



District Attorney of
New York County

Criminal Justice Investment Initiative

Request for Proposals for Manhattan Criminal Court Resource Center Planning

No. 013

Expires 05/26/2017

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I. Cover Sheet for Manhattan Criminal Court Resource Center Planning

A. Goal of the RFP

The goal of this Request for Proposals (RFP) is to seek proposals from qualified applicants to develop a plan for a Manhattan Criminal Court Resource Center (Resource Center) located in or in close proximity to Manhattan Criminal Court (possibly with additional satellite locations, mobile units, and/or partner sites) that can provide a range of post-arraignment sentencing options and voluntary services for court-involved individuals, their families, and others who come into contact with Criminal Court. This RFP contemplates the Resource Center as an innovative approach to immediately and effectively engage Criminal Court defendants at or near court, assess their service needs, develop responsive mandates (if appropriate) in conjunction with court partners, and link them (via a court mandate and/or voluntarily) to tailored programs and resources adept at meeting their needs through dynamic engagement and co-location of services. The Resource Center would also serve as a voluntary point of engagement for defendants' family members and other individuals who pass through the court system and may be in need of services or supports. The Resource Center approach aims to provide effective and proportionate responses to misdemeanor crime that expand upon existing options to address defendants' criminogenic needs and reduce reoffending, and to serve as a welcoming, expedient, and meaningful resource to all interested individuals that pass through the court system.

B. Timeline and Submission Instructions

1. **Release Date of RFP: March 29, 2017**
2. **Questions:** Questions about this RFP may be submitted in writing at <http://cuny-islg.fluidreview.com>. Questions and requests for clarification must be submitted by **Tuesday, April 18, 2017 at 11:59pm EST.**
3. Answers to all questions will be available as an addendum to this RFP by **11:59pm EST on Monday, May 8, 2017.** It will be the responsibility of applicants to check the CJII website to remain up-to-date regarding all addenda issued for the current RFP. Any addenda will be posted under <http://cjjii.org/category/opportunities>.
4. **Proposal Due Date:** Proposal submissions are due by **Friday, May 26, 2017 at 11:59pm EST.** Proposals should be submitted via <http://cuny-islg.fluidreview.com>.
5. Failure to submit a proposal by the due date and time may result in the proposal being considered non-responsive to this RFP and not considered for award. Unless an addendum to this RFP is issued extending the due date and time, all proposals must be submitted prior to the time and date set forth above.
6. **Anticipated Contract Start Date:** Fall 2017

C. Funding and Number of Awards

DANY anticipates total funding to be up to \$150,000 for one 6-month award to plan a Resource Center in Manhattan. DANY may award implementation and capital funding for the Resource Center at a future date.

D. Contact Information

Questions regarding RFP content should be submitted in writing at <http://cuny-islg.fluidreview.com>. Questions regarding technical difficulties should be sent to cjii@islg.cuny.edu.

II. Key Terms

City University of New York Institute for State and Local Governance (ISLG): ISLG is the technical assistance consultant to DANY for CJII. ISLG provides input to DANY, manages and provides guidance to CJII contractors, and conducts oversight and performance measurement throughout the lifetime of the initiative.

Criminal Justice Investment Initiative (CJII): The New York County District Attorney's Office established CJII in 2014 to invest funds^a in impactful projects that will improve public safety and promote a fair and efficient criminal justice system.

Manhattan Criminal Court Resource Center (Resource Center): This RFP contemplates the planning of a Resource Center as an innovative approach to providing a range of post-arraignment sentencing options and voluntary services to Manhattan Criminal Court involved individuals by assessing the needs of defendants at or near court and linking them to mandated programs that are proportionate to the crime(s) committed and/or to voluntary services adept at meeting assessed needs. The Resource Center plan developed through this initiative will also determine how the Resource Center can function as a point of engagement for non-court involved individuals (such as the families of defendants) that pass through the court system and may be in need of support.

New York County District Attorney's Office (DANY): Manhattan District Attorney's Office. DANY established CJII.

Net-widening: The process of administrative or practical changes resulting in a greater number of individuals falling under the supervision of the criminal justice system.

The Research Foundation of the City University of New York (RFCUNY, or Research Foundation): Under CJII, the Research Foundation of CUNY will administer all funds. The Research Foundation is a nonprofit educational corporation that provides CUNY and non-CUNY clients with the administrative infrastructure to support sponsored program activities. The Research Foundation acts as DANY's fiscal agent for CJII.

Trauma: Individual trauma results from an event, series of events, or set of circumstances experienced by an individual as physically or emotionally harmful or life threatening, and has lasting adverse effects on an individual's functioning and mental, physical, social, emotional, or spiritual well-being.¹

^a These are asset forfeiture funds, derived from settlements with international banks that violated U.S. sanctions.

Trauma-Informed: Organizations and practices that incorporate an understanding of the pervasiveness and impact of trauma and that are designed to reduce re-traumatization, support healing and resiliency, and address the root causes of abuse and violence.²

III. Summary of the Request for Proposals

A. Purpose of the RFP

The Manhattan District Attorney’s Office (DANY) has committed to investing funds through its Criminal Justice Investment Initiative (CJII) to support impactful projects that improve public safety and promote a fair and efficient justice system in New York City. Up to \$150,000 will be available to fund the “Manhattan Criminal Court Resource Center Planning” described in this RFP.

The City University of New York Institute for State and Local Governance (ISLG) will manage the grantees funded under CJII, and provide oversight and performance measurement throughout the lifetime of the initiative. The Research Foundation of CUNY (Research Foundation) will distribute funds to grantees funded under this initiative.

DANY is interested in funding an organization to plan a Manhattan Criminal Court Resource Center (Resource Center) that will present a new and innovative approach to immediately engage and address—through assessment, tailored court mandates, and/or voluntary service linking—the needs of individuals who pass through the court system, either on misdemeanor charges or because they are otherwise affected by a criminal case (e.g., family members of defendants). Investment in the planning of a Resource Center contributes to CJII goals of improving public safety and enhancing fairness and efficiency in New York City’s justice system by providing effective and proportionate responses to crime that expand upon the existing continuum of options available to the court, provide services that meet defendants’ needs and reduce reoffending, and improve defendants’ perceptions of fairness in the justice system. This investment is situated within DANY’s broader investment strategy for diversion and reentry.

The planning of a Resource Center requires a comprehensive process to be conducted in close coordination with DANY, ISLG, the Office of Court Administration (OCA), and the Mayor’s Office of Criminal Justice (MOCJ), and will include best practice research, data analysis, interviews and strategic planning with pertinent stakeholders and program designers. The funded applicant will work with stakeholders to: identify the most appropriate location(s), service population(s), management structure, service delivery model, and referral structure for the Resource Center; develop an operational plan; identify and cultivate system and community partners necessary for referrals and general implementation of the Resource Center; and identify implementation and capital funding needs with an eye towards maximizing partnerships and ensuring sustainability. The plans produced at the culmination of the contract period will provide DANY with the necessary information to decide whether to solicit, fund, and support the implementation of a Resource Center. (As noted earlier, implementation and capital funding for the Resource Center may be awarded at a future date.)

B. Anticipated Contract Specifications

DANY anticipates awarding one contract for the planning of a Resource Center in alignment with the goals of this RFP (see Section IV on anticipated scope of services). The length of planning funding will not exceed 6 months, with the planning period estimated to begin in fall 2017. The funded applicant must provide deliverables to ISLG throughout the contract period (see Section V and Appendix 1).

DANY anticipates that any agreement entered into as a result of this RFP will be with DANY as the contracting party. As DANY's agent, ISLG will manage the initiative. The contract template is attached as Appendix 4. In the event that the selected applicant is unable to fulfill the requirements of the contract awarded pursuant to this RFP, DANY reserves the right to enter into contract negotiations at a later date with other providers who are available to fulfill the services specified in this RFP.

Applicants may apply independently or form partnerships with other organizations to conduct the proposed work. If an applicant engages partner organizations in the work, the applicant will hold the primary contract awarded under this RFP. The applicant will then subcontract with the partner provider(s). Only one organization should serve as the official applicant and submit the proposal to DANY on behalf of the partnership/coalition that will conduct the work.

The provider that receives funding through this RFP must be willing to work with the managing entity of CJII's Community Navigator initiative during the planning process and develop a strategy for engaging Community Navigators in the Resource Center plan. Community Navigators (see Appendix 2) are part of a broader CJII strategy to increase access to services and to increase coordination and partnership among service providers. Community Navigators are supervised by a Community Navigator managing entity. Community Navigators may be available to assist defendants, family members, and others seeking services through the Resource Center.

C. Anticipated Available Funding

DANY anticipates total funding to be up to \$150,000 for a 6-month award to plan a Resource Center in Manhattan. At a future date, DANY may decide to issue a separate solicitation to identify a vendor to operate the Resource Center.

Applicants may submit only one proposal as a lead applicant in response to this RFP. Applicants submitting a proposal as a lead applicant may, however, also serve as partners/subcontractors on one or more other proposals.

IV. Anticipated Scope of Services

A. Background

Currently, defendants in nearly 60,000 cases appear annually in Manhattan Criminal Court with a misdemeanor as their most serious charge.³ Many of these individuals, especially those with a history of criminal justice system involvement, present with unmet needs, including needs related to employment, education, housing, and their physical, behavioral, and mental health. Yet, despite their intersection with the court, many of the people who pass through it leave with their needs unaddressed, oftentimes without even a referral to voluntary or mandated services.

Based on data from 2016, defendants in approximately one quarter of these cases are sentenced to an adjournment in contemplation of dismissal (ACD) (a six-month probationary period sometimes combined with a mandate to participate in community service or a program, at the court's discretion).⁴ Roughly 11 percent of cases involve a sentence to community service, 17 percent to time served, and seven percent to jail.⁵ A handful of programs and community service mandates are available to the court in conjunction with non-jail sentences, but they are currently fairly narrow in number, type, and scope. Some go underutilized because they are perceived by judges, prosecutors, or defense attorneys to be the wrong fit for presenting defendants. Sentencing options are especially limited for individuals who have appeared before the court many times on misdemeanor charges, who may not present a risk to public safety but typically present with high needs that often contribute to their recidivism.

Given the tens of thousands of defendants passing through Criminal Court each year, and the tens of thousands of family members and concerned others who come into contact with the court system and also present unmet needs, there exists a real opportunity for the court to be a locus for resources, to maximize this contact and opportunity for service. The aim of this RFP to plan a Manhattan Criminal Court Resource Center is to reimagine the court as a resource that presents opportunities to access services. A well-planned Resource Center could provide an array of sentencing resources to the court to expand upon current offerings and serve a more diverse range of needs and offense/criminal history profiles. A continuum of proportionate mandates combined with linkages to voluntary services would prevent reoffending by addressing, in a tailored fashion, defendants' criminogenic needs. It would also facilitate a sense of fairness for defendants by ensuring the principles of procedural justice, such as respect, neutrality, and voice, inform each client's experience at the Resource Center. Specifically, a Resource Center located at or adjacent to court could serve immediately and meaningfully to engage and assess defendants sentenced at Criminal Court (reducing the likelihood of defendants failing to show up at a later date for service/program intake), rapidly provide tailored program mandates and meaningful community service opportunities, and link those with unmet service needs to additional voluntary supports in their communities. As an inviting and helpful space that is open to all who pass through Criminal Court, the Resource Center could also offer voluntary services to family members and others, and positively transform the experience of many individuals who spend time in Criminal Court.

This investment seeks to fund an entity to plan an accessible, welcoming, and engaging Resource Center with comprehensive and coordinated services to support defendants in Manhattan Criminal Court who would benefit from tailored, effective, and proportionate court mandates and/or linkages to voluntary services, and others passing through the court who can benefit from voluntary services. A well-planned Resource Center has the potential to leverage, coordinate, and maximize the impact of individual organizations and city agencies that currently serve

justice system-involved populations in NYC, and to reduce recidivism through meaningful client engagement and swift, coordinated service provision tailored thoughtfully to individual needs.

B. Goals and Objectives

The work solicited in this RFP will advance CJII's goals of improving public safety and promoting a fair and efficient criminal justice system by planning a Resource Center to:

- Offer a range of programs and services (including more meaningful community service options) for use by the court in sentencing that provide an effective and proportionate response to crime and improve defendants' perceptions of fairness in the justice system;
- Support individuals involved in the criminal justice system as well as their family members and others who pass through the court system in accessing and engaging with support services adept at meeting their individual needs;
- Leverage and maximize the impact of organizations and city agencies that are working to support individuals involved in the criminal justice system; and
- Reduce reoffending among individuals involved in the criminal justice system.

The specific objectives for the planning work solicited in this RFP (which serve CJII's broader goals above) include, but are not limited to:

- Identification and assessment of the populations to be served through the Resource Center;
- Identification of the location(s) for the Resource Center;
- Development of a comprehensive referral process and program design, which should include a menu of program mandates that incorporates community service opportunities and voluntary services, for the Resource Center;
- Identification and cultivation of city agencies and community partners that can make referrals to the Resource Center and/or offer services to Resource Center clients; and
- Identification of Resource Center funding needs and sustainability plan.

Applicants should highlight how their proposals will achieve these and other goals and objectives.

C. Planning Description

This request seeks proposals from appropriate applicants for the planning of a Resource Center in Manhattan serving individuals involved in the criminal justice system and others that come into contact with Criminal Court.

- 1. Eligible Organizations:** Resource Center planning could be conducted by for-profit organizations, nonprofit organizations^b or governmental entities, provided they meet the other eligibility criteria defined herein. Note that asset forfeiture funds (i.e., the source of CJII funding) cannot be used to fund government staff salaries. Applicants should have the staff, relationships, and resources necessary to implement their proposed planning process within the timeline set forth in this RFP, or should demonstrate the ability to acquire and develop them in a timely manner upon

^b Nonprofits without 501(c)3 status may apply but are required to have a fiscal sponsor in place upon proposal submission.

notification of an award, where applicable. Experience coordinating comprehensive planning processes inclusive of program design, and knowledge of New York City criminal justice system operations, focus population(s), and system and community partners is strongly preferred, but not required.

2. Planning Elements: Applicants should describe how they will design and execute a comprehensive planning process for a Resource Center that includes, but is not limited to, the following essential elements:

- a. *Population(s) to be Served:* A process to identify the population(s) to be served by the Resource Center. This process should include, but not be limited to an exploration of the populations described in section IV.D. It should culminate in: a data-informed estimate of the population(s) to be served (to be arrived at in close collaboration with and using data analyses provided by DANY and ISLG); a justification for why the population(s) should be prioritized for Resource Center services; and identification of the population(s)' service needs.
- b. *Location(s):* A process to identify a location for a Resource Center in Manhattan in or in close proximity to Manhattan Criminal Court. The process should identify a physical space(s) (which may include a mobile unit) that is conducive, or could easily be made conducive, to a Resource Center. The process should also consider the development of additional satellite locations, mobile units, or partnerships with existing service centers, as appropriate to facilitate engagement and service delivery. Consideration of additional sites should include, but not be limited to, Rikers Island.
- c. *Program Approach:* A process to identify the program approach(es) for the Resource Center that is grounded in best practice and research, informed by community and system stakeholder input, informed by the principles of procedural justice, tailored to the needs of the focus population(s), and guards against net-widening. The process should identify how the Resource Center should function as a sentencing alternative to the court as well as a voluntary engagement and service center for the populations defined in Section IV.D.
- d. *Operational Plan:* A process to develop an implementation-ready operational plan detailing key elements such as:
 - staffing;
 - staff training;
 - referral processes;
 - client engagement, intake, and assessment, including:
 1. whether defendants facing a court mandate provided through the Resource Center will be assessed by Center staff prior to or following sentencing;
 2. how the center will engage clients referred by the court and how it will engage others in voluntary services/referrals;
 3. whether and how the Center will engage clients detained at Rikers, and
 4. the role of Community Navigators in this process;
 - co-location and coordination of services, including:

1. identification of the mandated and voluntary services, including meaningful community service opportunities, to be made available through the Resource Center to respond to the needs of Resource Center clients,
 2. what services will be on site and what services will be referred out,
 3. the role of Community Navigators in service delivery,
 4. how service delivery will be trauma-informed and tailored to the characteristics (e.g., offense history, gender, developmental stage) and different levels of need of the service population(s),
 5. how the Resource Center will coordinate with existing programs available to the court as mandates, existing community service offerings, the adolescent and young adult parts, and DANY's Alternative Sentencing Unit, and
 6. identification of gaps in services or foreseen obstacles to service delivery via the Center that need to be addressed;
 - monitoring of defendant compliance with mandated services;
 - hours of operation and off-hours access;
 - use of technology;
 - use of data; and
 - branding, communications, and training for court stakeholders (e.g., judges and attorneys) and potential clients.
- e. *Cost*: A process for identifying the annual operational costs of the proposed Resource Center for its first five years. The costs should include any capital improvements necessary to build out the Resource Center in the proposed location(s).
- f. *Sustainability*: A process for developing a sustainability plan for the Resource Center to ensure the proposed program is well positioned for ongoing support beyond CJII's initial investment in planning and implementation.
- g. *Managing Entity*: A process for identifying the key qualifications of a managing entity to carry out the implementation of the planned Resource Center.
- 3. System and Community Partnerships:** The funded applicant must identify and consult with relevant system and community partners in designing a plan for the Resource Center. This process will include, but not be limited to, convening a working group to inform the program design, with representation from key stakeholders including, but not limited to, OCA, defense organizations, DANY, the Mayor's Office of Criminal Justice (MOCJ), the Community Navigator managing entity, community-based organizations, and justice-system-involved individuals with lived experience.

D. Populations to be Served

Funding made available through this solicitation will be used to support the planning of a Resource Center in Manhattan primarily serving Criminal Court defendants, but also available to serve anyone that comes in contact with the court system (such as defendants' loved ones, etc.).

DANY is especially interested in a Resource Center model designed to serve individuals facing sentencing in Manhattan Criminal Court, with a focus on individuals with high needs and repeated appearances.

Although DANY is interested in exploring these populations for the Resource Center, the funded applicant should identify and justify the population(s) to be served by the Resource Center through the planning work carried out under this RFP, including data analysis and the consultation of working group members. The focus populations arrived at through the planning process may or may not include or be restricted to the populations discussed above.

V. Deliverables

The contractor must submit regular deliverables throughout the duration of the term of the contract awarded from this RFP. Please note that deliverables, frequency, and dates are subject to negotiation. (See Appendix 1 for examples of possible deliverables).

VI. Proposal Content and Format

Applicants are asked to structure their submission in multiple parts, listed below. Each lettered item (except item *H. Proposal Formatting and Length Requirements*) should be included as a document, which applicants will upload to the CJII Application Portal.

A. Cover Letter (1 page maximum)

The cover letter should briefly summarize the proposed approach and key strategies to planning the Resource Center, indicate the amount and number of months of planning funds sought, and give basic information (e.g., location, contact information) about the applicant. The cover letter should be signed and dated by an authorized representative of the applicant.

B. Planning Narrative (15 page maximum)

Describe in detail how the applicant will provide the planning services set forth below and achieve the goals of this initiative.

- 1. Planning Elements:** All applicants should address the following elements of the planning process in their proposals:
 - a. *Population(s) to be served:* Describe the process for identifying the population(s) to be served by the Resource Center and the service needs of the population(s). What stakeholders, data, and/or research will be consulted during this process, and how will that consultation process inform the applicant's identification of the focus population(s) and its service needs? What service needs in particular will the applicant seek to identify and why?
 - b. *Location(s):* Describe the process for identifying a location for a Resource Center in Manhattan in or in close proximity to Manhattan Criminal Court. What key

factors will the applicant prioritize in the identification of a location and why? Describe the process for assessing whether satellite locations, mobile units and/or partnerships with other service centers are necessary and the process for securing them, if deemed appropriate.

- c. *Program Approach*: Describe the process for identifying how the Resource Center will function as a sentencing resource, and also as a voluntary engagement and service center. What research and which stakeholders will be consulted as part of this process? How will the planning entity ensure the planned approaches are responsive to the needs of the focus populations and do not net-widen?
 - d. *Operational Plan*: Describe the process for developing an implementation-ready operational plan for the Resource Center, which at a minimum must include details regarding: staffing; staff training; referral processes; client engagement, intake, and assessment; co-location and coordination of services; monitoring of defendant compliance with mandated services; hours of operation and off-hours access; use of technology; use of data; and branding, communications, and training.
 - e. *Cost*: Describe the process for identifying a five-year budget detailing annual costs for the proposed Resource Center and capital improvement costs, which may inform CJII's implementation strategy and budget. What key costs will be projected and how will the applicant arrive at the projections?
 - f. *Sustainability*: Applicants should consider Resource Center sustainability in their proposed planning process. What steps will be taken to plan for sustainability following the end of CJII's initial implementation funding for the Resource Center?
 - g. *Managing Entity*: Describe the process for identifying the key qualifications of an organization that would be well-suited to implement the planned Resource Center.
2. **System and Community Partnerships**: Describe the process for convening a working group comprising key Resource Center stakeholders, including, but not limited to representatives of OCA, MOCJ, DANY, defense organizations, the Community Navigator managing entity, community-based organizations, and justice-system-involved individuals with lived experience. What is the proposed membership and function of the working group? Detail the approach for engaging additional system and community stakeholders in the planning process.
 3. **Planning timeline**: Provide a timeline that outlines the major milestones of the planning period. The timeline should stipulate key staff responsible for each milestone and denote milestone completion by month.

C. Organizational Capacity (8 page maximum)

Applicants should describe their organizational (i.e., technical, managerial, and financial) capacity to perform the work set forth in Section VI.B Planning Narrative above.

Applicants should specifically address or include the items listed below.

1. Resources that the applicant and any subcontractors would use to carry out the planning process, including all staff, volunteers, community partners, facilities, technology (if applicable), and the role of each.

2. Basic information about any subcontractors (if applicable), including a description of their role in the proposed planning process. For what portion of the planning work would the subcontractor(s) be responsible? Refer back to the Planning Narrative, as appropriate.
3. Identify any existing partnerships relevant to the planning work proposed and describe the nature of the partnerships.
4. Attach a copy of the applicant's latest audit report or certified financial statement, or a statement as to why no report or statement is available.
5. Attach letters of support/commitment from city agencies, community partners, consultants, subcontractors and/or other funders, as appropriate. Letters should be addressed to DANY and submitted as a single file in the CJII Application Portal.

D. Experience (8 page maximum)

Describe the successful relevant experience of the applicant, each proposed subcontractor or consultant (if any), and the proposed key staff in providing the planning work described in Section IV.C. Applicants should specifically address or include the items listed below.

1. Explain how the applicant's current and/or previous work is relevant to the proposed planning process, and how this knowledge and experience will be leveraged in the planning of the Resource Center.
2. Description and evidence of work experience and relationships with New York City criminal justice system partners and community-based service providers.
3. Indicate the length of time the applicant has a) been in operation and b) provided services relevant to this RFP.
4. List of key program staff and the role(s) each will fill. What are the qualifications for staff in each role (including to-be-hired staff, if applicable)? How are staff supported? To what extent do staff have training and experience with best practice research, strategic planning, and program design?
5. Attach resumes of the key staff who will be providing the work.

E. Planning Budget

Applicants should provide a budget for the planning work proposed in their application. The budget should include a proposed breakdown of funds for the work across key categories. A sample budget form is included in Appendix 3. The budget form is included only as an example; applicants may submit budgets in a different format, but their budgets should include at least the sections and information identified in the sample budget form.

This solicitation does not specify a maximum allowable rate or maximum amount for administrative or indirect expenses, but the preferred rate is 17% or below. The applicant should provide justification for the budget and any rate(s) requested, and consider that contract awards will be made to the applicants whose proposals are determined to be the most advantageous by the evaluation team, taking into consideration the price and such other factors and criteria as are set forth in the RFP (see Sections VII.B and VII.C). If the applicant has a fiscal sponsor, any fees charged by the sponsor should be included and clearly labeled in the budget.

F. Planning Budget Narrative (3 page maximum)

Applicants should provide a budget narrative for the proposed planning work that corresponds to the budget. The budget narrative should link the proposed costs to the proposed planning components and activities and outline any assumptions on which the budget is based.

G. Fiscal Sponsorship Documentation (if applicable)

As noted, for-profits, nonprofits, and government agencies are eligible to apply. A nonprofit without 501(c)3 status may apply but is required to have a fiscal sponsor in place upon proposal submission; the fiscal sponsor should serve as the applicant. In such instances, applicants should state the name of the fiscal sponsor; outline the responsibilities of the fiscal sponsor; and outline their obligations to the fiscal sponsor. Applicants should also submit any fiscal sponsorship agreement.

H. Proposal Formatting and Length Requirements

Applicants should adhere to the following formatting requirements:

- All submissions should be double-spaced, using standard 12-point font (Times New Roman is preferred) with 1-inch margins.
- Charts, figures, footnotes, endnotes, and references do not need to be double-spaced.
- Pages should be paginated.
- Length Restrictions:
 - Cover Letter (Section VI.A) should not exceed 1 page (double-spaced). Only the first page of the Cover Letter will be read and scored by the evaluation team.
 - The Planning Narrative (Section VI.B) should not exceed 15 pages (double-spaced), including any tables and charts. Only the first 15 pages of the Program Narrative will be read and scored by the evaluation team.
 - The Organization Capacity Section (VI.C) should not exceed 8 pages (double-spaced), excluding letters of support/commitment and audit report/certified financial statement. Only the first 8 pages will be read and scored by the evaluation team.
 - The Experience Section (VI.D) should not exceed 8 pages (double-spaced), excluding resumes of key staff. Only the first 8 pages will be read and scored by the evaluation team.
 - The Planning Budget Narrative Section (VI.F) should not exceed 3 pages (double-spaced). Only the first 3 pages will be read and scored by the evaluation team.
- Proposals should not contain hyperlinks. All relevant information should be included in the body of the proposal. Reviewers will not visit external websites when evaluating submitted proposals.

VII. Proposal Evaluation and Contract Award

A. Evaluation Procedures

All proposals accepted by DANY will be reviewed to determine whether they are responsive to the requisites of this RFP. Proposals that are determined to be non-responsive will be rejected (see VII.C. Minimum Requirements). An evaluation team, selected by DANY, will evaluate and rate proposals based on the evaluation criteria described below, and make funding recommendations to DANY. DANY and ISLG reserve the right to conduct site visits, conduct interviews, request that applicants make presentations or demonstrations, and/or request that applicants provide additional materials or documentation as they deem applicable and appropriate. Although discussions may be conducted with applicants submitting acceptable proposals, DANY reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the applicant's initial proposal should contain its best technical and price terms. A formal background check to assess the technical capacity, financial capacity, and operational integrity will be performed on the applicant and any subcontractors selected to receive funding through this RFP. DANY is responsible for making all funding decisions.

DANY reserves the right to fund none or one planning effort based on the proposals received in response to this RFP.

B. Evaluation Criteria

The following evaluation criteria will be used to identify the winning proposal, alongside other goals/priorities of CJII and this initiative stated in this RFP:

- Quality of planning description– 50%
- Level of organizational capacity – 20%
- Prior relevant experience – 25%
- Budget and budget narrative – 5%

C. Minimum Requirements

Proposal submissions must meet minimum requirements to be considered responsive, scored by the evaluation team, and considered by DANY for funding. Specifically, applications must:

- propose a planning process to develop a plan for a Resource Center that can provide a range of sentencing resources and voluntary services for court-involved individuals, their families, and others who come into contact with Manhattan Criminal Court.

Submissions that do not meet these minimum requirements will be disqualified.

D. Basis for Contract Award

The contract award will be made to the applicant whose proposal is determined to be the most advantageous by DANY, taking into consideration the price, the recommendations of the evaluation team and such other factors and criteria as are set forth in the RFP (see Section VII.B. Evaluation Criteria). The contract award shall be subject to the timely completion of contract negotiations between DANY and the selected applicant.

VIII. Appendices

Appendix 1: Deliverables

The funded applicant will be required to submit regular deliverables throughout the contract term (see Exhibit 1 for examples). Please note that deliverables, frequency, and dates are subject to negotiation.

Exhibit 1: Deliverables for Resource Center Planning Entity

#	Name	Description	Frequency/Due Date
1	Planning Status Report	Report on planning activities conducted to date, any challenges to proposed planning work, and status of solutions.	Monthly
2	Planning Costs Status Report	Financial reports	Monthly
3	Service Population Memo	Memo recommending the population(s) to be served by the Resource Center and analysis of that population (e.g., quantity, demographics, service needs)	By month 3
4	Resource Center Operational Plan	Plan detailing the proposed operations of the Resource Center (e.g., location, staffing, service provision, quality assurance processes)	By month 6
5	Resource Center Operational Budget & Sustainability Plan	Budget detailing the annual operating expenses of the proposed Resource Center for its first five years and recommendations for sustainability beyond the CJII funding period	By month 6

Appendix 2: Description of the Community Navigator Pilot

As part of CJII, DANY is making investments to ensure that people receive services to support positive outcomes and prevent any future contact with law enforcement. Therefore, DANY is investing in a pilot program to create Community Navigators, which will connect individuals to resources and services they need to prevent future crime and re-victimization in order to make a strong impact on public safety over a long period of time.

The Community Navigator pilot will begin to develop a network of trained peers and social workers—Community Navigators—to work with individuals to locate, connect, and engage with services they need. Navigators will be mobile and meet people where they are and serve as the bridge to guide individuals across different systems, city agencies, and organizations to ensure they are connected with the services and resources that meet their needs and achieve their goals. Additionally, Community Navigators will have the opportunity to participate in an educational fellowship program that will allow them to advance their education and support their career development through meaningful work in social service fields.

A managing entity will be responsible for managing the Community Navigator pilot (including recruiting, hiring, training, and managing individuals to work as Community Navigators) and the fellowship program. The managing entity will also collaborate with city agencies and community-based service providers to explore needs and to facilitate cooperation and coordination among stakeholders.

During the pilot, Community Navigators will focus on working in East Harlem with survivors of domestic violence and with young people (ages 14 to 21) who are at risk of becoming involved in the justice system. After the pilot, the network of Navigators will expand to other Manhattan neighborhoods that experience many factors that have an impact on crime. Navigators will also work with survivors of other types of crime as well as youth and adults who are involved in the justice system and people returning to neighborhoods from incarceration.

Community Navigators are independent of the planning funded through this RFP. They are, however, expected to interact with a Resource Center as part of their work connecting individuals to the services they need. Community Navigators will identify and connect with individuals from various city and social service agencies. They will connect those individuals with the services they need. Those services may be found within one or several agencies or organizations. The Community Navigator will work with individuals to determine what is needed, help them figure out how to access the services, work with them to make appointments (if necessary or desired), and accompany them to those appointments (if necessary or desired).

The entity funded under this RFP will be asked to coordinate with the Community Navigators Managing Entity during their planning process.

Appendix 3: Sample Budget Form

The budget form in Exhibit 2 is included only as an example. Applicants may submit budgets in a different format, but their budgets should include at least the sections and information identified in the sample budget form.

Exhibit 2. Sample Budget Form

Budget Category	Per unit cost	FTE*	Planning (6 months)	TOTALS
PERSONNEL SERVICES				
Program Director				
Other Program Staff (1)				
Other Program Staff (2)				
Other Program Staff (etc.)				
Total Salaries			\$ -	\$ -
Fringe Benefits (% full time; % part time)**			\$ -	\$ -
Total Personnel (Salaries + Fringe)			\$ -	\$ -
OTHER THAN PERSONNEL SERVICES (OTPS)				
Other Than Personnel Expenditures (1)				
Other Than Personnel Expenditures (2)				
Other Than Personnel Expenditures (etc.)				
Subtotal			\$ -	\$ -
Subcontracts (if applicable)				
Subcontract (1)				
Subcontract (2)				
Subcontract (etc.)				
Total Subcontracts			\$ -	\$ -
Total OTPS			\$ -	\$ -
Subtotal (Personnel + OTPS)			\$ -	\$ -
Indirect Costs (%)**			\$ -	\$ -
TOTAL			\$ -	\$ -

*FTE: Include percentages for personnel. For example, if the Program Director is only dedicating 15% of her time to the initiative, put "15%".

**Denote the percentage

Appendix 4: References

¹ Substance Abuse and Mental Health Services Administration. *SAMHSA's Concept of Trauma and Guidance for a Trauma-Informed Approach*. HHS Publication No. (SMA) 14-4884. Rockville, MD: Substance Abuse and Mental Health Services Administration, 2014.

² National Center on Domestic Violence, Trauma, and Mental Health. (2013). *Thinking About Trauma in the Context of DV Advocacy: An Integrated Approach*. Adapted from Harris and Falot, 2001.

³ The New York County District Attorney's Office (DANY). 2016 Criminal Court Arraignments, Misdemeanor Top Charge. Provided by DANY to ISLG on March 20, 2017.

⁴ The New York County District Attorney's Office (DANY). 2016 Criminal Court Arraignments, Misdemeanor Top Charge by disposition. Provided by DANY to ISLG on March 20, 2017.

⁵ Ibid.

Appendix 5: Contract Template

PART I

On this day, [DATE],[NAME OF CONTRACTING PARTY] (“Contractor”) [ADDRESS OF CONTRACTING PARTY], and the Office of the District Attorney, New York County (“DANY”), One Hogan Place, New York, New York, 10013, in consideration of the mutual covenants contained herein and other valuable and good consideration, do hereby agree to all of the terms and conditions set forth in (i) the Specific Terms and Conditions (Part I) set forth immediately below, (ii) the General Terms and Conditions (Part II) annexed hereto and made a part hereof and (iii) the Appendices (Part III) annexed hereto and made a part hereof (together, the “Contract”).

SPECIFIC TERMS AND CONDITIONS

1. Commencement Date and Term

- 1.1 The Contract will commence on {DATE} (the “Commencement Date”) and run for __ years from that date.
- 1.2 DANY, in its sole discretion, may renew this Contract [insert # of renewals] for a period of [insert # of years] for each renewal. DANY, in its sole discretion, reserves the right to modify the length of the renewal term listed above, provided that the total term of this Contract after the exercise of all of the options to renew shall not exceed _____ (__) years. All renewals shall be on substantially the same terms and conditions contained in the Contract.
- 1.3 The period from the Commencement Date to the later of (a) _ years from the Commencement Date or (b) the final date of any term of renewal, shall be referred to as the “Term” of the Contract.

2. Parties

- 2.1 Office of the District Attorney, New York County (“DANY”)
- 2.2 The Contractor: _____

3. DANY’s Agents

By separate agreements (“Agreements”), DANY has made the Research Foundation of the City University of New York (“Research Foundation”) and the City University of New York’s Institute for State and Local Governance (“ISLG”) its agents for the purposes of administering this Contract. As long as the Agreements are in effect, Research Foundation shall serve as fiscal administrator, and ISLG as technical administrator, of the Contract, as further set forth in Parts II and III of the Contract. In the event either Agreement is

terminated, DANY shall provide prompt notice to Contractor of such termination, and all references in this Contract (with the exception of any such references in paragraph (F) of Appendix C) to the party or parties whose Agreement has been terminated (*i.e.*, Research Foundation or ISLG) shall be read to refer instead to DANY or any other agent DANY appoints, in DANY's sole discretion; and provided further that in the case a Data Use Agreement is required as contemplated by paragraph (F) of Appendix C, such Data Use Agreement shall continue to govern the treatment of Data and PII, as such terms are defined in Appendix C.

4. **Notices**

All notices and permissions required hereunder shall be directed as follows:

4.1 **Notices to DANY:**

District Attorney of New York County
One Hogan Place
New York, New York 10013
Attn: _____

With copies to:

a. Research Foundation of the City University of New York
230 West 41st Street
New York, NY 10036
Attn: Director, Grants and Contracts

and

b. Institute for State and Local Governance
10 East 34th Street
New York, New York 10016
Attn: Karen Goldstein, Counsel

4.2 **Notices to Contractor:**

Attn:

5. **Execution**

This Contract may be executed in counterparts, all of which counterparts, when taken together, shall be deemed a fully executed instrument.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be duly executed as of the Contract Date hereinabove written.

**DISTRICT ATTORNEY
OF NEW YORK COUNTY**

[CONTRACTOR]

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

PART II

GENERAL TERMS AND CONDITIONS

ARTICLE I—SCOPE OF WORK, BUDGET AND PAYMENT

1.01 Scope of Services

Contractor shall provide the services and all other items and deliverables set forth in the Scope of Services attached hereto as Appendix A (“the Services”).

1.02 Budget

The budget for the Services is attached hereto as Appendix B (“the Budget”). Contractor may request modifications to the Budget in the format directed by ISLG. Modifications shall be deemed approved only if agreed upon in a writing signed by Contractor and ISLG.

1.03 Invoices

A. Timing and Format. Contractor shall submit an invoice, addressed to the Research Foundation, on the 15th of the month for the preceding month. Contractor shall submit invoices no more than monthly. Each invoice must be accompanied by appropriate substantiating documentation in accordance with the Scope of Services and the Budget (Appendices A and B, respectively). Each invoice must be in the format indicated in the sample invoice attached hereto as Appendix H, and must include the information contained in that sample invoice.

B. Final Invoice. The final invoice shall be submitted by Contractor within thirty (30) days of the expiration of this Contract, unless another period is agreed to in writing between the parties. If the final invoice is not received within thirty (30) days of expiration or by the alternate agreed upon date of submission, it may be processed at the Research Foundation’s discretion. In the event of termination prior to expiration of the Contract, the final invoice will be submitted in accordance with the terms and conditions stated in the notice of termination. Costs upon termination will be paid in accordance with Section 6.04 herein

C. Address for All Invoices. All invoices must be sent to:

Research Foundation of the City University of New York
230 West 41st Street
New York, NY 10036
Attn: Director, Procurement and Payables

Invoices should not be sent directly to ISLG or to DANY.

1.04 Payment and Release

Contractor shall be paid an amount not to exceed _____ for all services satisfactorily provided under the Contract, in accordance with the Payment Schedule indicated in the Scope of Services attached hereto and invoiced as indicated above. The acceptance by Contractor of any payment made on the final invoice under this Contract shall terminate any obligation on the part of DANY and its agents for any additional payments to Contractor, and shall release DANY and its agents from any and all claims for payment to Contractor, its successors, legal representatives and assigns for anything done or furnished under the provisions of this Contract.

ARTICLE II—REPRESENTATIONS AND COVENANTS OF CONTRACTOR

2.01 Contractor Eligibility

Contractor represents and warrants that it has complied and continues to comply with the eligibility requirements set out in the solicitation document under which it bid for and was awarded this Contract, attached hereto as Appendix G.

Any material change in the eligibility compliance information supplied in Contractor's contract proposal, attached hereto as Appendix F, must be reported to ISLG within a reasonable time thereof, but in no event more than five (5) days after such change. Failure to inform ISLG of such change in a timely manner will be deemed a material breach of this Contract and could result in termination of this Contract.

2.02 Duplication

Contractor represents and warrants that the work to be performed under this Contract shall in no way duplicate any work performed under other agreements between Contractor and any other person or entity.

2.03 Program Eligibility

Except where expressly set forth in the Scope of Services, Contractor represents and warrants that eligibility for receipt of the services funded through this Contract shall not be restricted on the basis of race, color, creed, national origin, alienage or citizenship status, gender, gender identity, sexual orientation, disability, marital status, arrest or conviction record, status as a victim of domestic violence, lawful occupation, and family status.

2.04 No Fees

Contractor further represents and warrants that no person who receives Services from Contractor pursuant to this Contract shall be charged a fee or required to make any other payment or purchase or participate in any activity designed to raise funds as a condition of eligibility for or participation in the services funded through this Contract, except as required by law.

2.05 Conflict of Interest

Contractor represents and warrants that, to the best of its knowledge, this Contract is not, and does not give rise to, a related party transaction as defined in section 102(a) of the Not for Profit Corporation Law.

ARTICLE III — SUBCONTRACTING

3.01 Contractor's Right to Enter Certain Subcontracts

Contractor may enter into subcontracts to fulfill its obligations under the Contract. All such subcontracts must be approved by ISLG, and Contractor shall provide ISLG a copy of any subcontract. The work performed by any subcontractor pursuant to such a subcontract must be in accordance with the terms of the Contract. Nothing contained in the contract between Contractor and any subcontractor shall impair DANY's rights under the Contract, and in no event shall a contract between Contractor and any subcontractor relieve Contractor of any of its responsibilities, duties and liabilities under the Contract.

3.02 No Contractual Relation Between any Subcontractor and DANY

Nothing contained in the Contract or in any contract between Contractor and any subcontractor shall create any contractual relation between any subcontractor and DANY, *except that* any subcontract must provide that the subcontractor will comply with all provisions in the Contract relating to deliverables, data-sharing, fiscal procedures, books and records, personnel and facilities, contract assignment, modification and termination, insurance and indemnification, intellectual property rights and publications, and all provisions set forth in Articles X and XI of this Contract, and that DANY may enforce those provisions directly against the subcontractor as if DANY were a party to the subcontract.

3.03 Contractor's Liability for Acts of Subcontractors and Their Agents

Contractor shall be responsible for the acts and omissions of all subcontractors with which it contracts, and of persons either directly or indirectly employed by any such subcontractor, to the same extent that Contractor is responsible for its own actions and for the acts and omissions of any persons directly employed by it.

3.04 Right of Revocation of Subcontracts

ISLG may revoke its approval of any subcontractor if it determines that revocation is in DANY's best interest. Such revocation must be in writing, with no less than ten (10) days' notice unless a shorter period is warranted. Upon the effective date of such revocation, Contractor shall cause the subcontractor to cease all work under the subcontract. DANY shall not incur any further obligation for services performed by such subcontractor pursuant to this Contract beyond the effective date of the revocation. DANY shall pay for services provided by the subcontractor in accordance with this Contract prior to the effective date of revocation.

ARTICLE IV—DELIVERABLES AND DATA SHARING, USE AND LIMITATIONS

4.01 Deliverables and reports

Contractor shall submit the deliverables and periodic reports required by this Contract in accordance with the Scope of Services attached hereto. Contractor shall administer such assessment tools, collect and report such data, maintain records, make reports and take such other actions as may be directed by ISLG.

4.02 Data Tracking and Reporting

Contractor's rights and obligations with regard to data reporting and use are set forth in Appendix C.

4.03 Confidentiality

"Confidential Information" means any information of a party that is not known to the general public, including any such information (including all personally-identifiable information) gathered in the course of performing this Contract. Contractor agrees: (a) to keep Confidential Information strictly confidential; (b) not to disclose Confidential Information without ISLG's prior written consent; and (c) not to use Confidential Information for any purpose other than performing its obligations under this Contract.

4.04 Publicity

Prior written approval from ISLG is required before Contractor or any of its employees, servants, agents or independent contractors may, at any time, either during or after expiration or termination of this Contract, make any statement to the press or issue any material for publication through any medium of communication bearing on the work performed or data collected under this Contract.

Any public materials issued by Contractor that relate or refer to the work performed or data collected under this Contract must state, in a prominent place: "*[Program name] is funded [in part] by the New York County District Attorney's Criminal Justice Investment Initiative (CJII). For more information on CJII please visit: www.cjii.org.*"

ARTICLE V— FISCAL PROCEDURES; BOOKS, RECORDS AND AUDITS

5.01 Limitation on use of funds

A. Proper purposes. Contractor's expenditure of any funds that Contractor obtained pursuant to this Contract must be in accordance with the terms of the Contract.

B. Real property. Contractor shall not use funds obtained through this Contract for the purchase of any interest in or improvement of real property, unless such use is included in the Budget.

C. Disallowed costs. Any cost found by DANY, the Research Foundation or any auditing authority that examines the financial records of Contractor to be improperly incurred shall be subject to reimbursement by Contractor to DANY. Failure promptly to make said reimbursement shall be grounds for termination of this Contract.

5.02 Cost allocation plan

Contractor shall accurately and equitably allocate costs that are attributable to two or more programs, or that are funded by two or more funding sources, by a method that represents the benefit of such costs to each program or funding source.

5.03 Recoupment of disallowances, improperly incurred costs and overpayments

A. Right to reimbursement or set-off. DANY may, at its option, either (i) require Contractor to reimburse DANY or (ii) withhold, for the purposes of set-off, any monies due to Contractor under this Contract. The set-off may be up to the amount of any disallowance or improperly incurred costs resulting from any audits of Contractor, and/or the amount of any overpayment to Contractor on this Contract or any other agreement between the parties hereto, including any agreement(s) that commenced prior to the commencement date of this Contract.

B. Failure to spend funds. If Contractor fails to spend funds for any part of the Budget within the time indicated therein (i.e., the fiscal year unless otherwise indicated) or at the level of expenditures indicated therein, DANY reserves the right, in its discretion, to recoup any funds advanced and not spent. If Contractor fails to spend funds in the budget, DANY reserves the discretion to reduce the budget going forward to account for the expected future level of expenditures.

5.04 Maintenance of Books and Records

The parties' rights and obligations with regard to the maintenance of books and records are set forth in Section 1 of Appendix D.

5.05 Retention of Books and Records

The parties' rights and obligations with regard to the retention of books and records are set forth in Section 2 of Appendix D.

5.06 Inspection

A. Records Inspection. The parties' rights and obligations with regard to records inspection are set forth in Section 3 of Appendix D. Contractor will assist DANY and

its agents in exercising DANY's rights pursuant to Section 3 of Appendix D, at no additional cost.

B. Site Inspection. Contractor shall permit DANY, or ISLG, or both, to be present at the program site(s) to observe the work and activities being performed in connection with this Contract.

C. Condition of Payment. Contractor shall not be entitled to final payment until Contractor has complied with any request for inspection or access given under this Section.

5.07 Audit

A. Right to Audit. The parties' rights and obligations with regard to audits are set forth in Section 4 of Appendix D.

B. Disclaimer of Opinion. A Disclaimer of Opinion included in any audit of Contractor's records relating to any contract between Contractor and either Research Foundation or DANY shall be grounds for termination of this Agreement.

ARTICLE VI—PERSONNEL & FACILITIES

6.01 Key Employees

Contractor shall submit to ISLG a list of certain employees, which shall include the Executive Director, Chief Financial Officer, Chief Operating Officer, or the functional equivalent of such positions, and the senior financial and programmatic supervisory personnel involved directly or indirectly in the performance of this Contract. Contractor shall notify ISLG in writing within ten (10) days of their occurrence any appointments to or resignations from these positions.

6.02 Maintenance of Skilled Staff

Contractor shall maintain sufficient personnel and resources to perform all of its obligations under this Contract.

6.03 Screening of Staff and Responsibility for Screening

Contractor shall be responsible for the recruitment and screening of employees and volunteers performing work under the Contract, including the verification of credentials, references, and suitability for working with clients and participants. Where consistent with State and federal law, if directed by ISLG, Contractor will undertake the fingerprinting of applicants, employees and volunteers, in accordance with instructions from ISLG.

6.04 Allegations of abuse and maltreatment

Contractor will notify ISLG within twenty-four (24) hours of determining that reasonable cause exists to suspect that any of Contractor's administrators or staff, including both paid and volunteer, has abused, maltreated, neglected, assaulted or endangered the welfare of any program participant. In addition, if such reasonable cause is found, Contractor shall take appropriate action to remove the person from the proximity of program participants while the matter is being investigated by Contractor.

The term abuse shall mean the infliction of physical injury by other than accidental means, which causes or creates a substantial risk of death, or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ. The term maltreatment shall mean (i) treatment that results in serious physical injury other than by accidental means, or (ii) neglect or failure to exercise a minimum degree of care that impairs, or places in imminent danger of being impaired, the physical, mental or emotional condition of a program participant.

Contractor shall provide telephone notice to ISLG within 24 hours of the incident, followed by a written report, to be delivered to ISLG within three (3) business days.

Compliance with this reporting requirement does not satisfy any legally-mandated reporting of abuse, such as to the New York State Central Registry (SCR).

6.05 Facility Suitability

Contractor shall maintain all facilities used for the provision of services funded in whole or in part through this Contract, whether owned, leased, or used pursuant to an in-kind agreement or arrangement, whether permanent or temporary, in a condition suitable to provide services pursuant to this Contract.

6.06 Contractor's responsibility for safety

Contractor shall be solely responsible for all physical injuries or death to its agents or employees or to any other person arising from the performance of its work under this Contract or for damage to any property sustained during its work on the project under this Contract. Contractor shall be solely responsible for the safety and protection of all of its agents and employees.

ARTICLE VII—CONTRACT ASSIGNMENT, MODIFICATION, TERMINATION

7.01 Assignment

Contractor shall not assign, transfer, convey or otherwise dispose of this Contract or of Contractor's rights, obligations or duties, except with the prior written consent of DANY. Any such assignment, transfer, conveyance or other disposition without such consent shall be void.

7.02 Modification and extension

This Contract may be modified only by a written instrument executed by both parties, except a no-cost extension to this Contract, which may be issued by email from DANY.

7.03 Termination; Postponement; Suspension

A. At DANY's discretion. DANY shall have the right, upon thirty (30) days prior written notice, to postpone, delay, suspend or terminate the Contract or any part thereof which Contractor is engaged to perform, at any time and for any reason. Contractor shall be entitled to payment of allowable costs up to and including date of termination or such reasonable part of the fee as shall apply to services properly performed prior to the date of postponement, suspension or termination.

B. For material breach. DANY shall have the right immediately to terminate this Contract in the event of any material breach of this Contract, including but not limited to non-performance. At the sole discretion of DANY, Contractor shall be paid allowable costs up to and including the date of termination.

ARTICLE VIII—INSURANCE AND INDEMNIFICATION

8.01 Insurance

Contractor shall, at its expense, at all times during the terms of this Contract, maintain insurance in the amounts and coverage as set forth in Appendix E. Contractor shall obtain all policies required under this Contract from insurers licensed to do business in the State of New York and such insurers shall have a A.M. Best's rating of no less than A-/"VII" or a Standard and Poor's rating of at least A, unless prior written approval from DANY is obtained. Each insurance policy will name DANY, the Research Foundation and ISLG as additional insureds, and will contain a clause requiring the insurer to give DANY, the Research Foundation, and ISLG at least 30 days prior written notice of any alteration in the terms of such policy or cancellation. Contractor shall provide to DANY, the Research Foundation, and ISLG evidence of such insurance on forms acceptable to DANY, the Research Foundation, and ISLG.

8.02 Hold harmless and indemnification

Contractor shall indemnify DANY, the Research Foundation, and ISLG against, and hold DANY, the Research Foundation, and ISLG harmless from, any and all claims, actions, proceedings, expenses, damages, or liabilities, including reasonable attorneys' fees and court costs, resulting from the intentional and/or negligent acts, fault or default of Contractor, its directors, officers, employees, agents and subcontractors. This provision shall not be construed to limit any other provision in this Contract providing for indemnification of DANY, the Research Foundation, and/or ISLG by Contractor.

In the event that Contractor is a government agency or otherwise subject to government limitations regarding tort liability indemnification and unable to comply with the indemnification requirements herein, then Contractor agrees to indemnify DANY, the Research Foundation, and ISLG to the fullest extent that is allowed by the law that limits Contractor.

ARTICLE IX—RIGHTS IN DATA, COPYRIGHTS AND PUBLICATION

9.01 Rights in data and copyrights

Except for any pre-existing intellectual property used by Contractor and all PII as such term is defined in Appendix C of this Contract, all copyrightable works (including but not limited to reports, compilations of data, software or pictorial or graphics) created or prepared by Contractor in the course of its work shall be "works for hire" (as that term is defined in the copyright laws of the United States) for DANY and all copyright rights therein are expressly intended to be wholly owned and the copyright to be held by DANY. To the extent that any such copyrightable works may not, by operation of law, be works for hire, Contractor hereby assigns to DANY the ownership of copyright in such items and DANY shall have the right to obtain and hold in its own name copyrights, registrations and similar protection which may be available in such items (except for any pre-existing intellectual property used by Contractor). Contractor agrees to give DANY or its designees all assistance reasonably required to perfect such rights. All PII as defined in Appendix C to this Contract shall remain the property of Contractor, subject to the Data Use Agreement contemplated in paragraph (F) of such appendix.

9.02 Publication

Contractor agrees to consult with ISLG prior to publication or other disclosure of the results of the work produced under this Contract to ensure that no proprietary information is being released and for protection of DANY's patent rights. Proposed publications based on the work performed pursuant to this Contract shall be submitted to ISLG for review thirty (30) days prior to publication. ISLG shall have thirty (30) days from receipt to review the publication and to advise of any changes or for filing for patent protection. If DANY wishes to file for patent protection, Contractor agrees to delay publication for up to ninety (90) days from receipt of the publication.

9.03 Infringement

Contractor shall indemnify and hold DANY harmless to the extent allowed by law for any damage or loss or expense sustained by DANY from any infringement by Contractor of any copyright, trademark or patent rights or design, systems, drawings, graphs, charts, specifications or printed matter furnished or used by Contractor in the performance of this Contract.

Article X-MISCELLANEOUS

10.01 Equal Employment Opportunity.

The parties' rights and obligations with regard to the provision of equal employment opportunities are set forth in Appendix I.

10.02 Order of precedence.

In the event of a conflict among the terms of the Contract, the following order of precedence will apply:

- (1) Parts I and II
- (2) Appendix A
- (3) Appendix B
- (4) Appendix F
- (5) Appendix G
- (6) Appendix C
- (7) Appendix D
- (8) Appendix I
- (9) Appendix E, and
- (10) Appendix H.

10.03 Governing Law

This Contract shall be governed by and construed in accordance with the laws of the State of New York without reference to its conflicts of laws principles. All disputes, including tort claims, arising out of or related to this Contract shall be interpreted and decided in accordance with the laws of the State of New York. Contractor agrees to submit to jurisdiction of State or Federal court located in New York State, New York County.

10.04 Notices

The mailing of all notices, by certified mail, addressed to Contractor shall be deemed sufficient notice to Contractor. A facsimile or email notice to Contractor at the facsimile number or email address listed in Part I of this Contract and a copy sent via First Class Mail at the address referred to in Part I shall also be deemed sufficient notice to Contractor.

10.05 One Year Limitation

No action may be asserted against DANY, Research Foundation, or ISLIG, upon any claim based on this Contract or arising out of this Contract or out of anything done in connection with this Contract, unless such action shall be commenced by the earliest of (a) the final date on which such action might be asserted as a matter of law, or (b) one year after the final payment to Contractor, or (c) one year after the termination or expiration of this Contract.

10.06 Non-waiver clause

Any failure or delay of DANY in exercising or enforcing the strict performance of any of Contractor's obligations under this Contract, or in exercising or enforcing any right or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such obligation, right, or remedy. No waiver by DANY of any provision of this Contract shall be deemed to have been made unless set forth in writing and signed by DANY.

10.07 Force Majeure

Neither party shall be liable for failure or delay in the performance of any duties under this Contract when such delay or failure is due to causes beyond the party's control that could not have been avoided by the exercise of due care, including, but not limited to, acts of God; natural disasters; riots; war; epidemics; terrorists activities; government restrictions; or the like. The impacted party shall give the other party notice of the failure or delay as soon as possible.

10.08 Entirety of Agreement

This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof, and supersedes all prior contemporaneous agreements, negotiations, representations and proposals (whether oral or written) among the parties or between any of them.

10.09 Paragraph headings

Paragraph headings are inserted only as a matter of convenience and for reference and in no way define, limit or described the scope or intent of this Contract and in no way affect the Contract.

ARTICLE XI--ASSURANCES and CERTIFICATIONS

11.01 Civil Rights and Equal Employment Opportunity

Contractor will comply with (a) Title VI and Title VII of the Civil Rights Act of 1964 (P.L. 88-352) and Executive Order No. 11246 as amended by E.O. 11375 relating to Equal Employment Opportunity, which prohibits discrimination on the basis of race, color and national origin; (b) Title IX of the Education Acts of 1972, as amended (20 U.S.C. §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; (c) Sections 503/504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibits discrimination on the basis of handicaps; (d) Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 – 6107); (e) Drug Abuse Office and Treatment Act of 1972, (P.L. 92-255). as amended; (f) Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, (P.L. 91-616, as amended; (g) American with Disabilities Act of 1990; (h) Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (P.L. 92-540 & 93-508), E.O. 11701 and regulations of the Secretary of Labor promoting opportunities for the disabled and Vietnam veterans, along with related regulations and reporting requirements of each.

Contractor will not engage in any unlawful discriminatory practice as defined in and pursuant to the terms of Title 8 of the New York City Administrative Code.

Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin or age and will take affirmative action to ensure that applicants and employees are treated during employment, without regard to their race,

color, religion, sex, national origin, age or status as a disabled or Vietnam era veteran Vietnam Veteran Re-Adjustment Act of 1972, as amended.

In the event of Contractor's noncompliance with the Civil Rights and Equal Employment Opportunity clause of this Contract, or any of the rules, regulations, or orders recited therein, this Contract may be cancelled, terminated or suspended, in whole or in part, as deemed appropriate by DANY.

11.02 Privacy and Security of Personal Health Information

If Contractor is a covered entity pursuant to the Health Information Portability and Accountability Act of 1996 (“HIPAA”), 45 CFR, Part 160 and Subparts A and E of Part 164 or P. L. 104-191, 110 Stat. 1936 and the Privacy Act of 1974, then Subrecipient represents and warrants that any individually identifiable personal health information used or disclosed in connection with this Contract shall be protected in accordance with applicable statutes and regulations regarding the privacy and security of such information.

11.03 Certification regarding victims of trafficking

Contractor’s signature on this Contract constitutes a certification that it is in compliance with the Victims of Trafficking and Violence Protection Act of 2000, P. L. 108-193 and P.L 109-164; codified at 22 USC 7104 as amended, 2 CFR 175 (award term for trafficking in persons for grants and cooperative agreements), or FAR regulation at Subpart 22.17; FAR contract clause at 52.222.50, as applicable. Contractor further certifies that it will notify the Federal government in the event of violation by any employee.

11.04 New York State Information Security Breach and Notification Act

Contractor certifies that it shall be subject to, and comply with, the New York State Information Security Breach and Notification Act (the “Act”) (N.Y. Gen. Bus. **Law** § 899-aa), if applicable. Contractor agrees to notify ISLG immediately if it has cause to believe that any applicable data received or prepared under this Contract may have been obtained by an unauthorized person as defined in the Act and that Contractor will consult with ISLG prior to, during and after any required notifications. Contractor agrees to be solely responsible for any required notifications and agrees to indemnify DANY and its agents against any damage due to a breach of security caused by Contractor.

11.05 Certification regarding debarment, suspension, ineligibility and voluntary exclusion

Contractor’s signature on this Contract constitutes a certification that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or other government agency. If at any time Contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances, it shall promptly notify ISLG. In the event Contractor fails to notify ISLG, this Contract will terminate as of the date of such debarment,

suspension, ineligibility and/or voluntary exclusions, and such failure to notify is considered a material breach of this Contract. In the event Contractor or its principals become debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or other government agency, the Contract will terminate immediately pursuant to Paragraph 6(C), as debarment, suspension, ineligibility and voluntary exclusions are considered a material breach.

11.06 Iran Divestment Act

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL) Section 165-a, effective April 12, 2012. This act may be viewed in its entirety at <http://www.ogs.ny.gov/about/regs/docs/ida2012.pdf>. Pursuant to SFL Section 165-a(3)(b), the Commissioner of the Office of General Services (OGS) has developed and maintains a list (“prohibited entities list”) of “persons” who are engaged in “investment activities in Iran” (defined terms in the law). The list may be found on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf>.

Contractor certifies that it is not included on the prohibited entities list. Contractor further certifies that it will not contract with any organization that is identified on the prohibited entities list. If at any time Contractor or an organization it contracts with is added to the prohibited entities list it shall immediately notify ISLG.

11.07 VENDEX

If applicable, Contractor certifies compliance with the New York City Administrative Code regarding VENDEX registration requirements and shall provide a copy of the VENDEX questionnaire to ISLG. Specifically, the City maintains information for every city contract and prospective vendor for awards over \$100,000 and for vendors or Subrecipients doing more than \$100,000 in cumulative annual business with the City. Please note VENDEX questionnaires are also required for sole sourced contracts valued at \$10,000 or more.

More information can be found at: <http://www.nyc.gov/html/mocs/html/procurement/responsibility.shtml>

PART III
APPENDICES

APPENDIX A	SCOPE OF SERVICES
APPENDIX B	BUDGET
APPENDIX C	DATA OBLIGATIONS AND RESPONSIBILITIES
APPENDIX D	SPONSOR RECORDS, AUDITS AND INVESTIGATIONS
APPENDIX E	INSURANCE REQUIREMENTS
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APPENDIX A
SCOPE OF SERVICES

APPENDIX B

BUDGET

APPENDIX C

DATA OBLIGATIONS AND RESPONSIBILITIES

- A. At ISLG’s direction, Contractor will provide to ISLG, its subcontractor(s), agent(s), or designated third-party evaluator(s) (i) aggregate data regarding services and other items provided by Contractor pursuant to this Agreement, and/or (ii) non-Personally Identifiable Information (“PII”) regarding individuals who apply for or receive services pursuant to this Agreement, (collectively “Data”) for purposes of monitoring Contractor’s performance.
- B. Except as set forth in paragraph (F) below, no PII shall be provided by Contractor.
- C. Contractor agrees to work with ISLG, its subcontractor(s), agent(s), or designated third-party evaluator(s) in interpreting, clarifying, or correcting the Data. The obligation to clarify and correct the Data will survive the Agreement.
- D. Contractor will provide Data during the period in which it provides services pursuant to this Agreement and will continue to provide Data afterwards, for a period to be determined, not to exceed three (3) years. In addition, for programs that were already providing related services prior to the provision of funding under this Agreement, Contractor may be required to provide historical Data for a period of up to two (2) years before the services funded under this Agreement commenced. In such case, a specific period for which the Contractor must provide Data shall be specified in the Scope of Services (Appendix A) or the Contractor’s Proposal (Appendix F).
- D. Contractor agrees to provide Data related to specific performance metrics and outcome metrics that will be specified in the Scope of Services (Appendix A). The specific metrics will be determined based on program content and the availability of Data, and may be subject to change during the term of the Agreement; all metrics will relate to the general measurement areas outlined in the RFP.
- E. Contractor understands that information about the Contractor and/or the program – including but not limited to Data provided by the Contractor – may be included in public research products and communications materials, such as reports, publications, or presentations. All Data and research findings will be reported at the aggregate level. For clarity, no PII concerning program participants or applicants will be disclosed.
- F. If PII are required for the implementation and/or evaluation of a program, a Data Use Agreement will be negotiated and agreed upon by Contractor and ISLG, which shall govern the treatment of all PII. At a minimum, such an agreement shall outline provisions and protections related to the following: a) data transfer; b) data storage; c) use of data; d) disclosure of data; e) research products and communications materials; and f) data destruction. In the event that Contractor provides PII to ISLG pursuant to such a Data Use Agreement, ISLG shall not disclose any PII to DANY.

APPENDIX D

RECORDS, AUDITS, REPORTS, AND INVESTIGATIONS

1. Books and Records

Contractor agrees to maintain separate and accurate books, records, documents and other evidence, and to utilize appropriate accounting procedures and practices, which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of the Contract.

2. Retention of Records

A. Contractor agrees to retain all books, records, and other documents relevant to this Contract, including those required pursuant to Section 1, for six years after the final payment or expiration or termination of the Contract, or for a period otherwise prescribed by law, whichever is later. In addition, if any litigation, claim, or audit concerning the Contract has commenced before the expiration of the six-year period, the records must be retained until the completion of such litigation, claim, or audit.

B. Any books, records and other documents that are created in an electronic format in the regular course of business may be retained in an electronic format. Any books, records, and other documents that are created in the regular course of business as a paper copy may be retained in an electronic format provided that the records satisfy the requirements of New York Civil Practice Law and Rules (“CPLR”) 4539(b), including the requirement that the reproduction is created in a manner “which does not permit additions, deletions, or changes without leaving a record of such additions, deletions, or changes.”

C. Contractor agrees to waive any objection to the admissibility of any such books, records or other documents on the grounds that such documents do not satisfy CPLR 4539(b).

3. Inspection

A. At any time during the Term or during the record retention period set forth in Section 2, DANY, as well as City, State and Federal auditors and any other persons duly authorized by DANY shall, upon reasonable notice, have full access to and the right to examine and copy all books, records, and other documents maintained or retained by or on behalf of Contractor pursuant to the Contract. Notwithstanding any provision herein regarding notice of inspection, all books, records and other documents of Contractor kept pursuant to this Contract shall be subject to immediate inspection, review, and copying by DANY and its agents without prior notice and at no additional cost to DANY or its agents. Contractor shall make such books, records and other documents available for inspection in the City of New York or shall reimburse DANY for expenses associated with the out-of-City inspection.

B. Notwithstanding the above, where Contractor maintains or creates client records with a unique identifier for a client, Contractor may redact or maintain in separate records the names, addresses, social security numbers, and other personally identifying information before providing access pursuant to this Section, provided that Contractor not redact client borough and zip code. If Contractor maintains and provides access to such redacted or uniquely identified records, Contractor is not obligated to provide access to any records pursuant to this Appendix where the inspection or review of such records would waive the attorney-client or attorney work product privileges. In addition, Contractor may, upon request to and written approval from the Department, withhold from disclosure certain categories of documents that are not protected by the attorney-client or attorney work product privileges but where Contractor believes that disclosure of such documents would interfere or impair the provision of services under this Contract, provided that withholding such documents does not impede DANY's or its agents' abilities to ascertain that contracted-for services have been rendered in accordance with this Contract.

C. Notwithstanding the above, Contractor is not obligated to allow observations of face-to-face client interactions where such access would waive the attorney-client privilege but such restriction shall not act to prevent DANY or its agents from inspecting the provision of services in a manner that allows the representatives to ensure that services are being properly performed in accordance with this Contract.

D. Contractor shall not be entitled to final payment until Contractor has complied with any request for inspection or access given under this Section.

4. Audit

A. This Contract and all books, records, documents, and other evidence required to be maintained or retained pursuant to this Contract, including all vouchers or invoices presented for payment and the books, records, and other documents upon which such vouchers or invoices are based (e.g., reports, cancelled checks, accounts, and all other similar material), are subject to audit by (i) the City, including the Comptroller, (ii) DANY, Research Foundation, and ISLG, (iii) the State, (iv) the federal government, and (iv) other persons duly authorized by DANY. Such audits may include examination and review of the source and application of all funds, regardless of the source of the funds.

B. Notwithstanding the above, where Contractor maintains or creates client records with a unique identifier for a client, Contractor may redact or maintain in separate records the names, addresses, social security numbers, and other personally identifying information before providing access pursuant to this Section, provided that Contractor not redact client borough and zip code. If Contractor maintains and provides access to such redacted or uniquely identified records, Contractor is not obligated to provide access to any records pursuant to this Section where the inspection or review of such records would waive the attorney-client or attorney work product privileges. In addition, Contractor may, upon request to and written approval from DANY, withhold from disclosure certain categories of documents that are not protected by the attorney-client or attorney work product privileges where disclosure of such documents would interfere or impair the provision of services under this Contract, provided that withholding such documents does not impede the ability of DANY or ISLG to ascertain that contracted-for services have been rendered in accordance with this Contract.

C. Audits by the City, including the Comptroller, and DANY are performed pursuant to the powers and responsibilities conferred by the Charter and the Administrative Code, as well as all orders, rules, and regulations promulgated pursuant to the Charter and Administrative Code.

D. Contractor shall submit any and all documentation and justification in support of expenditures or fees under this Contract as may be required by DANY, its agents, or the Comptroller in the exercise of any of their lawful powers.

E. Contractor shall not be entitled to final payment until Contractor has complied with the requirements of this Section.

5. No Removal of Records from Premises

Where performance of this Contract involves use by Contractor of any City books, records, documents, or data (in hard copy, or electronic or other format now known or developed in the future) at City facilities or offices, Contractor shall not remove any such data (in the format in which it originally existed, or in any other converted or defined format) from such facility or office without the prior written approval of ISLG. Upon the request by ISLG at any time during the Contract or after the Contract has expired or terminated, Contractor shall return any City books, records, documents, or data that has been removed from City premises.

6. Electronic Records

As used in this Appendix D, the terms books, records, documents, and other data refer to electronic versions as well as hard copy versions.

7. Investigations Clause

A. Faithful cooperation. Contractor agrees to cooperate fully and faithfully with any investigation, audit or inquiry conducted by DANY or its agents, or by a State or City agency or authority that is empowered directly or by designation to compel the attendance of witnesses and to examine witnesses under oath, or conducted by the Inspector General of a governmental agency that is a party in interest to the transaction, submitted bid, submitted proposal, contract, lease, permit, or license that is the subject of the investigation, audit or inquiry.

B. Unlawful Refusal to Testify. If any person who has been advised that his or her statement, and any information from such statement, will not be used against him or her in any subsequent criminal proceeding refuses to testify when lawfully compelled to do so, in a proceeding concerning this Contract, DANY shall convene a hearing, upon not less than five (5) days written notice to the parties involved to determine if any penalties should attach for the failure of a person to testify. If the hearing is adjourned at the request of any party to the hearing other than DANY, DANY may, upon granting the adjournment, suspend any contract, lease, permit, or license pending the final determination pursuant to Paragraph E below without incurring any penalty or damages for delay or otherwise.

C. Penalties. The penalties that may attach after a final determination by DANY may include but shall not exceed:

1. Disqualification. The disqualification for a period not to exceed five (5) years from the date of an adverse determination for any person, or any entity of which such person was a member at the time the testimony was sought, from submitting bids for, or transacting business with, or entering into or obtaining any contract, lease, permit or license with or from the City; and/or

2. Cancellation or termination. The cancellation or termination of any and all such existing contracts, leases, permits or licenses that the refusal to testify concerns.

D. Factors to Consider in Assessing Penalties. In assessing an appropriate penalty, DANY shall consider the factors set forth in paragraphs (1) and (2) below and may also consider, if relevant and appropriate, the factors set forth in paragraphs (3) and (4) below, in addition to any other information that DANY believes may be relevant and appropriate:

1. Good faith efforts at cooperation. The party's good faith endeavors or lack thereof to cooperate fully and faithfully with any governmental investigation or audit, including but not limited to the discipline, discharge, or disassociation of any person failing to testify, the production of accurate and complete books and records, and the forthcoming testimony of all other members, agents, assignees or fiduciaries whose testimony is sought.

2. Status of the person who refused to testify. The relationship of the person who refused to testify to any entity that is a party to the hearing, including, but not limited to, whether the person whose testimony is sought has an ownership or interest in the entity and/or the degree of authority and responsibility the person has within the entity.

3. Nexus of the testimony. The nexus of the testimony sought to the subject entity and its contracts, leases, permits or licenses with the City.

4. The effect of the penalty. The effect a penalty may have on an unaffiliated and unrelated party of entity that has a significant interest in an entity subject to penalties, provided that the party or entity has given actual notice to DANY upon the acquisition of the interest, or at the hearing called for in Paragraph B above gives notice and proves that such interest was previously acquired, Under either circumstance, the party or entity must present evidence at the hearing demonstrating the potential adverse impact a penalty will have on such person or entity.

E. Definitions

1. License or permit. The term "license" or "permit" as used in this Appendix shall be defined as a license, permit, franchise, or concession not granted as a matter of right.

2. Person. The term "person" as used in this Appendix shall be defined as any natural person doing business alone or associated with another person or entity as a partner, director, officer, principal or employee.

3. Entity. The term "entity" as used in this Appendix shall be defined as any firm, partnership, corporation, association, or person that receives monies, benefits, licenses, leases, or permits from or through DANY, or otherwise transacts business with DANY.

4. Member. The term “member” as used in this Appendix shall be defined as any person associated with another person or entity as a partner, director, officer, principal, or employee.

F. Failure to Report Solicitations from City Employees. In addition to and notwithstanding any other provision of this Contract, DANY may in its sole discretion terminate this Contract upon not less than three (3) days written notice in the event Contractor fails promptly to report in writing to the City Commissioner of Investigation any solicitation of money, goods, requests for future employment or other benefits or thing of value, by or on behalf of any employee of the City or other person or entity for any purpose that may be related to the procurement or obtaining of this Contract by Contractor, or affecting the performance of this Contract.

8. Confidentiality

A. Contractor’s obligations of confidentiality. Contractor agrees to hold confidential, both during and after the completion or termination of this Contract, all of the reports, information, or data, furnished to, or prepared, assembled or used by, Contractor under this Contract. Contractor agrees that such reports, information, or data shall not be made available to any person or entity without the prior written approval of ISLG. Contractor agrees to maintain the confidentiality of such reports, information, or data by using a reasonable degree of care, and using at least the same degree of care that Contractor uses to preserve the confidentiality of its own confidential information.

B. Certain obligations with respect to personal identifying information. In the event that the data contains social security numbers or other Personal Identifying Information, as such term is defined in Paragraph C of this Section, Contractor shall utilize best practice methods (e.g., encryption of electronic records) to protect the confidentiality of such data. The obligation under this Section to hold reports, information or data confidential shall not apply where DANY would be required to disclose such reports, information or data pursuant to the State Freedom of Information Law (“FOIL”), provided that Contractor provides advance notice to ISLG, in writing or by e-mail, that it intends to disclose such reports, information or data and ISLG does not inform Contractor, in writing or by e-mail, that such reports, information, or data are not subject to disclosure under FOIL.

C. Definition of personal identifying information and further obligations. Contractor shall provide notice to ISLG within three (3) days of the discovery by Contractor of any breach of security, as defined in Admin. Code § 10-501(b), of any data, encrypted or otherwise, in use by Contractor that contains social security numbers or other personal identifying information as defined in Admin. Code § 10-501 (“Personal Identifying Information”), where such breach of security arises out of the acts or omissions of Contractor or its employees, subcontractors, or agents. Upon the discovery of such security breach, Contractor shall take reasonable steps to remediate the cause or causes of such breach, and shall provide notice to ISLG of such steps.

D. DANY’s rights in the event of a breach of security. In the event of such breach of security, without limiting any other right of DANY, DANY shall have the right to withhold further payments under this Contract for the purpose of set-off in sufficient sums to cover the costs of notifications and/or other actions mandated by any law, or administrative or judicial order, to address the breach, and including any fines or disallowances imposed by the State or federal

government as a result of the disclosure. DANY shall also have the right to withhold further payments hereunder for the purpose of set-off in sufficient sums to cover the costs of credit monitoring services for the victims of such a breach of security by a national credit reporting agency, and/or any other commercially reasonable preventive measure. DANY or ISLG shall provide Contractor with written notice and an opportunity to comment on such measures prior to implementation. Alternatively, at DANY's discretion, or if monies remaining to be earned or paid under this Contract are insufficient to cover the costs detailed above, Contractor shall pay directly for the costs, detailed above, if any.

E. Access to confidential information. Contractor shall restrict access to confidential information to persons who have a legitimate work related purpose to access such information. Contractor agrees that it will instruct its officers, employees, and agents to maintain the confidentiality of any and all information required to be kept confidential by this Contract.

F. Return of confidential information. At DANY's request, Contractor shall return to ISLG any and all confidential information in the possession of Contractor or its subcontractors. If Contractor or its subcontractors are legally required to retain any confidential information, Contractor shall notify ISLG in writing and set forth the confidential information that it intends to retain and the reasons why it is legally required to retain such information. Contractor shall confer with ISLG in good faith regarding any issues that arise from Contractor's retaining such confidential information. If DANY does not request such information, or the law does not require otherwise, such information shall be maintained in accordance with the requirements set forth in Section 2.

G. Breach. A breach of this Section shall constitute a material breach of this Contract for which DANY may terminate this Contract. DANY reserves any and all other rights and remedies in the event of unauthorized disclosure.

APPENDIX E

INSURANCE REQUIREMENTS

Required Policies and Amounts

Workers' Compensation/
Disability Benefits:

In statutory amounts

Employer's Liability:

The greater of statutory amounts or \$1,000,000.

Commercial General
Liability (including Owner's
Protective Liability):

The minimum combined single limit per occurrence shall be \$1,000,000, with an annual aggregate of not less than \$2,000,000 in the aggregate.

The maximum deductible or self-insured retention ("SIR") for the Commercial General Liability policy shall be \$10,000.

Automobile Liability:
(if applicable)

\$1,000,000

Umbrella/Excess Liability:

On a per occurrence and aggregate basis, and shall be excess of primary general, automobile and employer's primary liability limits.

If Contractor or any of its subcontractors is performing professional services in its capacity as a professional, including as may be evidenced by a license to practice that profession, Contractor or its subcontractors shall purchase and maintain additional insurance of the following type and in the following amount in connection with the performance of the Services and any work incidental thereto:

Professional Liability Insurance:

Professional liability insurance ("PL") policies shall be written with a minimum amount of \$1,000,000 per claim and \$2,000,000 in the aggregate.

If Contractor cancels its PL policy during, or lets its PL policy coverage lapse after, the policy period in which the term for services under the Contract ends, Contractor must obtain tail coverage, or an extended reporting period endorsement, that extends coverage of the professional liability insurance for a period of at least three years.

APPENDIX F

CONTRACTOR'S PROPOSAL

APPENDIX G

RFP

APPENDIX H

SAMPLE INVOICE³

Name of CJII Initiative: _____

Date: _____

To: Name: Research Foundation of CUNY
Address: 230 West 41st St., 7th Floor, New York, NY 10036

From: Contractor name _____
Contractor mailing address: _____
Phone number: _____
Contract number: _____
Contract period: From: _____ To: _____

Invoice number: _____
Invoice amount: _____
Current period start date: _____
Current period end date: _____

Cost	Amount for current period	Cumulative from inception
PERSONNEL		
FRINGE BENEFITS		
TOTAL PERSONNEL COSTS		
TRAVEL		
OTHER		
TOTAL DIRECT COST		
INDIRECT COST		
TOTAL COSTS		

³ Contractor shall be paid in the manner set forth in the Scope of Services, Appendix A, for all services and all other items and deliverables satisfactorily provided.

APPENDIX I

EQUAL EMPLOYMENT OPPORTUNITY

A. This Contract is subject to the requirements of City Executive Order No. 50 (1980) (“E.O. 50”), as revised, and the rules set forth at 66 RCNY § 10-01 et seq. No contract will be awarded unless and until these requirements have been complied with in their entirety. Contractor agrees that it:

1. Will not discriminate unlawfully against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation or citizenship status with respect to all employment decisions including, but not limited to, recruitment, hiring, upgrading, demotion, downgrading, transfer, training, rates of pay or other forms of compensation, layoff, termination, and all other terms and conditions of employment;

2. Will not discriminate unlawfully in the selection of subcontractors on the basis of the owners’, partners’, or shareholders’ race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, or citizenship status;

3. Will state in all solicitations or advertisements for employees placed by or on behalf of Contractor that all qualified applicants will receive consideration for employment without unlawful discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation or citizenship status, and that it is an equal employment opportunity employer;

4. Will send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or memorandum of understanding, written notification of its equal employment opportunity commitments under E.O. 50 and the rules and regulations promulgated thereunder;

5. Will furnish before this Contract is awarded all information and reports, including an Employment Report, which are required by E.O. 50, the rules and regulations promulgated thereunder, and orders of the City Department of Small Business Services, Division of Labor Services (“DLS”); and,

6. Will permit DLS to have access to all relevant books, records, and accounts for the purposes of investigation to ascertain compliance with such rules, regulations, and orders.

B. Contractor understands that in the event of its noncompliance with the nondiscrimination clauses of this Contract or with any of such rules, regulations, or orders, such noncompliance shall constitute a material breach of this Contract and noncompliance with E.O. 50 and the rules and regulations promulgated thereunder. After a hearing held pursuant to the rules of DLS, DLS impose any or all of the following sanctions:

- a. Disapproval of Contractor; and/or
- b. Suspension or termination of the Contract; and/or
- c. Declaring Contractor in default; and/or
- d. In lieu of any of the foregoing sanctions, imposition of an employment program.

C. Failure to comply with E.O. 50 and the rules and regulations promulgated thereunder may result in DANY declaring Contractor in breach of this Contract.

D. Contractor agrees to include the provisions of the foregoing paragraphs in this Appendix I in every subcontract or purchase order in excess of One Hundred Thousand Dollars (\$100,000) to which it becomes a party unless exempted by E.O. 50 and the rules and regulations promulgated thereunder, so that such provisions will be binding upon each subcontractor and vendor. Contractor will take such action with respect to any subcontract or purchase order as may be directed by the Director of DLS as a means of enforcing such provisions including sanctions for noncompliance. A supplier of unfinished products to Contractor needed to produce the item contracted for shall not be considered a subcontractor for purposes of this Paragraph.

E. Contractor further agrees that it will refrain from entering into any subcontract or modification thereof subject to E.O. 50 and the rules and regulations promulgated thereunder with a subcontractor who is not in compliance with the requirements of E.O. 50 and the rules and regulations promulgated thereunder. A supplier of unfinished products to Contractor needed to produce the item contracted for shall not be considered a subcontractor for purposes of this Paragraph.

F. Nothing contained in this Appendix I shall be construed to bar any religious or denominational institution or organization, or any organization operated for charitable or educational purposes, that is operated, supervised or controlled by or in connection with a religious organization, from lawfully limiting employment or lawfully giving preference to persons of the same religion or denomination or from lawfully making such selection as is calculated by such organization to promote the religious principles for which it is established or maintained.