
DISTRICT ATTORNEY OF THE COUNTY OF NEW YORK
ADDENDUM # 2

TO: Prospective Bidders
FROM: Migdalia Veloz, Chief Contracting Officer
SUBJECT: Addendum #2 Court-Based Navigator RFP revision and Q & A
PIN#901-2023CourtNavigatorRFP
DATE: May 19, 2023

Addendum #2 Court Based Navigator RFP revision and Q & A for questions submitted by email to DANY by Monday, May 15th, 2023.

Please check addendum #1 for further information on submitting proposals for review- the deadline for submission is **Friday, June 9th, 2023, by 11:59 p.m EST.**

Proposals should be submitted by email, to BIDSRFPS@DANY.NYC.GOV with a copy to velozm@dany.nyc.gov

Please note the following change:

Applicants can now propose their ability to plan and operate programming with a budget up to \$3,000,000 which includes up to a 6-month planning phase and a three-year implementation phase, for an anticipated contract term of three and a half years. This overrides language in the original RFP that restricted the funding for the planning phase to be up to \$100,000 and up to \$970,000 annually for each of the three implementation years.

The remaining provisions of the Request for Proposals (RFP) remain in effect.

General Questions:

QUESTION: Re: “The ability to operate programming as described in this solicitation up to \$100,000 for a 6-month planning phase and up to \$970,000 annually for three years of implementation” (RFP pg 9)—should this be up to ~\$966,667 annually?

ANSWER: The total award for the grant is \$3,000,000 which includes a six-month planning phase and a three-year implementation phase for an anticipated contract term of three and a half years. Please see above revision.

QUESTION: Do the reference list, qualification descriptions, and/or key staff certifying statement contribute to the 8-page maximum for the Prior Relevant Experience section (RFP pgs 16-17)?

ANSWER: No. The reference list, key staff and qualification descriptions are not included in the 8-page limitation in the Prior Relevant Experience section.

QUESTION: Should the “List of key program staff and the role(s) each will fill” be provided within the Organizational Capacity 8-page narrative section or as a separate attachment (RFP pg 17)?

ANSWER: The "list of key program staff and the role(s) each will fill” should be included in the Organization Capacity section.

QUESTION: Do the organizational chart and/or linkage or other agreements count toward the 8-page limit for the Organizational Capacity section (RFP pgs 17-18)?

ANSWER: No, the organization chart and/or linkage or other agreements do not count towards the 8-page limit for the Organization Capacity section.

QUESTION: Does the Wraparound Supports Worksheet contribute to the 15-page limit for the Proposed Program section (RFP pgs 18-19)?

ANSWER: No, the Wraparound Supports Worksheet does not count towards the 15-page limit for the Proposed Program section.

QUESTION: Should the planning and implementation timeline be provided as a separate attachment or included in the 15-page Proposed Program narrative section (RFP pgs 18-20)?

ANSWER: The planning and implementation timeline can be provided as a separate attachment and does not account in the 15-page limit in the Proposed Program Narrative section.

QUESTION: Does a signed and notarized MacBride Principles Rider need to be provided with the proposal?

ANSWER: Yes, a signed and notarized copy of the MacBridge Principles Rider should be submitted with the application.

QUESTION: Does a signed copy of the “General Information to Proposers” need to be provided with the proposal?

ANSWER: A signed copy of the “General Information to Proposers” does not need to be submitted with the application.

QUESTION: Do Subcontracting Compliance Notices need to be provided at the time of proposal submission or only after award and before contract registration?

ANSWER: The Subcontracting Compliance Notice can be submitted after the applicant is awarded the contract but prior to contract execution.

QUESTION: Are electronic signatures/notarizations acceptable?

ANSWER: Yes, electronic signatures/notarizations are acceptable for this RFP.

QUESTION: Can one application include multiple sites/court navigators to be utilized for “warm-hand-off” services that are NOT directly offered at 100 Centre St?

ANSWER: Yes. We encourage the Court-Based navigators to support participants in the community. One application can include multiple sites/court navigators to be utilized for “warm-hand-off” services that are not directly offered at 100 Centre Street including other courts, community-based organizations, government offices, etc.

QUESTION: Can the peers offer voluntary services to people who received a court mandate?

ANSWER: Yes, peers can offer voluntary services to people who have received a court mandate including pretrial services, diversion programs or community supervision outside of Manhattan Court.

QUESTION: Can the funds be used for office renovations to create dedicated office space for peer staff funded under this contract?

ANSWER: No, funds for the Court-Based Navigator program cannot be used for office renovations.

QUESTION: Is the Court Navigator program intended to solely serve people released on own recognizance (ROR'ed) and/or people whose cases were disposed at arraignments?

ANSWER: The Court-Based Navigator program is intended to connect people at and following arraignment with voluntary services regardless of the status or outcome of their criminal case or any court-ordered pretrial conditions or post-disposition mandates they may have.

QUESTION: Can the program serve people assigned at arraignments to Manhattan Supervised Release?

ANSWER: See above.

QUESTION: Can the program serve people released after paying bail?

ANSWER: Yes, this program can serve people released after paying bail.

QUESTION: Will the Court Navigator be allocated office space in the courthouse?

ANSWER: The Court Navigators Project will not have designated office space in the courthouse.

The undersigned declares that said vendor is in receipt of Addendum #2 of the above-referenced contract.

If you have any questions, please contact Migdalia Veloz at velozm@dany.nyc.gov

Vendor Name: _____

Signature: _____ Date: _____