



District Attorney of  
New York County

May 3, 2017

The CUNY Institute for State and Local Governance (ISLG) appreciates your interest in the Request for Proposals (RFP) for Manhattan Criminal Court Resource Center Planning.

This addendum includes answers to questions submitted to ISLG via the CJII Application Portal by April 18, 2017.

**ANSWERS TO APPLICANT QUESTIONS**  
**Manhattan Criminal Court Resource Center Planning**

**POPULATIONS TO BE SERVED**

**QUESTION: How many participants should be served per proposal? Is there a cost per participant limit per year?**

ANSWER: This solicitation seeks 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. 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 (see Section 1C).

DANY does not prescribe or restrict how many participants the to-be-planned Resource Center should serve nor the cost-per-participant of those services; an estimate of the number of participants that would be served by the Resource Center is an element of the plan to be developed by the funded applicant during the grant period as part of their planning work. As part of their application, applicants should describe a process to “identify the population(s) to be served by the Resource Center;” this process 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)” (see Section IV.C.2a). Applicants are also asked, as part of their application, to describe a process for “identifying the annual operational costs of the proposed Resource Center for its first five years” (see Section IV.C.2e).

**COLLABORATION & PARTNERING**

**We received a number of questions regarding how applicants can connect to other providers for subcontracting or partner opportunities. We address those questions below.**

ANSWER: With regards to partnering with others on applications, we created the Criminal Justice Investment Initiative networking group on LinkedIn to help connect service providers who may be interested in working together to propose programs in response to various CJII RFPs. You can share information about your organization, see what other service providers are offering, and connect. Participation in the group is voluntary and will not be a factor in selecting the proposals to be funded.

**We received a number of questions regarding if the proposal requires lead applicants to identify partner providers in their application and have formal linkages to identified partner providers. We address those questions below.**

ANSWER: This RFP does not require applicants to engage partners in their applications; as stated in the solicitation (see Section III.B), applicants may apply independently or form partnerships with other entities to conduct the proposed planning work. Proposed partnerships may be formalized, for example, through agreements such as subcontracts and memoranda of understanding (MOUs), or collaboration among entities may be informal/non-contractual.

If an applicant to this RFP engages partner organizations in the work as subcontractors, 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 (lead applicant) and submit the proposal to DANY on behalf of the partnership/coalition that will conduct the work. An applicant proposing to subcontract with one or more organizations to provide services should address the role, capacity, and experience of the proposed subcontractor(s) as appropriate in their application, as requested in Section VI of the RFP. There is no specific linkage form required for proposed partnerships as part of the application.

If an applicant proposes non-subcontracted partnerships with service providers (e.g., community-based organizations, faith-based institutions, schools), city/state agencies, and/or other entities as part of the proposed planning work, the applicant should also identify and describe the nature of those partnerships in their proposal (see Section VI.C, Organizational Capacity).

Applicants proposing partnerships are not required to know who their partners will be at the time of proposal submission. If an applicant intends to forge a partnership(s) but does not have a partner(s) identified at the time of proposal submission, applicants should describe the portion of the work partners will be responsible for (to the extent possible), and how they propose to identify them. Identifying appropriate partners may be among the tasks to be accomplished during the grant period.

**QUESTION: In creating partnerships to serve youth returning to the community, must there be a subcontracting relationship or can there just be linkages and a promise to partner?**

ANSWER: This solicitation seeks 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. 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 (see Section 1C).

DANY does not prescribe or restrict the types of partnerships that may be appropriate for a to-be-planned Resource Center; identifying the types of partnerships to serve youth and others passing through Criminal Court could be something that the funded applicant does during the grant period as part of their work to plan a Manhattan Criminal Court Resource Center.

## **PROGRAM DESIGN**

**QUESTION: Is there an expected period of service? Of follow-up? Can participants be served continually through the 3 years of program operation or is that considered a duplication of numbers?**

ANSWER: This solicitation seeks 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. 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 (see Section 1C).

DANY does not prescribe or restrict the expected period of service or follow-up for Resource Center clients; these elements may be developed by the funded applicant during the grant period as part of the planning work. As part of the application, applicants should describe a process to “identify the program approach(es) for the Resource Center” and “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” (see Section IV.C.c). Applicants should also identify in their application a process to develop an implementation-ready operational plan detailing key elements, including co-location and coordination of services” (see Section IV.C.d).

## **OTHER**

**QUESTION: Will there be MWBE goals on these projects and if so, who would be the District Attorney’s contact for assistance with achieving MWBE utilization goals?**

ANSWER: In accordance with the city procurement rules, the solicitation for services to provide Manhattan Criminal Court Resource Center Planning are exempt from MWBE goals.