



**CITY OF ALBANY
DEPARTMENT OF
YOUTH AND WORKFORCE SERVICES**

**REQUEST FOR PROPOSALS
FOR THE PROVISION OF
MY BROTHER'S & SISTER'S KEEPER (MBSK)
INITIATIVE CONSULTANT SERVICES**

**PROPOSALS DUE: OCTOBER 16, 2018
AT 2:00 PM**

RFP 2018-30

SEPTEMBER 24, 2018

City of Albany, New York

**REQUEST FOR PROPOSALS (RFP)
FOR THE PROVISION OF
MY BROTHER'S & SISTER'S KEEPER (MBSK)
INITIATIVE CONSULTANT SERVICES**

Proposal Number 2018-30
September 24, 2018

IMPORTANT NOTICE:

A restricted period is currently in effect for this Procurement and it will remain in effect until approval of the Contract. Proposers are prohibited from contact related to this procurement with any City of Albany employee other than the designated contacts listed below refer to:

Designated Contacts for this Procurement:

For Project Specific Clarifications:.....Raphael J. Tucker, Deputy Commissioner

For Public Procurement Process Clarifications:Angelica Kang, Esq.

BACKGROUND

In January 2014, Mayor Kathy Sheehan noted in her Transition Team Report that her new administration would focus on eradicating vast inequities and become a city where equity is understood to be the bedrock of the City's success. On October 29, 2014, Mayor Sheehan accepted President Obama's My Brother's Keeper Challenge, and made the commitment to include girls and young women of color as well. Working with a committee of community members and stakeholders, an Action Plan was created in October 2015.

The MBSK Action Plan explained the current challenges, existing local partners, and desired outcomes. Albany's MBSK has committed to the following milestones:

1. Entering school ready to learn;
2. Reading at grade level by third grade;
3. Completing post-secondary education or training;
4. Successfully entering the workforce; and
5. Reducing youth violence and providing a second chance.

From the launch of MBSK to the present day, more than a dozen town hall meetings, summits and activities to engage with local stakeholders about the current barriers, milestones and attainable solutions have occurred. These exchanges with the City of Albany youth, families and community-based

organizations, non-profit and external governmental agencies have resulted in data sharing, cultural awareness activities and policy recommendations.

In 2016, New York State became the first state in the nation to provide grant dollars to fund MBK Challenge communities with a \$20M grant through the New York State Education Department (NYSED). The City of Albany MBSK Initiative assisted the City School District of Albany in developing a proposal to NYSED. The City School District was awarded a grant in Round 1 to address specific milestones.

SECTION 1: PURPOSE

- 1.1 The City of Albany hereby requests proposals from qualified entities to provide My Brother's & Sister's Keeper (MBSK) Initiative Consultant services to the City of Albany. Minority Business Enterprises and Women's Business Enterprises are encouraged to submit proposals.

SECTION 2: RECEIPT OF PROPOSALS:

- 2.1 Four (4) copies of the Proposal must be received in a sealed envelope marked "Proposal Enclosed – MBSK Initiative Consultant Services" no later than **October 16, 2018 at 2:00 pm** at the following address:

Angelica Kang, Esq.
Assistant Corporation Counsel
City Hall - Room 106
24 Eagle Street
Albany, New York 12207

SECTION 3: QUALIFICATIONS OF PROPOSER:

- 3.1 Each proposer shall provide a letter of interest of no more than three (3) pages in length that describes you and your experience working with opportunity youth. On a separate sheet (which will not count towards the three (3)-page limit), please provide the names and contact information for up to four (4) references.
- 3.2 The City of Albany may make such inquiries it deems necessary to determine the ability of each proposer to perform the services contemplated by this RFP. Proposers shall promptly furnish all information and data for this purpose as may be subsequently requested by the City of Albany.

SECTION 4: SCOPE OF SERVICES:

4.1 The selected proposer(s) will be required to provide part-time consulting services for an average 25 hours per week at \$26.00 per hour. The MBSK Initiative Consultant will utilize the 2015 MBSK Action Plan, as well as other related information to evaluate the progress to date, and design a plan of action to address the most critical findings impacting young men and women of color. Working with the MBSK committee and stakeholders, the Consultant will be responsible for:

- (A) Organization of MBSK activities and events that increase educational awareness and employment/training accessibility;
- (B) Implementation of a mentoring program network guide to be housed at the Youth Opportuning Office;
- (C) Continuous follow-up on the execution of action items resulting from MBSK meetings and events;
- (D) Monitoring and making recommendations for community partner participation; and
- (E) Support for other MBSK related projects to achieve program goals and objectives.

The Department of Youth & Workforce Services (DYWS) is seeking an individual experienced in leading successful youth-based initiatives to provide part-time Executive Director support for Albany's My Brother's & Sister's Keeper (MBSK) Initiative. The applicant must have relevant and positive experience in working with nonprofit, public and private sector organizations to develop strategic plans with assessment tools that incorporate internal, environmental, political and fiscal factors. Experience working with agencies that deliver impactful services in the areas of employment, education, health, mentoring, juvenile justice and post-corrections/reentry is preferred.

SECTION 5: ORGANIZATIONAL OVERVIEW:

5.1 The Department of Youth & Workforce Service's (DYWS) mission is to provide Albany youth, adults and dislocated workers with services that meet the needs of jobseekers, demands of employers, and that lead to successful career pathways. To fulfill this vision, DYWS partners with Local Educational Agencies, area youth-serving programs, law enforcement entities, and other community stakeholders. DYWS also facilitates the following MBSK goals for Albany children and youth:

- Decrease the number of disconnected youth (16-24 year olds not in school and not working);

- Increase the number of students who have access to and complete a post-secondary education and training pathway; and
- Reduce violent crime and provide a second chance.

SECTION 6: RFP REQUIREMENTS:

6.1 All inquiries with respect to this Request for Proposals shall be **in writing** directed to the following address:

For project specific clarifications:

Raphael J. Tucker, Deputy Commissioner
Department of Youth & Workforce Services
175 Central Avenue
Albany, New York 12206

For public procurement process clarifications:

Angelica Kang, Esq.
Assistant Corporation Counsel
Department of Law
City Hall, Room 106
24 Eagle Street
Albany, New York 12207
Phone:(518) 434-5050
E-mail:akang@albanyny.gov

6.2 Proposals must be RECEIVED no later than 2:00 p.m. on October 16, 2018. Proposals received after this time will not be considered.

6.3 All costs in preparation of the proposal are to be borne by the proposer. NYWS will not reimburse any costs associated with the preparation or submittal of this proposal.