

VILLAGE OF OSSINING

MUNICIPAL BUILDING

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VILLAGE OF OSSINING REQUEST FOR PROPOSALS YOUTH BUREAU NEEDS ASSESSMENT

Proposal Submission Deadline: Thursday, July 14th, 2022 at 4:30 pm

The Village of Ossining invites interested consultant teams to submit written proposals to prepare a Needs Assessment for the Village of Ossining Youth Bureau, funded by grant dollars from the Westchester County Youth Bureau. The Assessment shall provide comprehensive data to better serve the Ossining community by documenting community needs and current services offerings, and using that data to establish priorities, set goals, assess staffing needs, and plan future programming. It is anticipated that, subject to approval by the Board of Trustees, the selected team will begin work on or about August 2022.

The Village of Ossining is located on the Hudson River approximately 35 miles north of New York City. The village was chartered by the New York State Legislature in 1813 and is one of the few charter villages in the state. The village has approximately 185 full time employees, consisting of 19 senior staff/department heads/board members, approximately 108 employees covered by an agreement with the Civil Service Employees Association (CSEA), and approximately 58 uniformed police officers represented by the Police Benevolent Association (PBA). The village primarily operates out of four buildings: 16 Croton Avenue (Village Hall), 95 Broadway (Joseph G. Caputo Community Center), 86-88 Spring Street (police headquarters), and 101 Route 9A (Operations Center). The Village's 2022 annual budget totaled approximately \$56,000,000. The Village operates under a Village Manager form of government where the manager is the Chief Administrative Officer.

The Village's Board of Trustees ("Board"), which has five members including the mayor, who are each elected to two year terms and meet the first and third Wednesday of the month at 7:30 pm for Legislative Meetings. The Board conducts work sessions on the second and fourth Wednesday of the month, also at 7:30 pm.

The Youth Bureau is a department of the Village of Ossining, run by the Youth Services Director and guided by the Youth Advisory Board. The Ossining Youth Bureau was officially established in July 2021 and serves approximately 800 youth annually, operating out of the Joseph G. Caputo Community Center at 95 Broadway in Ossining. The Village of Ossining

Youth Bureau is the first Youth Bureau established in Westchester County in nearly thirty years.

SCOPE OF WORK

The following is a list of the village's **minimum** service guidelines and requirements.

Responses to the RFP should address each of the following service areas, including how the consultant team envisions completing each task, a cost breakdown for each task, and an explanation of any relevant additional services that your firm would offer in pursuit of a robust engagement and reporting outcome.

- Schedule and hold Kick-Off Meeting with Village staff, representation from the Youth Advisory Board and Youth Council, and any sub consultants.
- Collect and review available demographic data, program documentation, meeting minutes, marketing materials, other survey results, etc. of Village, school and community programs.
 - Synthesize findings into Baseline Report (standalone document to be appended to Needs Assessment Report).
- Conduct Focus Groups and Surveys with Ossining youth and families, Youth Advisory Board members, Village staff, community organizations and local residents in both English and Spanish.
 - Synthesize data from all sources and produce Engagement Report (standalone document to be appended to Needs Assessment Report)
- Compose draft Needs Assessment report to be presented to Youth Services Director and Youth Advisory Board, as well as the Village Board of Trustees (two in-person or Zoom presentations required)
- Submit final Needs Assessment report to Youth Services Director on or before December 31, 2022.

TERM OF CONTRACT

The contract shall be awarded for a term ending on December 31, 2022—all “Scope of Work” items must be completed and bills submitted on or before this date, due to restrictions on aforementioned grant funding.

PROPRIETARY INFORMATION

The New York State Freedom of Information Law, Public Officers Law, Article 6, provides for public access to information. Public Officers Law, section 87(d)(2) provides for exceptions to disclosure for records or portions thereof that are “trade secrets or are submitted to an agency by a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise.” Information that the proposer wishes to have treated as proprietary and confidential trade information should be identified and labeled “Confidential” or “Proprietary” on each page at the time of submittal. This information should include a written request to exempt it from disclosure, including a written statement of the reasons why the information should be exempt.

RIGHT TO REJECT PROPOSALS

This RFP does not commit the village to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP or to procure or contract for services. The village intends to award a contract on the basis of the best interest and advantage to the village, and reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified proposers or to cancel this RFP in part or its entirety, if it is in the best interest of the village to do so.

INSURANCE AND INDEMNIFICATION REQUIREMENTS

The selected firm shall maintain at its own expense an errors and omissions policy in the amount of no less than \$1,000,000 per occurrence and \$1,000,000 policy aggregate covering the selected firm in connection with the insurance brokerage services provided to the village. General liability insurance providing no less than \$1,000,000 per occurrence and \$1,000,000 policy aggregate naming the Village of Ossining, its officers, elected officials, volunteers, and employees as additional insureds on a primary and non-contributory basis. Both insurance policies shall provide waiver of subrogation endorsement clauses in favor of the Village of Ossining. The village shall be provided no less than 30 days' written notice of the cancellation and/or material change in coverage. Prior to commencement of work, the selected firm shall provide to the Corporation Counsel certificates of insurance for review. Additionally, documentation confirming statutory Workers Compensation and New York State disability insurance coverage shall be provided.

The selected firm shall agree to indemnify and hold harmless the Village of Ossining, its officers, elected officials, volunteers and employees from and against any and all lawsuits, settlements, judgments, costs, penalties and expenses, including attorneys' fees, and at the selected firm's own cost and expense, defend any action against the Village of Ossining arising from the selected firm's: a) willful misconduct, fraud or criminal conduct, including the conduct of the selected firm's directors, officers and employees or b) any material breach of the selected firm's obligations under the agreement entered into with the Village of Ossining.

PROTEST POLICY

- A. It is the policy of the Village of Ossining to provide all bidders with an opportunity to administratively resolve complaints or inquiries related to bid solicitations or pending contract awards. The village encourages bidders to seek resolution of complaints concerning the contract award process through consultation with the responsible Department Head and Village Manager. All such matters will be accorded impartial and timely consideration.
- B. It is strongly recommended that village staff encourage, be receptive to and resolve issues, inquiries, questions and complaints on an informal basis, whenever possible. Information provided by any interested party should be fully reviewed by the Department Head and the Village Manager. Responses to the inquirer should indicate the existence of a formal protest policy available to them should the informal process fail to resolve the matter. Staff should document the subject matter and results of any informal inquiries.

- C. Bidders may file formal written protests. Final village determinations or recommendations for award generally may only be reconsidered in the context of a formal written protest. Any potential bidder, who believes it has been aggrieved in the drafting or issuance of a bid solicitation, request for proposals or by a pending contract award, may present to the Village Manager a formal complaint and request administrative relief concerning such action (“Formal Protest”).
- D. Formal protests which concern the drafting of bid solicitations or requests for proposals must be received by the Village Manager at least ten (10) business days before the date set in the solicitation for receipt of bids or date to submit responses to a request for proposals. If the date set in the solicitation for receipt of bids is less than ten (10) business days from the date of issue, formal protests concerning the bid document must be received by the Village Manager at least twenty-four (24) hours before the time designated for receipt of bids.
- E. Formal protests concerning a pending contract award must be received within ten (10) business days after the protesting party knows or should have known of the facts which form the basis of a protest.
- F. A formal protest must be submitted in writing to the Village Manager by mail, facsimile transmission or e-mail. The formal protest must include; a) a statement of all grounds for disagreement with the village’s bid solicitation or procurement determination; b) a description of all remedies or relief requested; and c) all applicable supporting documentation. Protests should be delivered to the Village Manager at 16 Croton Avenue, 2nd Floor, Ossining, New York 10562 or by facsimile at 914-941-5940, or by email at manager@villageofossining.org.
- G. Protests may be resolved through verbal or written correspondence, and/or either the protesting party or the Village Manager may request a meeting to discuss a formal protest. The Village Manager will conduct a review of the records involved in the protest. If a formal bid protest is received, a final determination on the protest should be made prior to approval of the award. However, during the pendency of the protest, bid evaluation and review of the recommended award may continue to be conducted at the discretion of the Village Manager
- H. A copy of the Village Manager’s decision stating the reasons upon which it is based and informing the protester of the right to appeal an unfavorable decision to the Board of Trustees shall be sent to the protesting party within twenty (20) business days of receipt of the protest, except upon notice to the protesting party, the period may be extended. The Village Manager’s determination shall be included in the bid file. If the Village Manager determines that there are compelling reasons, including the need to proceed immediately with the contract award in the best interest of the village, then the protest procedure herein may be suspended and such determination shall be documented in the procurement documents.
- I. Should the protesting party be dissatisfied with the protest determination, a written appeal may be directed to the Board of Trustees by mail at 16 Croton Avenue, 2nd Floor, Ossining, New York 10562 or by email at BOT@villageofossining.org. Written notice of appeal must be received no more than ten (10) business days after the decision is sent to the protesting party. Unless a timely Notice of Appeal is received, the decision of the Village Manager shall be a final determination. The decision of the Board of Trustees shall be issued within twenty (20) business days of receipt of the notice of appeal. The appeal to the Board of Trustees may not introduce new facts unless responding to issues raised by the Village Manager in the initial protest determination.

PROCUREMENT ETHICS

Procurements are an expenditure of public monies, and public employees must always ensure that all procurements are conducted so as not to cause any concern that special considerations have been shown to a bidder/proposer. Actions such as providing a bidder/proposer with information that is not available to other bidders/proposers or accepting a gift from a potential contractor could be construed as showing favoritism, and may violate state and/or village law. Attention is called to General Municipal Law Article 18 and Village of Ossining Code Chapter 17.

Contractors and their representatives have a responsibility to deal ethically with the Village and its employees, and to respect the ethical duties of Village employees. Information provided by contractors to the Village must be complete and accurate. Contractors must at all times avoid conduct that is in restraint of competition. Contractors must not request Village employees to engage in conduct that would violate the law.

PROPOSED TIMELINE

June 23, 2022- RFP Release Date.

July 14, 2022- Proposals due by 4:30 pm.

Week of July 18, 2022- Village staff (who may include Village Manager, Assistant Village Manager, Corporation Counsel and Youth Services Director) to conduct interviews.

July 27, 2022- Staff to discuss recommendation with Board of Trustees at work session.

August 3, 2022- Resolution presented to Board of Trustees authorizing the Village Manager, upon review by the Corporation Counsel, to execute an agreement with the selected firm. Assuming that the resolution is approved and a firm selected, the village and the selected firm will negotiate the terms of the service agreement.

December 31, 2022- Final report and final invoices must be submitted to Village of Ossining. Due to the nature of the grant funding used for this project, no extensions will be allowable.

The Village of Ossining is an Equal Employment Employer and strongly encourages all firms qualified and certified as Women/Minority Business Enterprises (W/MBE) to submit proposals.

The village reserves the right to amend the RFP based upon questions and issues raised at any time prior to the RFP submission deadline.

The village reserves the right to change the timeline, at which time all participants will be notified of the changes.

QUALIFICATION REQUIREMENTS

The following are minimum requirements for firms responding to the RFP:

- At least five years' experience providing similar services.
- Provide at least three references with contact information of clients currently/previously served.
- Members of the selected team should be able to read/write and converse in English and in Spanish.

PROPOSAL FORMAT AND CONTENT

The proposal should include the following detailed information on how the firm meets the Scope of Work and Qualification Requirements section. The proposal should address each item as listed in a format similar to that of the RFP.

Proposals must include the following items:

- A profile of the team including biographies of each team member. The response should identify with contact information the person or persons who will be performing the engagement and execution portions of the Assessment.
- A description of the firm's experience with similar clients.
- Examples of prior Needs Assessment work.
- A detailed cost proposal section, listing tasks by cost, responsible team member and estimated timeline.
- A completed and signed Exhibit A attached hereto.

PROPOSAL SUBMISSION

An original and three copies of the proposal and any other required documents must be submitted in an opaque sealed envelope clearly marked with the name of the proposal and the name and address of the responding firm. Where the United States Postal Service or another delivery service is used, the sealed envelope shall be enclosed in a separate envelope with the notation "Proposal Enclosed" on the face thereof. Please leave sufficient time for mailing and delivery. Hard copies can also be accepted in-person at the Clerk's Office at 16 Croton Avenue, Ossining, New York, on the first floor, Monday through Friday, 8:30AM to 4:30PM.

Proposals must be received no later than **4:30 PM on July 14, 2022** at the following address:

Village of Ossining-Village Manager's Office
16 Croton Avenue, 2nd Floor
Ossining, New York 10562
Attention: Maddi Zachacz, Assistant Village Manager

In addition to mailing the proposal, one electronic copy of the proposal with all other documents in PDF format shall be emailed to the Assistant Village Manager at Maddi@villageofossining.org.

Thank you in advance for your interest. If you have any questions or need additional information, please contact the Assistant Village Manager at (914) 941-3554 or by email at Maddi@villageofossining.org.

EXHIBIT A: REQUEST FOR PROPOSAL SPECIFICATION

VILLAGE OF OSSINING

All terms, conditions and requirements as set forth in this Request for Proposals are acceptable as specified therein. Yes _____ No _____

If “**NO**”, please provide a detailed description and/or explanation of any deviation in your proposal from the specification detailed in the Request for Proposal with your proposal response.

By submission of this proposal, each bidder, and each person signing on behalf of any bidder, under penalty of perjury, certifies that to the best of its knowledge and belief:

- The proposal is made without any connection with any person making a proposal for the same purpose, and is in all respects fair and without collusion or fraud and that no elected official or other officer or employee or person whose salary is payable in whole or in part by the Village of Ossining is directly or indirectly interested therein, or in any of the profits thereof.

As an authorized representative for the identified company, I accept all the terms and conditions identified in the Request for Proposals except as identified.

Company Name and Address

Signature

_____ Date

Name and Title