are a for-profit corporation
17 we don't do financial audits. What would
18 be an acceptable proof of -- or what would
19 satisfy the financial audit requirement
20 for the proposal?

21 MS. CANTELMY: A financial
22 statement or --

23 MS. GRIGORAS: A profit and loss
24 statement from the accountant?

25 MS. CANTELMY: Yeah. We'll review

1 Proceedings

2 that.

3 MS. GRIGORAS: Thank you.

4 MR. DUFFY: Tom Duffy from RTI
5 International.

6 We're a nonprofit and by city law
7 we're not required to respond to MWBE
8 requirements. We're not held to those.
9 What do we need to submit at this point in
10 the proposal process?

11 MS. CANTELMY: So you still have
12 to fill out Attachment F even though you
13 are a nonprofit. You're still required to
14 fill the form out.

15 MR. DUFFY: Just Attachment F and
16 then some proof of our status?

17 MS. CANTELMY: Yeah. At this time
18 we're not asking for a waiver. We're not
19 asking for you to meet the goal. It's
20 just acknowledging that there are goals on
21 this RFP.

22 I mean you don't have to submit a
23 waiver form, that's the Attachment E.
24 Only Attachment F for the master contract.

25 MR. DUFFY: Okay.

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2 MR. MUZ: Hi. I'm Ben Muz,
3 Westat.

4 I have a question about the MWBE
5 participation goals. If we were on the
6 service agreement and we -- and one of the
7 proposals required MWBE participation and
8 -- would we have to have those companies
9 on our original proposal or is that
10 something that we could find a
11 subcontractor at that time to respond to
12 that task order?

13 MS. CANTELMY: You could find it
14 at that time to respond to the task order.

15 MR. MUZ: So we wouldn't have to
16 provide anything just our capacity?

17 MS. CANTELMY: Yes.

18 MR. MUZ: Then I want some -- I
19 have another question about the price
20 proposal and sorry if this was already
21 answered. But when we're listing the
22 names and estimates of the price for
23 people's salaries, would you like specific
24 people in that area or just the estimates
25 of cost?

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MS. RAITHEL: It can be general as long as you can speak to the different areas of expertise being covered. You don't need to list out every potential person who can fill one of those roles.

MR. MUZ: Thank you.

MR. FRENZEL-BERRA: I'd like to clarify a point that was made earlier regarding attaching extra materials to your proposal.

As Jessica mentioned, we do ask you to submit three examples of projects and visual materials that go with those projects. We ask for that in the experience section of Attachment B, the proposal response form.

So in response to that item you should submit the relevant materials. But outside of that we're not looking for any materials and you should give us your answers according to the instructions and the word limits that are stated for each item.

MR. BUNCH: Are there any other

1 Proceedings

2 questions?

3 MR. O'SHEA: Hi. My name is Gerad
4 from Applied Curiosity Research.

5 I had a question about on page 21,
6 there is a phrase that says: DYCD
7 reserves the right to skip proposers to
8 achieve diversity...

9 Is there anything you can share
10 about what that process would look like?
11 It's obviously a little intimidating if we
12 were to score high and be skipped.

13 MS. RAITHEL: I think really what
14 we're trying to get at there is that we
15 want to make sure that all of the areas we
16 have listed in the RFP are covered under
17 our pool. So we don't want to have seven
18 firms who all specialize in qualitative
19 research and no one can do quantitative
20 research and then that's all the projects
21 we're doing.

22 It's really just to speak to that.
23 It's really about making sure that we, you
24 know, have enough coverage that we hit all
25 of those different areas. I think as long

1 Proceedings

2 as you're able to speak to your expertise
3 in those different areas, that's really
4 what we're trying to cover there.

5 MR. O'SHEA: You might not be able
6 to answer it but does that prioritize
7 firms that have experience in all three or
8 will firms with more experience in more
9 limited areas would they still be
10 competitive?

11 MS. RAITHEL: So you should be
12 able to speak to -- I mean we do expect
13 that whoever is going to be in the pool
14 can cover most of the areas but you can
15 speak to covering areas that you don't
16 currently have a capacity in.

17 So, you know, I think we --
18 certainly, you know, you're required to
19 have two of the three. So if you would
20 like -- if you want to speak to other
21 areas you can talk about what you're
22 planning around those as well but, you
23 know, we score according to the stuff we
24 put forward in the RFP.

25 MS. NEWMAN: I'm not sure if

1 Proceedings

2 thought about this yet but -- Jess, AIR.

3 In addition to the actual task
4 orders and completing those, do you have
5 plans to convene the up to seven
6 contractors that you bring together in any
7 sort of way to share lessons learned
8 across projects or anything like that?

9 MS. RAITHEL: We have not thought
10 about that. It's a great idea. It's not
11 something that at this point we're
12 thinking about or requiring of people so
13 don't worry about it. It's not something
14 that we're requiring of contractors to
15 participate in at this point.

16 MS. NEWMAN: Okay. Thanks.

17 MS. TAPPER: Hi. Donna Tapper
18 again.

19 Just wanted to clarify the
20 clarification about the project examples
21 and attachments. There's no -- I don't
22 have electronic -- there is no word count
23 for the project example section. Do they
24 just get attached within that middle or
25 the end of the response form?

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2 MS. RAITHEL: You would just
3 attach them, you know, whatever the
4 documents are. It may be things like --
5 we did list things like PowerPoint,
6 executive summaries, that type of thing.
7 You just attach them as a bundle to the
8 response form. You wouldn't actually put
9 them in the body of the response form.

10 MS. ALCANTARA: Lucia Alcantara,
11 Futures Today Consulting.

12 Why seven?

13 MS. RAITHEL: Why seven groups?

14 MS. ALCANTARA: Yes.

15 MS. RAITHEL: We want to make sure
16 that we have enough diversity and
17 expertise in the different groups.
18 That's, kind of, where we landed to be
19 able to, you know -- I think we want the
20 mini competitions to also be competitive.
21 We want to make sure that we're able to
22 match the needs of our projects with the
23 expertise of folks in different areas.

24 MS. ALCANTARA: You're doing
25 quantitative and qualitative and you're

1 Proceedings

2 selecting seven firms. Which way is it
3 going to go quant or qual?

4 MS. RAITHEL: Again, you're
5 expected to have expertise and experience
6 in two of the three areas. We'll probably
7 have a mix of those different projects so,
8 you know, you should speak to the areas of
9 expertise and experience that you can
10 cover under those.

11 MR. BUNCH: Are there any other
12 questions?

13 (No verbal response given.)

14 MR. BUNCH: Going once, twice --
15 all righty.

16 In addition, please be on the look
17 out for any addendum to this RFP which
18 would be posted on DYCD's website.
19 However, please make sure that the
20 information you submitted to us when
21 downloading the RFP was correct, such as
22 your email address, so that you will
23 receive notification if an addendum is
24 released.

25 This concludes our pre-proposal

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conference. Thank you.

(Time Noted: 3:01 p.m.)

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C E R T I F I C A T E

I, KRISTINA TRNKA, a shorthand reporter and
Notary Public within and for the State of New York,
do hereby certify:

I reported the proceedings in the
within-titled matter, and that the within transcript
is a true record of such proceedings.

IN WITNESS WHEREOF, I have hereunto set my
hand this 18th day of June, 2019.

Kristina Trnka

KRISTINA TRNKA

Applied Research and Evaluation-Pre-Proposal
June 13, 2019

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