



**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: SEPTEMBER 20, 2019  
AT 2:00 PM**

**RFP 2019-27**

**SEPTEMBER 5, 2019**

**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 2019-27  
September 5, 2019

**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: .....Sarah A. Valis, 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 **September 20, 2019 at 2:00 pm** at the following address:

Sarah A. Valis, 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, and not to exceed 37.5 hours per week, at the rate of \$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: TERM OF CONTRACT:**

- 6.1 The contract period for the service contemplated by this RFP will be from October 1, 2019 until March 31, 2020. The City reserves the right to extend the agreement for one (1) additional six (6)-month period upon budget approval.
- 6.2 The selected proposer(s) will be required to execute a contract with the City of Albany. A sample City of Albany Professional Services Agreement is available upon request. The City of Albany will have the right to terminate the contract at any time, with or without cause, upon thirty (30) days written notice.

**SECTION 7: RFP REQUIREMENTS:**

7.1 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  
Phone: .....(518) 434-5207  
E-mail: .....[rtucker@albanyny.gov](mailto:rtucker@albanyny.gov)

For public procurement process clarifications:

Sarah A. Valis, Esq.  
Assistant Corporation Counsel  
Department of Law  
City Hall, Room 106  
24 Eagle Street  
Albany, New York 12207  
Phone: .....(518) 434-5050  
E-mail: .....[svalis@albanyny.gov](mailto:svalis@albanyny.gov)

7.2 Proposals must be RECEIVED no later than 2:00 p.m. on September 20, 2019. Proposals received after this time will not be considered.

7.3 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.

7.4 All questions about the meaning or intent of the specifications shall be submitted **in writing**. Replies will be posted via the City's website: <http://www.albanyny.gov/NewsandEvents/RFPs.aspx>, along with the electronic version of this RFP. Questions received less than four (4) business days prior to the date of submission of proposals will not be answered. Only questions answered by formal written Addenda will be binding. Oral or other interpretations or clarifications will be without legal effect.

7.5 In addition, any changes, additions or deletions to this RFP will also be posted on the City's website: <http://www.albanyny.gov/NewsandEvents/RFPs.aspx>, along with the electronic version of this RFP. Respondents are urged to check the City's website frequently for notices of any clarification of or changes, additions, or deletions to this RFP.

**OTHER THAN THE CONTACT IDENTIFIED ABOVE, PROSPECTIVE RESPONDENTS SHALL NOT APPROACH THE CITY'S EMPLOYEES DURING THE RESTRICTED PERIOD OF THIS RFP PROCESS ABOUT ANY MATTERS RELATED TO THIS RFP OR ANY QUALIFICATIONS SUBMITTED PURSUANT THERETO.**

#### **SECTION 8: SUBMISSION REQUIREMENTS:**

8.1 All Proposers shall be required to submit a complete proposal. As outlined in this RFP, all proposals shall include the following:

- A) Statement of Qualifications as outlined in Section 3
- B) Non-Collusive Proposal Certificate and Acknowledgment Form as outlined in Section 13
- C) An acknowledgment of understanding that by submitting a bid the proposer certifies under penalty of perjury the above Iran Divestment Act statement, as outlined in Section 14.2 and the Non-Discrimination and Diversity statement, as outlined in Section 14.3.

8.2 Failure to include all of the above items may result in the proposal being considered nonresponsive.

NON-COLLUSIVE PROPOSAL CERTIFICATE  
PURSUANT TO NEW YORK STATE GENERAL MUNICIPAL LAW SECTION 103-D

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto, certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in the proposal have been arrived at independently, without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to the opening, directly or indirectly, to any other proposer or to any competitor; and
- (3) No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(name and title)

\_\_\_\_\_  
(name of firm)

**ACKNOWLEDGMENT BY PROPOSER**

If Individual or Individuals:

**STATE OF** \_\_\_\_\_ )  
**COUNTY OF** \_\_\_\_\_ ) **SS.:**

On this \_\_\_\_\_ day of \_\_\_\_\_, 2019, before me personally appeared \_\_\_\_\_ to me known and known to me to be the same person(s) described in and who executed the within instrument, and he/she (or they severally) acknowledged to me that he/she (or they) executed the same.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
Qualified in \_\_\_\_\_  
Commission Expires \_\_\_\_\_

If Corporation:

**STATE OF** \_\_\_\_\_ )  
**COUNTY OF** \_\_\_\_\_ ) **SS.:**

On this \_\_\_\_\_ day of \_\_\_\_\_, 2019, before me personally appeared \_\_\_\_\_ to me known, who, being by me sworn, did say that he/she resides at (give address) \_\_\_\_\_; that he/she is the (give title) \_\_\_\_\_ of the (name of corporation) \_\_\_\_\_, the corporation described in and which executed the above instrument; that he/she knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the board of directors of the corporation, and that he/she signed his/her name thereto by like order.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
Qualified in \_\_\_\_\_  
Commission Expires \_\_\_\_\_

If Partnership:

**STATE OF** \_\_\_\_\_ )  
**COUNTY OF** \_\_\_\_\_ ) **SS.:**

On this \_\_\_\_\_ day of \_\_\_\_\_, 2019, before me personally came \_\_\_\_\_, to me known to be the individual who executed the foregoing, and who, being duly sworn, did depose and say that he/she is a partner of the firm of \_\_\_\_\_ and that he/she has the authority to sign the same, and acknowledged that he/she executed the same as the act and deed of said partnership.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
Qualified in \_\_\_\_\_  
Commission Expires \_\_\_\_\_