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Courtney Bryan, Director

REQUEST FOR PROPOSALS
Brooklyn Justice Initiatives
Supervised Release Program – Community-Based Social Services
11/11/21

The Center for Court Innovation is a non-profit organization that works to create a fair, effective, and humane justice system by performing original research and helping launch reforms around the world. The Center creates operating projects that have been documented to reduce the use of jail and prison, assist victims of crime, and strengthen communities. Nationally and internationally, the Center performs original research and provides consulting services to justice innovators. To learn more about the Center, please visit our website: courtinnovation.org

Background

The Center implements the Supervised Release Program in Brooklyn, Bronx, and Staten Island. Supervised Release offers an effective, non-carceral alternative to bail and pretrial detention, allowing people awaiting trial to remain in their communities. Rather than law enforcement officers who provide supervision in many other jurisdictions, Supervised Release employs social workers and case managers who work with participants awaiting trial, planning for upcoming court dates, addressing barriers to attendance, and providing linkages to community-based social services. Brooklyn Justice Initiatives, a project of the Center for Court Innovation, was one of the first borough-based sites to implement Supervised Release as a pilot program in 2014 and served as a successful example for citywide expansion in 2016.

Brooklyn Justice Initiatives has created specialized tracks to best serve high-need populations including youth, individuals experiencing mental health issues, and those involved in intimate partner violence. It

provides enhanced supports to Supervised Release participants by offering linkages to community-based organizations and social service providers. Through these partnerships, participants have been able to access employment, education, housing, substance use, and mental health support, among other services. The success of participants in the Supervised Release program is, in large part, due to the availability of and connection to local support services. Brooklyn Justice Initiatives is seeking to expand the availability of community-based social services for the growing population served by the Supervised Release Program in Brooklyn. Building upon years of partnerships developed with local service providers, Brooklyn Justice Initiatives is seeking to subcontract with community-based service providers who can offer programming including supportive services such as substance use and mental health treatment, assistance with housing applications and benefits procurement, securing identification, workforce development and skills training, and access to educational resources.

Scope of Work

Brooklyn Justice Initiatives is seeking to subcontract with community-based organizations and local service providers who can offer Supervised Release participants access to social services in Brooklyn, specifically Central and South Brooklyn, and surrounding areas. In particular, the organizations will have experience offering community-based social services to youth and young adults (ages 16-24) and adults (aged 25+). Applicants should be able to serve participants beginning December 1st, 2021 through June 30th, 2022, and offer services including, but not limited to:

- Substance use outpatient treatment
- Mental health outpatient treatment
- Assistance with ID and benefits procurement
- Assistance securing immediate and/or longer-term housing
- Employment assistance/workforce development
- Mentoring services/youth empowerment
- Conflict mediation/
- Access to free or affordable meals
- Arts-based programming

Project Timeline

The project is to start upon the signing of the contract and the project must be ready to launch in **December 2021**, including:

- Having dedicated slots available to serve Brooklyn Justice Initiatives' Supervised Release participants
- Available staff dedicated to providing services to participants
- Brooklyn-based community offices or spaces where participants can engage in services

Eligibility

Eligible applicants are limited to community-based organizations and social service providers serving neighborhoods in Brooklyn, NY – including but not limited to Central and South Brooklyn. All applicants must be eligible to receive grant funds from the City of New York; funds under this program will be awarded through a subcontract with the Center.

Proposal Content

- Proposed scope of work or project design and implementation plan
- Budget and pricing. Pricing must be inclusive.
- Relevant experience (in industry, geography, specific work)
- Organizational and staffing structure

Submission Instruction

Proposals are due on 11/22/21 at 5pm EST. Late proposals will not be reviewed.

- a. Proposals can be submitted as a PDF or Word document.
- b. Proposals must include a specific dollar amount/budget for the project. Proposed budget can be submitted as an Excel attachment.
- c. Proposals should be emailed to Jennifer Medina, Senior Program Manager, Supervised Release Program – jmedina2@nycourts.gov.

We anticipate selecting a vendor(s) on or about **11/24/21**. The final terms, scope of work, funding, and conditions will be set in a contract between the selected vendor and the Center.

Please direct any questions regarding this RFP to Jennifer Medina, Senior Program Manager, Supervised Release Program – jmedina2@nycourts.gov.

Selection Criteria

When reviewing proposals, the Center staff will evaluate the following factors:

- *Suitability of proposal* – proposed solution meets needs and criteria set forth in RFP.
- *Experience* – organization has successfully completed, on time and on budget, similar projects and has qualifications necessary to undertake this work.
- *Pricing* – proposed cost of the project. Include any personnel costs.

- *Resources* – information on the organization/staff to demonstrate experience providing community-based social services, and the time/bandwidth to complete this project.
- *Presentation* – proposal information is presented clearly, logically and is well-organized.

General Conditions

1. **Right to Amend RFP:** The Center reserves the right to cancel or amend or supplement the RFP, giving equal information and cooperation by way of issued addendum to all proponents through email.
2. **Bidder Incurred Costs:** All costs incurred in the preparation and presentation of proposals in any way whatsoever shall be wholly absorbed by the bidder(s).
3. **Acceptance of Proposals:** The Center is not bound to accept the lowest price or any proposal of those submitted. Proposals will be assessed in light of the evaluation criteria specified in this RFP.
4. **Evaluation of Proposals:** Several members of the Center will evaluate all complete proposals. The Center reserves the right to make an award based directly on the proposals submitted or to negotiate further with one or more proponents.
5. **Contract:** The final terms, scope of work, funding, and conditions will be set in a contract between the selected vendor and the Center. The Center reserves the right to contract with multiple vendors that submit proposals to this RFP.
6. **Vaccination Mandate:** Under an order by the New York City Commissioner of Health and Mental Hygiene, all City contractors and subcontractors are required to comply with vaccination mandate for covered employees. Selected vendors will be required to certify compliance. For more information, please see [link](#).

Visit our website at www.courtinnovation.org.

The Center for Court Innovation is a project of the Fund for the City of New York.

