

THE CITY OF NEW YORK

New York County District Attorney's Office (DANY)

REQUEST FOR PROPOSALS

TITLE: Neighborhood Navigator Initiative

PIN: 2027NNRFP001

Date Issued: October 7, 2026

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AUTHORIZED CONTACT PERSON

Proposers are advised that the Authorized Department Contact Person for all matters concerning this Request for Proposals is:

Name: Migdalia Veloz
Title: Chief Contracting Officer
E-Mail Address: BidsRFPs@dany.nyc.gov and a copy to velozm@dany.nyc.gov

Important Note - As part of the procurement process, enroll in Passport and PIP:

www.nyc.gov/passport
www.nyc.gov/pip

By submitting a proposal you are accepting the City's boilers, terms and conditions.

SECTION I - TIMETABLE

A. Release Date of this Request for Proposals: October 7, 2026

Questions about this RFP may be submitted in writing to bidsrfps@dany.nyc.gov with a copy to velozm@dany.nyc.gov **no later than October 21, 2026.**

Questions received after the due date and time will not receive a response. The subject line of the email should read “Questions –Neighborhood Navigators RFP PIN# 2027NNRFP001.” Answers to all questions will be available as an addendum to this RFP. It will be the responsibility of proposers to check the City Record website to remain up-to-date regarding all addenda issued for this RFP.

B. Pre-Proposal Conference:

DANY will hold a Pre-proposal Conference via Microsoft Teams. Attendance by proposers is optional but recommended by the Department.

Date: October 29, 2026

Time: 12:00 pm

Location: Microsoft Teams

Join: <https://teams.microsoft.com/meet/218987274127681?p=vWBa8ZpCtK5kTAJ2SY>

Meeting ID: 218 987 274 127 681

Passcode: R27iz7AS

C. Proposal Due Date and Time and Location:

Date: November 24, 2026

Time: 3:00pm EST

Location: Proposals shall be emailed to bidsrfps@dany.nyc.gov with a copy to velozm@dany.nyc.gov. Please note clearly in the subject line:
Neighborhood Navigators RFP PIN# 2027NNRFP001

E-mailed proposals without the PIN and title of the RFP noted in the subject line will **NOT** be accepted by the Department.

Proposals received at this location after the Proposal Due Date and Time are late and shall not be accepted by the Department, except as provided under New York City’s Procurement Policy Board Rules. The Department will consider requests made to the Authorized Department Contact Person to extend the Proposal Due Date and Time prescribed above. However, unless the Department issues a written addendum to this RFP which extends the Proposal Due Date and Time for all proposers, the Proposal Due Date and Time prescribed above shall remain in effect.

D. Anticipated Contract Start Date:

It is anticipated that the term of this contract shall begin Spring 2027. After the initial contract term of two years, DANY may include two renewals for a total of a five-year term. Renewal #1 shall be for two years, and Renewal #2 shall be for one year only. DANY reserves the right, prior to contract award, to determine the length of the initial contract term and the option to renew, if any.

SECTION II - SUMMARY OF THE REQUEST FOR PROPOSALS

A. Purpose of the Request for Proposals/Background

Many homeless people living in our communities are struggling with behavioral health needs and are often disconnected from the continuum of care and support that they need. Many *remain* disconnected because they lack the necessary support to access and navigate existing social services. This leads to people cycling through shelters, hospitals, and/or the justice system as victims or defendants, and community members voicing their concerns about these same unsupported people frequenting or living in their neighborhoods. While New York City is rich with social services, they are often disjointed, difficult to navigate, and require someone who understands both the people they are serving and the resources available to them. For people who are living with substance use disorders and/or mental illness, these resources are even more difficult to access.

The New York County District Attorney's Office (DANY) seeks proposals from qualified organizations to continue and expand its Neighborhood Navigator Initiative which has had a positive impact on the Manhattan Neighborhoods currently served. The program currently serves people in need of support in designated catchment areas in Washington Heights/Inwood, East/Central Harlem, Chelsea/Hell's Kitchen/ Midtown-West, and the Lower East Side/Chinatown with a trauma-informed, recovery-oriented model that employs peer navigators with lived and shared experiences. The navigators work to build trust with people, offering them care rooted in empathy, and often start their connection by offering a warm cup of coffee, a meal, or a conversation. Navigators also work to build a neighborhood-based ecosystem of resources. They do this through direct outreach to potential partners and by hosting regularly scheduled stakeholder meetings to build interest, receive referrals, and respond to urgent community needs. Building relationships with local shelters, mental health providers, government agencies, community members, local business owners, substance use treatment providers, hospitals, and NYPD's neighborhood coordination officers, the navigators create a network of neighborhood stakeholders who work collaboratively to identify those most in need and then ensure seamless service connections.

The Neighborhood Navigator Initiative began a planning period in August 2023 and started implementation in February 2024, supported by a \$5.6 million investment over 3.5 years. Between February 2024 and June 2026, navigators:

- Engaged 4,873 individuals,
- Provided immediate resources to 2,825 individuals,
- Made service referrals for 425 individuals,
- Assisted 157 individuals in securing housing,
- Had 54 participants in active care coordination (as of June 2026),
- Built 167 community-based partnerships,
- Attended 336 community stakeholder meetings.

These results reflect direct service to a population that is frequently unwilling or unable to engage with traditional outreach, shelter, and treatment systems. They also reflect the value of building an ecosystem of care within a neighborhood, and often within a single block, corridor, or park. Navigators who are consistently present in a defined place become known to the people they serve and to merchants, building staff, faith leaders, community boards, precinct personnel, and elected officials. That familiarity produces more durable support for participants, and it has changed how some neighborhoods respond to street homelessness.

Building on the success of the current model which relies solely on direct outreach from peer navigators, the provider selected for this funding opportunity will expand the service model to include outreach teams with

staff who can directly address certain immediate medical and clinical needs at the time of outreach. (Described further in Section III.B.)

DANY seeks a single organization to: (1) deliver client and community engagement and coordination teams across five designated Manhattan neighborhoods and (2) respond to areas in Manhattan outside of the five designated neighborhoods in response to emerging or immediate areas of concern as requested by DANY, which may include coordinated outreach in the outdoor spaces around select New York City Housing Authority (NYCHA) developments. Each of these is described in Section III.

DANY will hold and administer the resulting contract directly and will be responsible for oversight, performance measurement, and technical assistance to the selected provider.

B. Timeline of Engagement/Anticipated Contract Term

The anticipated contract start date is Summer 2027. The initial contract term is anticipated to be for a term of two (2) years including a planning period of no more than six (6) months followed by program implementation. DANY reserves the right, prior to contract award, to determine the length of the initial contract term and the option to renew, if any.

The awarded organization will report ongoing performance data to DANY and may be asked to work with an evaluator DANY identifies. Reporting obligations will continue for one to two years beyond the period of program funding, to allow for a fuller understanding of the experiences and outcomes of people who engage with the program.

If a 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 the next highest rated applicant who is available to implement the program.

C. Anticipated Available Annual Funding

DANY anticipates awarding a single contract at up to \$2.5 million per year. DANY anticipates that the funding for this engagement will be an amount not to exceed \$12,500,000 during the term of the contract. DANY anticipates awarding one (1) vendor pursuant to this RFP.

D. Anticipated Payment Structure

It is anticipated that the payment structure of the contract awarded from this RFP will be a combination of performance-based outcomes and deliverable-based payments. Proposers are encouraged to provide unit costs for each as well as annual goals for each payment metric.

E. Minimum Qualifications

The following are the Minimum Qualification Requirements of this RFP. Proposals that fail to meet all of these requirements will not move on to the evaluation phase.

To be eligible to apply, applicants must have 501(c)(3) nonprofit status. The applicant, alone or together with its proposed subcontractors, must hold, or obtain prior to the contract start date, all licenses, registrations, certifications, and other authority required under federal, New York State, and New York City law to deliver the

categories of street-based clinical care described in Section III.B of this RFP, including the prescribing and ongoing management of medications for opioid use disorder.

F. Performance Measurement

DANY is committed to measuring the implementation and impact of the Neighborhood Navigator Initiative and to sharing what implementation and operational lessons have been learned so that the city and other jurisdictions and providers can build on this work. DANY will work with the awarded organization to finalize a set of quantitative and qualitative performance measures addressing both program processes and outcomes. Data gathered over the contract term will be used to implement a continuous improvement model for the program in partnership with the awarded organization.

The awarded organization will be required to provide DANY (and any selected evaluator) with program information, materials, and data, including data related to any subcontractors and/or formal program partners, on a periodic basis. Regular reporting to DANY will include aggregate de-identified data metrics regarding the services provided, in compliance with all applicable federal and state privacy laws, including HIPAA, 42 C.F.R. Part 2, and the New York Mental Hygiene Law. Specific reporting metrics and any necessary data suppression thresholds will be determined in consultation with the selected provider to ensure compliance with all applicable confidentiality requirements.

The awarded organization may also be required to coordinate with and provide information to an independent evaluator to examine the program's implementation and impact.

SECTION III - SCOPE OF WORK

A. DANY Goals and Objectives for this RFP

The Neighborhood Navigator Initiative will promote public safety and community wellbeing in identified neighborhoods/service areas by:

- Building trusting relationships between navigators and people in need of support who are homeless or have behavioral health needs,
- Increasing access to and use of existing resources and services by people in need of support who work with navigators,
- Creating ecosystems of care coordination among local service providers, and
- Responding to community concerns as a known resource and partner.

All of the above will help ensure law enforcement is not a default response to people facing homelessness and/or behavioral health challenges in the community.

B. DANY Assumptions Regarding Contractor Approach

Neighborhood Navigator Model

The Neighborhood Navigator Initiative is a model that prioritizes sustained relationship-building over transactional service delivery. Trust is a prerequisite for meaningful engagement with services. Applicants should demonstrate an approach that meets individuals where they are, both physically and in terms of readiness to engage, and that treats progress as non-linear.

The awarded organization will deploy multidisciplinary teams combining neighborhood navigators with clinical staff able to deliver care directly in the field. Navigators will provide consistent, community-based engagement, respond to immediate needs, and over time serve as trusted bridges to healthcare, behavioral health treatment, housing, benefits, and other resources. Navigators will accompany participants to appointments when appropriate and facilitate warm handoffs to partner providers. Navigators will work in teams with clinical staff and seek to meet basic needs, including food, hot coffee, blankets, warm clothing, fentanyl test strips, naloxone, medical supplies, personal protective equipment, and other immediate needs as appropriate. Clinical staff will also conduct direct outreach with Navigators and provide immediate assistance to address identified needs such as wound care and the dispensing of medications for opioid use disorder (MOUD).

Participation in the program must remain voluntary. Individuals may disengage and reengage services at any time, and applicants should demonstrate how their approach accommodates varying levels of readiness without requiring continuous participation as a condition of receiving support. While many participants may have prior or current involvement with the criminal legal system, neighborhood navigators are not part of the criminal legal system and should not be perceived as such. Rather, they assist participants in navigating services and removing barriers to stability regardless of justice system involvement.

Because the focus population often has complex needs and may initially decline services, applicants should anticipate that engagement may require frequent contact over extended periods before participants accept referrals. Navigators should introduce services gradually, responding to participant priorities rather than imposing predetermined service plans. Caseloads should reflect the intensity of participant needs rather than fixed numerical targets. Each team should dedicate a portion of its capacity to proactive outreach with new participants while continuing to support existing ones.

Neighborhood navigators are distinct from traditional case managers. Their primary responsibility is to establish enduring human connections through persistent outreach, regular check-ins, practical assistance, and responsive support delivered in the community. Navigators should remain mobile, proactively seek out participants where they spend time, accompany participants to appointments as appropriate, advocate on their behalf when barriers arise, and coordinate closely with partner organizations to ensure warm handoffs and sustained engagement with services.

Navigators are also expected to contribute to neighborhood well-being and create an ecosystem within each neighborhood served. This involves building and maintaining relationships with local businesses, residents, merchants, business improvement districts, community boards, faith institutions, and other neighborhood stakeholders to increase understanding of the program, strengthen community support for participants, help de-escalate minor neighborhood concerns, and foster greater inclusion of people living or spending significant time on the street. DANY places significant importance on this dimension of the work and have found that the more neighborhood stakeholders understand the work navigators do, the more they support the effort and become partners in improving the lives of people served and ultimately the community as a whole.

Peer Workforce and Staff Support

The Neighborhood Navigator model depends on staff with lived and shared experience of homelessness, behavioral health conditions, substance use, and/or justice system involvement. DANY expects the awarded organization to treat peer workforce development as a core program component rather than a hiring preference. People with lived experience should hold meaningful roles in direct service, program design, training, supervision, and quality improvement.

Supervision of peer staff requires attention to both practice and wellbeing, and supervisors should be prepared to supervise peer staff specifically. Supervision and management structures should account for proximity between a staff member's own history and the work, and should include support following difficult encounters, including overdose deaths and other losses among participants.

The awarded organization will pay all navigators a competitive wage sufficient to live in New York City and develop staff retention plans, ways of addressing turnover, and the career pathways available to peer staff, including advancement based on experience in the field, supervisor or program leadership roles, etc.

Street-Based Clinical Care

Outreach teams should be able to deliver clinical care (as described below) directly on the street as needed and appropriate. Care should be brought to participants where they are rather than solely relying on referrals. Applicants should propose the staffing arrangement they judge best able to deliver the following categories of care in the field, and explain why that arrangement is appropriate:

- Assessment and treatment of wounds, including chronic and complex wounds, skin and soft tissue infections, and abscesses, with supplies and follow-up care;
- Initiation and ongoing management of medications for opioid use disorder, including buprenorphine, delivered in the field, with a plan for prescription fulfillment and connection to a longer-term clinical home;
- Overdose prevention and response, including naloxone distribution and training, fentanyl and xylazine test strips, and other harm reduction supplies;
- Basic primary and preventive care appropriate to street settings, with linkage to treatment; and
- Documentation of clinical encounters meeting applicable licensure, confidentiality, and recordkeeping requirements.

Clinical staff will be integrated with navigators rather than operating as a separate service. Meeting people's immediate needs is a critical part of building a trusted relationship with navigators. Addressing immediate medical needs can serve to facilitate connection to longer term treatment and care. Clinical care will be delivered in the context of ongoing engagement with navigators, with clinical and non-clinical staff sharing information, planning outreach together and follow up together.

Proposals should state how often clinical staff will be present in each designated neighborhood.

Geographical Scope

DANY seeks one organization to deliver neighborhood navigation services across five designated Manhattan neighborhoods:

1. Lower East Side/Chinatown
2. Chelsea/Hell's Kitchen/Midtown West
3. Central/West Harlem
4. East Harlem
5. Washington Heights/Inwood

Each designated neighborhood must be staffed by navigators 4 – 5 days per week, for at least a portion of each day. Navigators are expected to maintain a consistent and visible presence in their assigned neighborhoods in order to build trust with participants and durable relationships with neighborhood stakeholders.

DANY does not intend to fix permanent street boundaries. Patterns of street homelessness shift in response to weather, construction, shelter and service availability, and law enforcement activity. Outreach needs to be responsive to these dynamics. Boundaries will be set with the awarded organization during the planning period and revisited with DANY at regular intervals based on observed need. The following are current areas of known need for outreach services which the awarded provider would be expected to serve:

- **Lower East Side/Chinatown:** Sara D. Roosevelt Park; Columbus Park; the Allen Street mall corridor from Houston Street to Pike Street and Market Slip; the area beneath the Manhattan Bridge; the East Broadway corridor; the FDR Drive corridor and adjacent public spaces;
- **Chelsea/Hell's Kitchen/Midtown West:** the corridor from 23rd Street to 59th Street between Eighth Avenue and the Hudson River, including the Hudson River Park waterfront and the Port Authority Bus Terminal vicinity.
- **Central/West Harlem:** Marcus Garvey Park; the 110th Street and Central Park North corridor; and the area surrounding the Cathedral Church of St. John the Divine on Amsterdam Avenue between 110th and 113th Streets.
- **East Harlem:** Crack Is Wack Playground; the Harlem River Drive corridor and Harlem River bridge area; and the corridor from 110th Street to 135th Street east from 5th Ave toward the East River.
- **Washington Heights/Inwood:** Highbridge Park; Laurel Hill Park; Quisqueya Plaza; the George Washington Bridge Bus Station and the areas beneath the George Washington Bridge; Dyckman Marina; the area beneath the elevated 1 train between 204th and 207th Streets; and the Harlem River Drive corridor.

Responsive Outreach Capacity

In addition to sustained coverage of the five designated neighborhoods, the awarded organization must maintain capacity for focused outreach in response to emerging community conditions or identified service gaps elsewhere in Manhattan. These efforts will be limited in scope and duration, identified by DANY, and planned in advance with the provider. They will not require the sustained neighborhood presence expected in the five designated neighborhoods.

Responsive outreach is an additional program responsibility and may not replace or reduce required coverage of the five designated neighborhoods. Proposed staffing models should account for the ability to support occasional, coordinated outreach outside those areas.

Outreach on the grounds of and around NYCHA developments is one example of how this capacity may be used. Activities may include participation in structured response days convened by DANY and its agency partners in coordination with NYCHA, the relevant NYPD Police Service Area, other City agencies, and community-based organizations.

During these efforts, Navigators and clinical staff may engage individuals in development grounds, parks, plazas, and other surrounding outdoor spaces; provide immediate assistance and resources; and facilitate connections to appropriate services. The awarded organization will not be expected to conduct outreach inside NYCHA residential buildings or independently organize response days.

Other focused outreach efforts may be requested in locations outside the five designated neighborhoods when specific conditions warrant a coordinated response. Any such efforts will be discussed and planned with the

provider in advance and will be structured so as not to undermine sustained coverage in the designated neighborhoods

Organizational Expectations

DANY seeks a single organization to deliver the full scope of work described in this RFP. The awarded organization will recruit, train, supervise, and support neighborhood navigators and the broader multidisciplinary teams in which they work; develop and deliver training, or connect staff with existing training programs where appropriate; and manage service delivery across all designated neighborhoods. Applicants may subcontract portions of the work. Applicants must identify all anticipated subcontractors and formal partners by name, describe the services each will deliver, state which staff each will employ, and submit a letter of intent from each. Applicants should describe how they will supervise and hold accountable any subcontracted staff delivering direct services. The awarded organization holds sole responsibility to DANY for performance of the entire contract, including work performed by subcontractors. Applicants proposing to subcontract any direct service delivery should explain how they will maintain a single, coherent program model across all staff and neighborhoods rather than a set of parallel efforts.

Collaboration and relationship building is essential for this initiative to succeed. The awarded organization will establish and maintain relationships with City agencies, healthcare providers, neighborhood and business groups, the defense bar, and other community-based organizations serving the focus population, as described in Section IV.

C. DANY Assumptions Regarding Payment Structure

DANY has determined that the performance-based payment structure most likely to ensure that the selected proposer performs the work under the contract awarded from this RFP in a manner that is efficient and cost-effective for DANY, and most likely to achieve DANY's goals and objectives set out above, is as follows:

- Fixed unit prices tied to performance-based milestones and deliverables and set out in the Price Proposal Table (Attachment C), proposed by the proposer and paid quarterly upon verification of delivery; and,
- Performance and outcome-based payments tied to documented participant outcomes.

Payment will be made against the deliverables and milestones set out in the Price Proposal Table (Attachment C). Proposers must complete the Price Proposal Table, proposing a quarterly unit total and a unit price for each deliverable, milestone or outcome. The total annual cost of all proposed deliverables and milestones may not exceed the annual not-to-exceed amount stated in Section II.C.

Deliverables and milestones fall into two categories. Capacity-based items are paid on verified delivery of a standing program capability. For example, maintaining consistent neighborhood coverage in designated neighborhoods 4 to 5 days per week is considered a milestone. Outcome-based items are paid upon documented achievement for an individual participant. An example of an outcome-based item eligible for payment would include outreach and engagement with individuals and such individuals completing a needs assessment.

The deliverables, milestones, unit counts, and unit prices proposed in response to this RFP are not final. They will be used to evaluate proposals and to assess the reasonableness and cost-effectiveness of the proposed approach. Final deliverables, milestones, goals, and pricing will be established during contract negotiations with the selected proposer.

Proposers may propose additional deliverables or milestones beyond those listed. Any proposed addition should be entered in the blank rows provided at the end of the Price Proposal Table, with a name, description, unit of measure, proposed quarterly unit total, and proposed unit price. Proposers should explain in their Technical

Proposal why any proposed addition would advance DANY's goals and objectives. DANY reserves the right to accept, modify, or decline any proposed deliverables or milestones not specified in this RFP.

DANY is also requesting a line-item budget and budget narrative, to be submitted as Attachment B. The Price Proposal Table and the line-item budget and budget narrative must be completed and submitted with the proposal.

SECTION IV - FORMAT AND CONTENT OF THE PROPOSAL

A. Proposal Format

1. Proposal Cover Letter – 1 page limit

The Proposal Cover Letter (Attachment A) transmits the proposer's Proposal Package to the Department. It should be completed, signed and dated by an authorized representative of the proposing entity.

2. Technical Proposal – 15-page limit (not including resumes or other visuals)

The Technical Proposal is a clear, concise narrative which addresses the following. It should be single-spaced, using standard 12-point font (Times New Roman preferred) with 1-inch margins, and should not exceed **[15]** pages, excluding appendices and resumes. Pages should be paginated.

a. Experience

Describe the successful relevant experience of the proposer, each proposed subcontractor if any, and the proposed key staff in providing the work described in Section III of this RFP. Specifically address the following:

- The length of time the applicant has been in operation and its history of providing services relevant to this RFP;
- History of employing staff with shared lived experience and providing service navigation through a peer workforce;
- Experience delivering street outreach and engagement to people who are homeless or have behavioral health needs, including the settings, neighborhoods, and scale of that work;
- Experience delivering clinical care in non-traditional settings, including wound care and initiation and ongoing management of medications for opioid use disorder;
- Existing relationships with community-based organizations, service providers, neighborhood stakeholders, and other relevant partners in each of the five designated neighborhoods, listed by neighborhood, including the nature and history of those relationships; and,
- Experience coordinating with City agencies and public entities, including the NYPD, NYCHA; the Department of Social Services (DSS), Department of Health and Mental Hygiene (DOHMH), the Mayor's Office, and other relevant City partners.

In addition:

- Attach a listing of at least three relevant references, including the name of the reference entity, a brief statement describing the relationship between the proposer or proposed subcontractor, as applicable, and the reference entity, and the name, title, and telephone number of a contact person at the reference entity, for the proposer and each proposed subcontractor if any.

- Minimum Qualification Requirements of this RFP. Applicants must have 501(c)(3) nonprofit status. Applicants must also submit a statement identifying each license, registration, certification, or other authority the applicant or any proposed subcontractor relies on to deliver the clinical services proposed; the entity that holds or will hold it; and whether it is currently held or will be obtained prior to the contract start date. Attach a copy of each currently held credential. Proposals that fail to meet the Minimum Qualification Requirements set out in Section II.E. will not move on to committee review.
- Attach for each key staff position a resume and/or description of the qualifications that will be required and provide a statement certifying that the proposed key staff will be available for the duration of the project.

b. Organizational Capability

Demonstrate the proposer's programmatic, managerial, and financial capability to provide the work described in Section III. Specifically address the following:

- Capacity to operate a single, integrated program delivering the full scope of work across five designated neighborhoods simultaneously, as well as respond to selected additional areas in Manhattan as needed, including how a single, coherent program model will be maintained across all staff, subcontractors, and neighborhoods;
- All anticipated subcontractors and formal partners identified by name, the services each will deliver, the staff each will employ, and how subcontracted staff delivering direct services will be supervised and held accountable. Attach a letter of intent from each subcontractor;
- The resources the applicant and any subcontractors would use to provide the services, including all staff, subcontractors, and consultants who would work on the program, as well as program facilities and other relevant infrastructure such as mobile vans;
- At least one full-time managerial position dedicated to this initiative, with responsibility for overall program implementation, staff coordination, performance, and communication with DANY. Describe the proposed position, its responsibilities, and where it will sit within the organization's management structure;
- The organization's management and supervisory structure for the initiative, including organizational headcount; supervisory roles, qualifications, and ratios; the frequency and format of individual and group supervision; and supervisors' experience and preparation to effectively manage and support a peer workforce;
- Professional liability and malpractice coverage for field-based clinical work, applicable licensure and registration for prescribing medication;
- Staff, systems, and resources allocated to staff performance management, quality assurance, and professional development; and,
- Existing organizational capacity and infrastructure for programmatic performance measurement and reporting, including dedicated staff, case management systems, and other relevant tools that would be available to support this initiative.

In addition:

- Attach a chart showing where, or an explanation of how, the proposed services will fit into the proposer's organization.
- Attach a copy of the proposer's latest audit report or certified financial statement.

c. Proposed Approach

Describe in detail how the proposer will provide the work described in Section III of this RFP and demonstrate that the proposed approach will fulfill DANY's goals and objectives. Describe in detail

where, when, and how the program will be staffed to promote engagement with the focus population. Specifically address the following:

Staffing and service delivery

- Proposed multidisciplinary team structure, including number of staff by professional role, how staff will be assigned to each focus neighborhood, and a coverage schedule for each designated neighborhood;
- How clinical staff will be integrated with navigators rather than operating as a separate service, and how clinical and non-clinical staff will share information, plan outreach together, and follow up together;
- How the program will be managed across neighborhoods and disciplines to maintain consistent implementation, address emerging operational challenges, and support coordination among outreach, clinical, supervisory, and data staff;
- How the applicant will participate in regular and ongoing programmatic check-ins with DANY, including which staff will participate and how implementation challenges, emerging needs, and opportunities for program improvement will be identified and addressed collaboratively;
- How and when a needs assessment, formal or informal, will be used; how the appropriate dosage of navigation support will be determined; and how participant voice and input will inform the identification of service referrals;
- How responsive outreach capacity will be staffed and managed, and how the applicant will support focused outreach outside the five designated neighborhoods without reducing coverage within them.

Street-based clinical care

- The staffing arrangement proposed to deliver the categories of care set out in Section III.B and why that arrangement is appropriate, including professional licensure categories for proposed staff;
- The clinical services the applicant will deliver in the field, stated specifically;
- How often clinical staff will be present in each designated neighborhood, and how a participant encountered by a navigator on a day without clinical coverage would receive care;
- Protocols for medication storage and transport, and how clinical supervision will be maintained for clinical staff.

Navigator workforce

- Navigator qualification and selection criteria, including how the applicant will define relevant lived experience for purposes of the peer navigator role; the types of lived, community, or other experience that would qualify an individual for the position; and how candidates will be assessed and selected for their ability to draw on that experience effectively in building relationships with and supporting the focus population;
- The strategy to recruit navigators, including how the applicant will recruit candidates with relevant lived experience to work in focus neighborhoods; ensure navigators have knowledge of the communities where they will work and/or the neighborhoods in which the focus population lives; address language access; and develop a workforce capable of building strong connections with the focus population;
- How people with lived experience will hold meaningful roles in direct service, program design, training, supervision, and quality improvement, and who within the organization holds responsibility for peer workforce development;

- The applicant’s approach to supervising and supporting navigators as peer professionals, including how supervision will balance accountability, professional development, appropriate use of lived experience, and boundary navigation, as well as how staff will be supported following difficult encounters, critical incidents, overdose deaths, and other losses among participants;
- Proposed salary ranges by role and any additional support, benefits or incentives offered;
- Staff retention plans, approaches to addressing turnover, and the career pathways available to peer staff, including advancement based on experience in the field and into supervisory or program leadership roles; and
- The proposed approach to navigator onboarding and ongoing training including core training topics, frequency, training providers or resources, and how the applicant will identify and address ongoing training needs.

Outreach, engagement, and referral streams

- The outreach strategy used to identify and engage the focus population, including how language barriers will be addressed. Strategies should include a focus on meeting immediate needs, such as food and warmth, and building trust;
- How engagement will be sustained with individuals who are highly mobile and who may initially decline engagement; and,
- Anticipated referral pathways into and out of the program, including how referrals will be received, made, followed up on, and documented; how navigators will facilitate warm handoffs to services; and the types of services and providers to which participants will be connected. Navigators should specifically be connected with local providers of Assertive Community Treatment, Assisted Outpatient Treatment, drop-in centers, and other supports for individuals with behavioral health needs.

Community engagement and partnership development

- The approach to establishing and maintaining a presence in neighborhood civic life, including how the recurring community meetings and civic bodies in each neighborhood will be identified and how an appropriate level of participation in each neighborhood will be determined;
- The approach to building and sustaining partnerships throughout the planning period and implementation to strengthen coordination, improve referral pathways, and address participant needs, including partnerships with local businesses and institutions, joint service delivery arrangements with City agencies or community-based organizations, and standing referral arrangements; and
- How the applicant will coordinate and build effective working relationships with relevant City agencies and public entities that come into contact with the focus population, while structuring referrals and information-sharing to protect participant confidentiality and limit unnecessary information-sharing with law enforcement. Relevant partners are likely to include, but are not limited to:
 - New York City Department of Social Services (DSS), including the Department of Homeless Services (DHS) and Human Resources Administration (HRA)
 - New York City Police Department (NYPD)
 - Administration for Children’s Services (ACS)
 - Manhattan District Attorney’s Office (DANY)
 - New York City Department of Health and Mental Hygiene (DOHMH)
 - NYC Health + Hospitals, including Correctional Health Services
 - New York City Department of Probation

- New York City Housing Authority (NYCHA)
- Mayor's Office of Criminal Justice (MOCJ)
- Mayor's Office of Community Mental Health
- Local elected officials' offices

Data collection and reporting

Given the focus population and mobile program model, staff will engage participants multiple times, in multiple locations, and in some cases through connections to multiple service providers. The awarded organization will therefore need clear systems and procedures for documentation and mobile case management. Describe plans for an effective case management process and system, including:

- Data system(s) to be used;
- Person or role responsible for ensuring consistent and appropriate use of the system;
- Expected opportunities and procedures for documenting participant engagement and services, such as intake, outreach encounters, referrals, and regular check-ins;
- Possible outcome measures and/or measures to demonstrate program impact over time;
- Data-sharing agreements expected to be necessary among program partners, and whether any such agreements are currently in place; and,
- Systems and procedures for protecting client confidentiality and data privacy.

Implementation timeline and milestones

- A timeline outlining the major milestones of the program and how they align with program goals, including activities to be completed during the planning period;
- Proposed annual goals for each deliverable and milestone set out in Section III.C, and the basis for those projections; and,
- Where the applicant proposes additional deliverables or milestones beyond those listed in Section III.C, an explanation of why each would advance DANY's goals and objectives.

DANY's assumptions regarding contractor approach represent what DANY believes to be most likely to achieve its goals and objectives. However, applicants are encouraged to propose an approach that they believe will most likely achieve DANY's goals and objectives. Applicants may also propose more than one approach. However, if an alternative approach affects other areas of the proposal such as experience, organizational capability, or price, that alternative approach should be submitted as a complete and separate proposal providing all the information specified in Section IV of this RFP.

3. Line Item Budget and Price Proposal

a. Line Item Budget and Narrative (Attachment B)

Applicants should provide a budget, using the attached template, outlining how funding will be used to achieve the goals of the proposed program. The budget should include the total budget for year 1 of operations. Additionally, if planning and implementation is required, applicants should submit a separate budget for that period. The budget should include a living wage for all navigators and sufficient OTPS funds to support the provision of essential needs for the focus population.

Applicants should also provide a corresponding budget narrative for each term (Year 1 and planning and implementation if applicable).

The narrative should link the proposed costs to the proposed program components and activities and outline any underlying assumptions upon which the budget is based.

In addition to the budget and budget narrative(s), applicants must also submit the price proposal (Attachment C).

4. Proposal Package Contents (“Checklist”)

- a. The Proposal Package should contain the following materials. Proposers should utilize this section as a “checklist” to assure completeness prior to submitting their proposal to the Department.

- Program/Technical Proposal
- Proposal Cover Letter Form (Attachment A)
- At least 3 references
- Resumes and/or Description of Qualifications for Key Staff Positions
- Organizational Chart outlining how the project staff fit into the overall organization structure
- Audit Report or Certified Financial Statement
- Letters of Intent for each subcontractor, if applicable
- Include Attachment B labeled “Budget and Budget Narrative”
- Include Attachment C “Price Proposal”
- Acknowledgment of Addenda Form (Attachment J)

5. All proposals must contain the remaining attachments listed on the cover page. Proposers should use appropriately descriptive file names, including the PIN, and the RFP section information (e.g., “Technical Proposal_Neighborhood Navigators RFP,” “Budget Worksheet and Budget Narrative_Neighborhood Navigators RFP”) for all attachments.

SECTION V – PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES

A. Evaluation Procedures

All proposals accepted by the Department will be reviewed to determine whether they are responsive or non-responsive to the requisites of this RFP. Proposals that are determined by the Department to be non-responsive will be rejected and will not be proceed to the evaluation phase. The Department’s Evaluation Committee will evaluate and rate all remaining proposals based on the Evaluation Criteria prescribed below. The Department reserves the right to conduct site visits and/or interviews and/or to request that proposers make presentations and/or demonstrations, as the Department deems applicable and appropriate. Although discussions may be conducted with proposers submitting acceptable proposals, the Department reserves the right to award contracts on the basis of initial proposals received without discussions; therefore, the proposer’s initial proposal should contain its best technical and price terms. The Chief Contracting Officer may request a written best and final offer (BAFO).

B. Evaluation Criteria

- Demonstrated quantity and quality of successful relevant experience – 40%
- Demonstrated level of organizational capability – 20%
- Quality of proposed approach – 40%

C. Basis for Contract Award

Contract awards will be made to the applicants whose proposals are determined to be the most advantageous by the evaluation committee, taking into consideration the price and such other factors and criteria as are set forth in the RFP (see "Evaluation Criteria") and outlined above. Contract awards shall be subject to the timely completion of contract negotiations between DANY and the funded applicant.

D. Acknowledgment of Addenda

The Acknowledgment of Addenda form serves as the proposer's acknowledgment of the receipt of addenda to this RFP which may have been issued by the Department prior to the Proposal Due Date and Time, as set forth in Section I.B., above. The proposer should complete this form as instructed.

Compliance with Local Law 34 of 2007

Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City established a computerized database containing the names of any "person" that has "business dealings with the city" as such terms are defined in the Local Law. For the purposes of the database, proposers are required to complete the attached Doing Business Data Form and return it with this proposal and should do so in a separate envelope. (If the proposer is a proposed joint venture, the entities that comprise the proposed joint venture must each complete a Data Form.) If the City determines that a proposer has failed to submit a Data Form or has submitted a Data Form that is not complete, the proposer will be notified by the Department and will be given four (4) calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to the Department. Failure to do so will result in a determination that the proposal is non-responsive. Receipt of notification is defined as the day notice is e-mailed.

Whistleblower Protection Expansion Act Rider

Local Law Nos. 30 and 33 of 2012, codified at sections 6-132 and 12-113 of the New York City Administrative Code, the Whistleblower Protection Expansion Act, protect employees of certain City contractors from adverse personnel action based on whistleblower activity relating to a City contract and require contractors to post a notice informing employees of their rights. Please read the attached Whistleblower Protection Expansion Act Rider carefully.

Compliance with the Iran Divestment Act

Pursuant to State Finance Law Section 165-a and General Municipal Law Section 103-g, the City is prohibited from entering into contracts with persons engaged in investment activities in the energy sector of Iran. Each proposer is required to complete the attached Bidders Certification of Compliance with the Iran Divestment Act, certifying that it is not on a list of entities engaged in investments activities in Iran created by the Commissioner of the NYS Office of General Services. If a proposer appears on that list, the Department/Department will be able to award a contract to such proposer only in situations where the proposer is takings steps to cease its investments in Iran or where the proposer is a necessary sole source. Please refer to attached for information on the Iran Divestment Act required for this solicitation and instructions on how to complete the required form and to <http://www.ogs.ny.gov/About/regs/ida.asp> for additional information concerning the list of entities.

Paid Sick Leave Law Contract Rider

The Earned Sick Time Act, also known as the Paid Sick Leave Law ("PSLL"), requires covered employees who annually perform more than 80 hours of work in New York City to be provided with paid sick time. Contractors of the City of New York may be required to provide sick time pursuant to the PSLL. Attached Paid Sick Leave

Law Rider will be included in any contract awarded from this RFP and will incorporate the PSLL as a material term of such a contract. Please read the attachment carefully.

SECTION VI - GENERAL INFORMATION TO PROPOSERS

A. Complaints. The New York City Comptroller is charged with the audit of contracts in New York City. Any proposer who believes that there has been unfairness, favoritism or impropriety in the proposal process should inform the Comptroller, Office of Contract Administration, 1 Centre Street, Room 1005, New York, NY 10007; contract@comptroller.nyc.gov, or at (212) 669-2323. In addition, the New York City Department of Investigation should be informed of such complaints at its Investigations Division, 80 Maiden Lane, New York, NY 10038; the telephone number is (212) 825-5959.

B. Applicable Laws. This Request for Proposals and the resulting contract award(s), if any, unless otherwise stated, are subject to all applicable provisions of New York State Law, the New York City Administrative Code, New York City Charter and New York City Procurement Policy Board (PPB) Rules. A copy of the PPB Rules may be obtained by contacting the PPB at (212) 788-0010 or at: <http://www.nyc.gov/html/mocs/ppb/html/home/home.shtml>.

C. General Contract Provisions. Contracts shall be subject to New York City's general contract provisions, in substantially the form that they appear in "Appendix A—General Provisions Governing Contracts for Consultants, Professional and Technical Services" or, if the Department utilizes other than the formal Appendix A, in substantially the form that they appear in the Department's general contract provisions. A copy of the applicable document is available through the Authorized Department Contact Person.

D. Contract Award. Contract award is subject to each of the following applicable conditions and any others that may apply: New York City Fair Share Criteria; New York City MacBride Principles Law; submission by the proposer of the requisite New York City Department of Business Services/Division of Labor Services Employment Report and certification by that office; submission by the proposer of the requisite VENDEX Questionnaires/Affidavits of No Change and review of the information contained therein by the New York City Department of Investigation; all other required oversight approvals; applicable provisions of federal, state and local laws and executive orders requiring affirmative action and equal employment opportunity; and Section 6-108.1 of the New York City Administrative Code relating to the Local Based Enterprises program and its implementation rules.

E. Proposer Appeal Rights. Pursuant to New York City's Procurement Policy Board Rules, proposers have the right to appeal Department non-responsiveness determinations and Department non-responsibility determinations and to protest a Department's determination regarding the solicitation or award of a contract.

F. Multi-Year Contracts. Multi-year contracts are subject to modification or cancellation if adequate funds are not appropriated to the Department to support continuation of performance in any City fiscal year succeeding the first fiscal year and/or if the contractor's performance is not satisfactory. The Department will notify the contractor as soon as is practicable that the funds are, or are not, available for the continuation of the multi-year contract for each succeeding City fiscal year. In the event of cancellation, the contractor will be reimbursed for those costs, if any, which are so provided for in the contract.

G. Prompt Payment Policy. Pursuant to the New York City's Procurement Policy Board Rules, it is the policy of the City to process contract payments efficiently and expeditiously.

H. Prices Irrevocable. Prices proposed by the proposer shall be irrevocable until contract award, unless the proposal is withdrawn. Proposals may only be withdrawn by submitting a written request to the Department prior to contract award but after the expiration of 90 days after the opening of proposals. This shall not limit the discretion of the Department to request proposers to revise proposed prices through the submission of best and final offers and/or the conduct of negotiations.

I. Confidential, Proprietary Information or Trade Secrets. Proposers should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification of why such materials, upon request, should not be disclosed by the City. Such information must be easily separable from the non-confidential sections of the proposal. All information not so identified may be disclosed by the City.

J. RFP Postponement/Cancellation. The Department reserves the right to postpone or cancel this RFP, in whole or in part, and to reject all proposals.

K. Proposer Costs. Proposers will not be reimbursed for any costs incurred to prepare proposals.

L. Vendex Fees. Pursuant to PPB Rule 2-08(f)(2), the contractor will be charged a fee for the administration of the Vendex system, including the Vendor Name Check Process, if a Vendor Name Check review is required to be conducted by the Department of Investigation. The contractor shall also be required to pay the applicable fees for any of its subcontractors for which Vendor Name Check reviews are required. The fee(s) will be deducted from payments made to the contractor under the contract. For contracts with an estimated value of less than or equal to \$1,000,000, the fee will be \$175. For contracts with an estimated value of greater than \$1,000,000, the fee will

be \$350. The estimated value for each contract resulting from this RFP is estimated to be (less than or equal to \$1million) (above \$1million).

M. Charter Section 312(a) Certification

_____ The Department has determined that the contract(s) to be awarded through this Request for Proposals will not result in the displacement of any New York City employee within this Department. See attached Displacement Determination Form.

_____ The Department has determined that the contract(s) to be awarded through this Request for Proposals will result in the displacement of New York City employee(s) within this Department. See attached Displacement Determination Form.

_____ The contract to be awarded through this Request for Proposals is a task order contract that does not simultaneously result in the award of a first task order; a displacement determination will be made in conjunction with the issuance of each task order pursuant to such task order contract. Determinations for any subsequent task orders will be made in conjunction with such subsequent task orders.

Migdalia Velez
(Chief Contracting Officer)

Date: 9/30/26

**Message from the New York City Vendor Enrollment Center
Get on mailing lists for New York City contract opportunities!**

Submit a NYC-FMS Vendor Application - Call 212/857-1680

Message from New York City's Department of Small Business Services

The Department of Small Business Services (SBS) offers One-on-One Technical Assistance to businesses that are interested in bidding on City contracts for the following goods and services: construction, construction related, standardized and architectural and engineering. If you plan on bidding on this or any other City contract, contact SBS to schedule an appointment. The Department of Small Business Services will meet with you to review your particular proposal or submission and provide feedback and guidance to help you submit the best proposal possible.

To schedule One-on-One Technical Assistance, email techassist@sbs.nyc.gov and an SBS representative will contact you.

ATTACHMENT A

PROPOSAL COVER LETTER

RFP TITLE: Neighborhood Navigators RFP

PIN# 2027NNRFP001

Proposer:

Name: _____

Address: _____

Tax Identification #: _____

Proposer's Contact Person: _____

Name: _____

Title: _____

Telephone #: _____

Proposer's Authorized Representative: _____

Name: _____

Title: _____

Signature: _____

Date: _____

Is the response printed on both sides, on recycled paper containing the minimum percentage of recovered fiber content as requested by the City in the instructions to this solicitation?

☐

Yes

☐

No

ATTACHMENT B

Line-Item Budget Template

The Price Proposal includes a presentation of the proposer's total first year budget for providing each element of the Scope of Work prescribed in Section III of the RFP.

Regardless of the payment structure being proposed, provide a line-item budget for the first contract year only. The line-item budget including (at minimum) each of the following for providing the work described in Section III of this RFP:

- a. **Personnel** – list personnel by job title needed to fulfill the Scope of Services to be paid by the proposed contract. For each title provide the number of staff at that title and the salary range. If salaries are supported by multiple funding sources, identify the funding source, and indicate the percentage of the salary funded by source for each title. For managerial/executive salaries in excess of \$100,000, provide the percentage of time allocated to the proposed program in addition to the percentage of the salary funded by source for each title.
- b. **Fringe** – the listing of all the benefits to be paid under the awarded contract as well as the amount and percentage of each listed benefit with the overall amount and percentage.
- c. **Consultants** – each consultant must be listed separately, with rate of pay.
- d. **Equipment** – listing of all equipment needed to be purchased throughout the proposed contracting period to fulfill the Scope of Services. Listing of all rented equipment must also be included in this category.
- e. **Supplies** – list of supplies needed to fulfill the Scope of Services through the proposed contracting period.
- f. **Travel and Subsistence** – list of local travel and out-of-state travel for staff and/or travel for clients, if applicable.
- g. **Rental of Facilities** – if applicable, the monthly rent of any facility rented to fulfill the Scope of Services, including the total square footage and rate, as well as utility costs per month.
- h. **Start-up** - if applicable, provide a detailed start-up budget for the proposed program.

ATTACHMENT C

PRICE PROPOSAL WORKSHEET

ATTACHMENT D

WHISTLEBLOWER PROTECTION EXPANSION ACT RIDER

1. In accordance with Local Law Nos. 30-2012 and 33-2012, codified at sections 6-132 and 12-113 of the New York City Administrative Code, respectively,
 - (a) Contractor shall not take an adverse personnel action with respect to an officer or employee in retaliation for such officer or employee making a report of information concerning conduct which such officer or employee knows or reasonably believes to involve corruption, criminal activity, conflict of interest, gross mismanagement or abuse of authority by any officer or employee relating to this Contract to (i) the Commissioner of the Department of Investigation, (ii) a member of the New York City Council, the Public Advocate, or the Comptroller, or (iii) the City Chief Procurement Officer, ACCO, Department head, or Commissioner.
 - (b) If any of Contractor's officers or employees believes that he or she has been the subject of an adverse personnel action in violation of subparagraph (a) of paragraph 1 of this rider, he or she shall be entitled to bring a cause of action against Contractor to recover all relief necessary to make him or her whole. Such relief may include but is not limited to: (i) an injunction to restrain continued retaliation, (ii) reinstatement to the position such employee would have had but for the retaliation or to an equivalent position, (iii) reinstatement of full fringe benefits and seniority rights, (iv) payment of two times back pay, plus interest, and (v) compensation for any special damages sustained as a result of the retaliation, including litigation costs and reasonable attorney's fees.
 - (c) Contractor shall post a notice provided by the City in a prominent and accessible place on any site where work pursuant to the Contract is performed that contains information about:
 - (i) how its employees can report to the New York City Department of Investigation allegations of fraud, false claims, criminality or corruption arising out of or in connection with the Contract; and
 - (ii) the rights and remedies afforded to its employees under New York City Administrative Code sections 7-805 (the New York City False Claims Act) and 12- 113 (the Whistleblower Protection Expansion Act) for lawful acts taken in connection with the reporting of allegations of fraud, false claims, criminality or corruption in connection with the Contract.
 - (d) For the purposes of this rider, "adverse personnel action" includes dismissal, demotion, suspension, disciplinary action, negative performance evaluation, any action resulting in loss of staff, office space, equipment or other benefit, failure to appoint, failure to promote, or any transfer or assignment or failure to transfer or assign against the wishes of the affected officer or employee.
 - (e) This rider is applicable to all of Contractor's subcontractors having subcontracts with a value in excess of \$100,000; accordingly, Contractor shall include this rider in all subcontracts with a value a value in excess of \$100,000.
2. Paragraph 1 is not applicable to this Contract if it is valued at \$100,000 or less. Subparagraphs (a), (b), (d), and (e) of paragraph 1 are not applicable to this Contract if it was solicited pursuant to a finding of an emergency. Subparagraph (c) of paragraph 1 is neither applicable to this Contract if it was solicited prior to October 18, 2012 nor if it is a renewal of a contract executed prior to October 18, 2012.

NOTICE TO BIDDERS, PROPOSERS, CONTRACTORS, AND RENEWAL CONTRACTORS

This contract includes a provision concerning the protection of employees for whistleblowing activity, pursuant to New York City Local Law Nos. 30-2012 and 33-2012, effective October 18, 2012 and September 18, 2012, respectively. The provisions apply to contracts with a value in excess of \$100,000.

Local Law No. 33-2012, the Whistleblower Protection Expansion Act (“WPEA”), prohibits a contractor or its subcontractor from taking an adverse personnel action against an employee or officer for whistleblower activity in connection with a City contract; requires that certain City contracts include a provision to that effect; and provides that a contractor or subcontractor may be subject to penalties and injunctive relief if a court finds that it retaliated in violation of the WPEA. The WPEA is codified at Section 12-113 of the New York City Administrative Code.

Local Law No. 30-2012 requires a contractor to prominently post information explaining how its employees can report allegations of fraud, false claims, criminality, or corruption in connection with a City contract to City officials and the rights and remedies afforded to employees for whistleblowing activity. Local Law No. 30-2012 is codified at Section 6-132 of the New York City Administrative Code.

ATTACHMENT E

**IRAN DIVESTMENT ACT COMPLIANCE RIDER FOR
NEW YORK CITY CONTRACTORS**

The Iran Divestment Act of 2012, effective as of April 12, 2012, is codified at State Finance Law (“SFL”) §165-a and General Municipal Law (“GML”) §103-g. The Iran Divestment Act, with certain exceptions, prohibits municipalities, including the City, from entering into contracts with persons engaged in investment activities in the energy sector of Iran. Pursuant to the terms set forth in SFL §165-a and GML §103-g, a person engages in investment activities in the energy sector of Iran if:

(a) the person provides goods or services of twenty million dollars or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or

(b) The person is a financial institution that extends twenty million dollars or more in credit to another person, for forty-five days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list created pursuant to paragraph (b) of subdivision three of Section 165-a of the State Finance Law and maintained by the Commissioner of the Office of General Services.

A bid or proposal shall not be considered for award nor shall any award be made where the bidder or proposer fails to submit a signed and verified bidder’s certification.

Each bidder or proposer must certify that it is not on the list of entities engaged in investment activities in Iran created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law. In any case where the bidder or proposer cannot certify that they are not on such list, the bidder or proposer shall so state and shall furnish with the bid or proposal a signed statement which sets forth in detail the reasons why such statement cannot be made. The City of New York may award a bid to a bidder who cannot make the certification on a case by case basis if:

(1) The investment activities in Iran were made before the effective date of this section (i.e., April 12, 2012), the investment activities in Iran have not been expanded or renewed after the effective date of this section and the person has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran: or

(2) The City makes a determination that the goods or services are necessary for the City to perform its functions and that, absent such an exemption, the City would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

**BIDDER'S CERTIFICATION OF COMPLIANCE WITH
IRAN DIVESTMENT ACT**

Pursuant to General Municipal Law §103-g, which generally prohibits the City from entering into contracts with persons engaged in investment activities in the energy sector of Iran, the bidder/proposer submits the following certification:

[Please Check One]

BIDDER'S CERTIFICATION

- ☐ By submission of this bid or proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each bidder/proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law.
- ☐ I am unable to certify that my name and the name of the bidder/proposer does not appear on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law. I have attached a signed statement setting forth in detail why I cannot so certify.

Dated:

SIGNATURE

PRINTED NAME

TITLE

State of)
) ss:
 County of)

Subscribed and sworn or affirmed to before me this _____ day of _____ 20____ by _____.

Notary Public State of

ATTACHMENT F

PAID SICK LEAVE LAW CONTRACT RIDER

Introduction and General Provisions

The Earned Sick Time Act, also known as the Paid Sick Leave Law (“PSLL”), requires covered employees who annually perform more than 80 hours of work in New York City to be provided with paid sick time.¹ Contractors of the City of New York or of other governmental entities may be required to provide sick time pursuant to the PSLL.

The PSLL became effective on April 1, 2014, and is codified at Title 20, Chapter 8, of the New York City Administrative Code. It is administered by the City’s Department of Consumer Affairs (“DCA”); DCA’s rules promulgated under the PSLL are codified at Chapter 7 of Title 6 of the Rules of the City of New York (“Rules”).

Contractor agrees to comply in all respects with the PSLL and the Rules, and as amended, if applicable, in the performance of this agreement. Contractor further acknowledges that such compliance is a material term of this agreement and that failure to comply with the PSLL in performance of this agreement may result in its termination.

Contractor must notify the Department Chief Contracting Officer of the City Department or other entity with whom it is contracting in writing within ten (10) days of receipt of a complaint (whether oral or written) regarding the PSLL involving the performance of this agreement. Additionally, Contractor must cooperate with DCA’s education efforts and must comply with DCA’s subpoenas and other document demands as set forth in the PSLL and Rules.

The PSLL is summarized below for the convenience of Contractor. Contractor is advised to review the PSLL and Rules in their entirety. On the website www.nyc.gov/PaidSickLeave there are links to the PSLL and the associated Rules as well as additional resources for employers, such as Frequently Asked Questions, timekeeping tools and model forms, and an event calendar of upcoming presentations and webinars at which Contractor can get more information about how to comply with the PSLL. Contractor acknowledges that it is responsible for compliance with the PSLL notwithstanding any inconsistent language contained herein.

Pursuant to the PSLL and the Rules: Applicability, Accrual, and Use

An employee who works within the City of New York for more than eighty hours in any consecutive 12- month period designated by the employer as its “calendar year” pursuant to the PSLL (“Year”) must be provided sick time. Employers must provide a minimum of one hour of sick time for every 30 hours worked by an employee and compensation for such sick time must be provided at the greater of the employee’s regular hourly rate or the minimum wage. Employers are not required to provide more than forty hours of sick time to an employee in any Year.

An employee has the right to determine how much sick time he or she will use, provided that employers may set a reasonable minimum increment for the use of sick time not to exceed four hours per day. In addition, an employee may carry over up to forty hours of unused sick time to the following Year, provided that no employer is required to allow the use of more than forty hours of sick time in a Year or carry over unused paid sick time if the employee is paid for such unused sick time and the employer provides the employee with at least the legally required amount of paid sick time for such employee for the immediately subsequent Year on the first day of such Year.

An employee entitled to sick time pursuant to the PSLL may use sick time for any of the following:

- such employee’s mental illness, physical illness, injury, or health condition or the care of such illness,

- injury, or condition or such employee's need for medical diagnosis or preventive medical care;
- such employee's care of a family member (an employee's child, spouse, domestic partner, parent, sibling, grandchild or grandparent, or the child or parent of an employee's spouse or domestic partner) who has a mental illness, physical illness, injury or health condition or who has a need for medical diagnosis or preventive medical care;
- closure of such employee's place of business by order of a public official due to a public health emergency; or
- such employee's need to care for a child whose school or childcare provider has been closed due to a public health emergency.

An employer must not require an employee, as a condition of taking sick time, to search for a replacement. However, an employer may require an employee to provide: reasonable notice of the need to use sick time; reasonable documentation that the use of sick time was needed for a reason above if for an absence of more than three consecutive workdays; and/or written confirmation that an employee used sick time pursuant to the PSL. However, an employer may not require documentation specifying the nature of a medical condition or otherwise require disclosure of the details of a medical condition as a condition of providing sick time and health information obtained solely due to an employee's use of sick time pursuant to the PSL must be treated by the employer as confidential.

If an employer chooses to impose any permissible discretionary requirement as a condition of using sick time, it must provide to all employees a written policy containing those requirements, using a delivery method that reasonably ensures that employees receive the policy. If such employer has not provided its written policy, it may not deny sick time to an employee because of non-compliance with such a policy.

Sick time to which an employee is entitled must be paid no later than the payday for the next regular payroll period beginning after the sick time was used.

Exemptions and Exceptions

Notwithstanding the above, the PSL does not apply to any of the following:

- an independent contractor who does not meet the definition of employee under section 190(2) of the New York State Labor Law;
- an employee covered by a valid collective bargaining agreement in effect on April 1, 2014 until the termination of such agreement;
- an employee in the construction or grocery industry covered by a valid collective bargaining agreement if the provisions of the PSL are expressly waived in such collective bargaining agreement;
- an employee covered by another valid collective bargaining agreement if such provisions are expressly waived in such agreement and such agreement provides a benefit comparable to that provided by the PSL for such employee;
- an audiologist, occupational therapist, physical therapist, or speech language pathologist who is licensed by the New York State Department of Education and who calls in for work assignments at will, determines his or her own schedule, has the ability to reject or accept any assignment referred to him or her, and is paid an average hourly wage that is at least four times the federal minimum wage;
- an employee in a work study program under Section 2753 of Chapter 42 of the United States Code;
- an employee whose work is compensated by a qualified scholarship program as that term is defined in the Internal Revenue Code, Section 117 of Chapter 20 of the United States Code; or

- a participant in a Work Experience Program (WEP) under section 336-c of the New York State Social Services Law.

Retaliation Prohibited

An employer may not threaten or engage in retaliation against an employee for exercising or attempting in good faith to exercise any right provided by the PSLL. In addition, an employer may not interfere with any investigation, proceeding, or hearing pursuant to the PSLL.

Notice of Rights

An employer must provide its employees with written notice of their rights pursuant to the PSLL. Such notice must be in English and the primary language spoken by an employee, provided that DCA has made available a translation into such language. Downloadable notices are available on DCA's website at <http://www.nyc.gov/html/dca/html/law/PaidSickLeave.shtml>.

Any person or entity that willfully violates these notice requirements is subject to a civil penalty in an amount not to exceed fifty dollars for each employee who was not given appropriate notice.

Records

An employer must retain records documenting its compliance with the PSLL for a period of at least three years, and must allow DCA to access such records in furtherance of an investigation related to an alleged violation of the PSLL.

Enforcement and Penalties

Upon receiving a complaint alleging a violation of the PSLL, DCA has the right to investigate such complaint and attempt to resolve it through mediation. Within 30 days of written notification of a complaint by DCA, or sooner in certain circumstances, the employer must provide DCA with a written response and such other information as DCA may request. If DCA believes that a violation of the PSLL has occurred, it has the right to issue a notice of violation to the employer.

DCA has the power to grant an employee or former employee all appropriate relief as set forth in New York City Administrative Code 20-924(d). Such relief may include, among other remedies, treble damages for the wages that should have been paid, damages for unlawful retaliation, and damages and reinstatement for unlawful discharge. In addition, DCA may impose on an employer found to have violated the PSLL civil penalties not to exceed \$500 for a first violation,

\$750 for a second violation within two years of the first violation, and \$1,000 for each succeeding violation within two years of the previous violation.

More Generous Policies and Other Legal Requirements

Nothing in the PSLL is intended to discourage, prohibit, diminish, or impair the adoption or retention of a more generous sick time policy, or the obligation of an employer to comply with any contract, collective bargaining agreement, employment benefit plan or other agreement providing more generous sick time. The PSLL provides minimum requirements pertaining to sick time and does not preempt, limit or otherwise affect the applicability of any other law, regulation, rule, requirement, policy or standard that provides for greater accrual or use by employees of sick leave or time, whether paid or unpaid, or that extends other protections to employees. The PSLL may not be

construed as creating or imposing any requirement in conflict with any federal or state law, rule or regulation.

¹ Pursuant to the PSL, if fewer than five employees work for the same employer, as determined pursuant to New York City Administrative Code §20-912(g), such employer has the option of providing such employees uncompensated sick time.

ATTACHMENT G

ACKNOWLEDGMENT OF ADDENDA

RFP TITLE: Neighborhood Navigator Initiative

PIN: 2027NNRFP001

Instructions: The Acknowledgement of Addenda Form serves as the proposer's acknowledgement of the receipt of any addenda to this RFP that may have been issued by DANY prior to the proposal due date and time. Proposers should fill in the appropriate information below for each addendum received or check the appropriate box to indicate that no addenda were received.

Proposer: _____

Name: _____

Address: _____

Tax Identification #: _____

Addendum Number	Addendum Title	Date Received by Proposer	Number of Pages
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

No addenda to this RFP were received:

Proposer Authorized Signature Date:

Name of Proposer Authorized Representative:

Title of Proposer Authorized Representative:

ATTACHMENT H

MACBRIDE PRINCIPLES PROVISIONS FOR NEW YORK CITY CONTRACTORS RIDER

ARTICLE I: NOTICE TO ALL PROSPECTIVE CONTRACTORS

Local Law No. 34 of 1991 became effective on September 10, 1991 and added section 6-115.1 to the Administrative Code of the City of New York. The local law provides for certain restrictions on City contracts to express the opposition of the people of the City of New York to employment discrimination practices in Northern Ireland and to encourage companies doing business in Northern Ireland to promote freedom of workplace opportunity.

Pursuant to Section 6-115.1, prospective contractors for contracts to provide goods or services involving an expenditure of an amount greater than ten thousand dollars, or for construction involving an amount greater than fifteen thousand dollars, are asked to sign a rider in which they covenant and represent, as a material condition of their contract, that any business in Northern Ireland operations conducted by the contractor and any individual or legal entity in which the contractor holds a ten percent or greater ownership interest and any individual or legal entity that holds a ten percent or greater ownership interest in the contractor will be conducted in accordance with the MacBride Principles of nondiscrimination in employment.

Prospective contractors are not required to agree to these conditions. However, in the case of contracts let by competitive sealed bidding, whenever the lowest responsible bidder has not agreed to stipulate to the conditions set forth in this notice and another bidder who has agreed to stipulate to such conditions has submitted a bid within five percent of the lowest responsible bid for a contract to supply goods, services or construction of comparable quality, the contracting entity shall refer such bids to the Mayor, the Speaker or other officials, as appropriate, who may determine, in accordance with applicable law and rules, that it is in the best interest of the city that the contract be awarded to other than the lowest responsible bidder pursuant to Section 31 3(b)(2) of the City Charter.

In the case of contracts let by other than competitive sealed bidding, if a prospective contractor does not agree to these conditions, no Department, elected official or the Council shall award the contract to that bidder unless the entity seeking to use the goods, services or construction certifies in writing that the contract is necessary for the entity to perform its functions and there is no other responsible contractor who will supply goods, services or construction of comparable quality at a comparable price.

PART A

In accordance with section 6-115.1 of the Administrative Code of the City of New York, the Contractor stipulates that such contractor and any individual or legal entity in which the Contractor holds a ten percent or greater ownership interest and any individual or legal entity that holds a ten percent or greater ownership interest in the Contractor either (a) have no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations they have in Northern Ireland in accordance with the MacBride Principles, and shall permit independent monitoring of their compliance with such principles.

PART B

For purposes of this section, the following terms shall have the following meanings:

1. "MacBride Principles" shall mean those principles relating to nondiscrimination in employment and freedom of workplace opportunity which require employers doing business in Northern Ireland to:

- 1) increase the representation of individuals from underrepresented religious groups in the work force, including managerial, supervisory, administrative, clerical and technical jobs;
- 2) take steps to promote adequate security for the protection of employees from underrepresented religious groups both at the workplace and while traveling to and from work;
- 3) ban provocative religious or political emblems from the workplace;

- 4) publicly advertise all job openings and make special recruitment efforts to attract applicants from underrepresented religious groups;
- 5) establish layoff, recall and termination procedures which do not in practice favor a particular religious group;
- 6) abolish all job reservations, apprenticeship restrictions and different employment criteria which discriminate on the basis of religion;
- 7) develop training programs that will prepare substantial numbers of current employees from underrepresented religious groups for skilled jobs, including the expansion of existing programs and the creation of new programs to train, upgrade and improve the skills of workers from underrepresented religious groups;
- 8) establish procedures to assess, identify and actively recruit employees from underrepresented religious groups with potential for further advancement; and
- 9) appoint a senior management staff member to oversee affirmative action efforts and develop a timetable to ensure their full implementation.

ARTICLE II: ENFORCEMENT OF ARTICLE I

The Contractor agrees that the covenants and representations in Article I above are material conditions to this Agreement. In the event the contracting entity receives information that the Contractor who made the stipulation required by this section is in violation thereof, the contracting entity shall review such information and give the Contractor an opportunity to respond. If the contracting entity finds that a violation has occurred, the entity shall have the right to declare the Contractor in default and/or terminate this Agreement for cause and procure the supplies, services or work from another source in any manner the entity deems proper. In the event of such termination, the Contractor shall pay to the entity, or the entity in its sole discretion may withhold from any amounts otherwise payable to the Contractor, the difference between the contract price for the uncompleted portion of this Agreement and the cost to the contracting entity of completing performance of this Agreement either itself or by engaging another contractor or contractors. In the case of a requirements contract, the contractor shall be liable for such difference in price for the entire amount of supplies required by the contracting entity for the uncompleted term of its contract. In the case of a construction contract, the contracting entity shall also have the right to hold the contractor in partial or total default in accordance with the default provisions of this Agreement, and/or may seek debarment or suspension of the contractor. The rights and remedies of the entity hereunder shall be in addition to, and not in lieu of, any rights and remedies the entity has pursuant to this Agreement or by operation of law.

Dated: ___, New York
 ___, 20

 SIGNATURE

 PRINTED NAME

 TITLE

Sworn to before me this
 ___ day of ___, 20

 Notary Public

Dated:

ATTACHMENT I

**Doing Business Data Form
(See Attachment I)**

Doing Business Data Form Notice

Pursuant to Local Law 34 of 2007, Contractor shall complete the Doing Business Data Form attached hereto and return it to the DANY within 10 days of execution of this Agreement, unless notified by the DANY that the Contractor is included in the most recent list issued by the Mayor's Office of Contract Services of Intergovernmental Vendors with Doing Business Data Forms on file.