NYC Children

November 5, 2026

ADDENDUM #3

RE: Alternative to Placement and Aftercare Services Request for Proposals (RFP) EPIN: 06826P0005

Pursuant to Sections 3-02(i) and 3-16(o)(2) of the Procurement Policy Board (PPB) Rules, the Administration for Children's Services is issuing **Addendum #3** to the Alternative to Placement and Aftercare Services Request for Proposals (RFP) EPIN: 06826P0005.

ADDENDUM ITEMS

1. Changes to the RFP

A. RFP Page 24, Section 2.G.i., has been revised as follows:

i. A model budget for each Competition Pool is provided below. Youth and families served through JJI typically require intensive and ongoing therapeutic interventions. Proposers are expected to budget staff salaries at levels sufficient to attract and retain qualified personnel and promote continuity of care throughout service delivery. Proposers should clearly explain why the salary levels they propose are sufficient to ensure regular and consistent staffing in critical roles. Participant stipends must be budgeted at $1,000 per slot ($500 per youth participant). All other budget line-item amounts are estimates only and may be modified by the proposer based on its proposed service delivery model and staffing approach.

B. PASSPORT Questionnaire – G. Budget Management (10%), Question 1 has been revised as follows:

1. In addition to completing Document 03 – Proposal Budget Template (uploaded to the Documents tab in PASSPort), provide a Budget Narrative that clearly describes how the proposed budget supports the program expectations outlined in this RFP and is aligned with the proposed program design.

   The narrative should explain the rationale for all major budget assumptions, including how salaries and fringe benefits for required positions were determined. Given that youth and families served through the Juvenile Justice Initiative (JJI) often present with complex needs requiring consistent, sustained therapeutic engagement, proposers should describe how their staffing and compensation approach supports recruitment, retention, and continuity of care.

   Proposers must allocate $1,000 per slot for participant stipends ($500 per youth participant). All other budget amounts may be adjusted by the proposer based on its proposed service delivery model and staffing approach.

QUESTIONS AND ANSWERS

Below are the questions and answers submitted to the RFP mailbox as of November 2, 2026, or asked at the Pre-Proposal Conference held on October 29, 2026. Duplicate questions have been removed.

1. **Is Staten Island the only option for applying with only MST?**

Yes, if you are applying for any other borough, other than Staten Island, you have to apply for both MST Psych and MST.

2. **Will ACS allow psychiatric nurse practitioners, in lieu of a child psychiatrist, if approved by MST Psych?**

Per the RFP, the MST-Psych psychiatrist should be a formal, licensed child psychiatrist. However, once a provider has been identified, ACS can begin to consider some requests, in partnership with the awardee and the Model Developer. Please review the RFP, Section 2.D.1. for further details.

3. **If we propose a 10% Indirect Cost Rate on our budget for this RFP, and then are awarded, would ACS do a contract amendment to increase our Indirect Cost Rate funding to our approved city rate, if it is higher than 10%?**

For subsequent fiscal years, ACS will recognize the contractor's renewed City Accepted Indirect Cost Rate for the applicable validity period, in accordance with the City's Health and Human Services Cost Policies and Procedures Manual and the terms and conditions of the contract.

4. **How is ACS envisioning the $500 stipend for youths to be used?**

ACS wants to give contractors leeway in determining how these incentives will be used. ACS will work with contractors to propose a plan on how to use the $500 for each young person. For example, an organization could give a young person $250 upon them signing up, or the young person can be given a certain percentage upon completion. This is left up to the discretion of the contractor, but ACS will partner with contractors to offer a specific program to each child.

The contractor must keep thorough records of the stipend figures that are going to the young people.

5. **Will ACS not be covering the Model Developer fee, and do we have to factor this into our budget?**

ACS is not covering Model Developer costs and this should be factored into the proposed budget.

6. **For MST-Psych, the age range begins at 9 years old. Is this to be expected?**

The MST-Psych model can support youth as young as 9 years old. ACS does not typically have young people that age in JJI, so ACS does not necessarily expect to see this. If it were to occur, ACS would review on a case-by-case basis, but generally, the ages for JJI are 12 to 17 years old.

7. **Are we allowed to go above $500 per youth for the stipend?**

Yes, this is allowed. ACS can discuss with the awardee when designing the stipend program how much will be allotted, but as long as the maximum budget is not exceeded and it is appropriate and consistent across the board for all young people, this is allowed.

8. **Will slots be evenly divided between boroughs, such as 20 MST slots for Manhattan, 20 MST slots for the Bronx (totalling to 40 MST slots annually for this Competition Pool), or are slots determined on an as-needed basis?**

While the teams have to be clearly delineated between MST Psych and MST, within those programs, the agency can determine how best to serve individual boroughs. If there are 40 MST slots to be split between the Bronx and Manhattan, it could be based on volume, and as Manhattan typically has less volume than the Bronx, the majority of slots could be for youth in the Bronx. The provider can ultimately decide, based on the volume of who is coming in, how to split the slots between boroughs. ACS does not expect boroughs to have the exact same number of slots.

9. **Do we need a letter of support for each model, i.e., one letter for MST-Psych and another letter for MST from the Model Developer?**

One letter is sufficient. Organizations must be licensed and have the ability to provide both services, if they are applying to Competition Pools 1 or 2, but one standard letter from the Model Developer will suffice.

10. **Will ACS increase the budget if the Model Developer fees increase during the term of the contract?**

The budget is set for this program. If financial issues come up in the future, ACS would work with the agency, ACS's finance team, and model developers to mitigate this. However, there is no guarantee that ACS would increase the budget.

11. **What if our organization is licensed to provide other iterations of MST, as opposed to just straight MST?**

This is allowed, so long as the Model Developer is willing to give you a letter stating that your organization is in good standing and able to provide MST services. But the organization will need to be licensed and certified in the respective models asked for in this RFP before service delivery.

12. **The RFP indicated that the contractor must be available 24 hours a day. During evenings and weekends when the youth may need to meet with staff, are program staff suppose to meet with the youth in at their home/in community? Or can the staff speak with the youth over the phone?**

Therapeutic interventions must be administered in person and in the home, or in person elsewhere in the community to accommodate the family's needs or to ensure safety. Program staff may use the phone to contact families but not for clinical sessions.

13. **Regarding the 24/7 crisis availability requirement: In the event of an urgent after-hours, overnight or weekend crisis call, is staff permitted to conduct initial telephonic crisis assessment and de-escalation, with in-person community/home dispatch occurring only when clinically indicated? Or does ACS mandate immediate, in-person deployment to the home/community for all crisis contacts?**

During a crisis intervention situation, staff may conduct initial telephonic crisis assessment and de-escalation by phone with assistance from an on-call therapist.

14. The model budget in Section 2.G.1.i shows "Total Budget (+ 10% IDC)." Please confirm that proposers should budget indirect costs at 10% in their proposal budget, even if their City Accepted Indirect Cost Rate in PASSPort exceeds 10%.

All price and budget proposals should be prepared in accordance with **The City of New York's Health and Human Service Cost Policies and Procedures Manual (Cost Manual)**. To respond to this solicitation, proposers shall budget at their City Accepted Indirect Cost Rate (ICR) or shall use the de minimis rate of 10% if they did not previously establish a rate with the City through the ICR Application Process.

15. If a proposer's City Accepted ICR exceeds 10%, please confirm that, upon award, ACS will provide additional funding above the maximum annual budget (for example, through ICR allowance funding) to bring indirect cost reimbursement up to the proposer's City Accepted ICR. If not, must all indirect costs above 10% be absorbed within the maximum annual budget for the competition pool?

There will be no additional funding provided; whether you use the 10% de minimis rate or your City Accepted ICR, that should be included in your total budget.

16. Many Accepted ICRs established in the FY26 cycle expire after FY28, Year 1 of this contract. Will contract budgets for FY29 and later be adjusted to a proposer's renewed Accepted ICR?

For subsequent fiscal years, ACS will recognize the contractor's renewed City Accepted Indirect Cost Rate for the applicable validity period, in accordance with the City's Health and Human Services Cost Policies and Procedures Manual and the terms and conditions of the contract.

17. Are MST Services licensing and consultation fees, MST-required trainings and ACS-mandated trainings allowable direct OTPS costs? Will ACS adjust the budget if the model developer's fees increase during the term?

Yes, these are allowable OTPS costs. However, if MST consultation fees are over $25K they need to be classified under OTPS: Contracted Services. ACS does not adjust the budget if the model developer fees increase. If fees increase, the provider will need to request a budget modification using underutilized lines in their existing budget to cover the model developer fee line. If the budget is fully utilized, the provider would need to submit a request for additional funding, providing a justification for the need and demonstrating that their current budget cannot cover the costs. Both budget modification requests and requests for additional funding are subject to review and approval.

18. Proof of Experience form - Question 1: please confirm that this is a listing of the applying organization's programming. 'Organization Name(s) Served" should be the program names and not external organizations.

As stated in the RFP, "The proposer must have at least three (3) years of demonstrable experience (within the last five (5) years) working with youth offenders and their families and successfully implementing evidence-based or evidence-informed program models that address issues commonly faced by youth and families who are involved in the juvenile justice system." The Proposer should list and describe the programs they have operated that meet this criteria.

19. Proof of Experience form - Question 2: do we include our own community-based services, or should this only be community-based organizations that we partner with?

This question pertains to the Proposer's connection with organizations in the community. Proposers should describe successful, relevant experience in establishing and maintaining relationships with community-based organizations in New York City that provide youth with pro-social activities and educational support. Reference the RFP, Section 2.A.1.a.iv., Proposers should include external organizations and can also include internal programs that provide these services.

20. Will ACS accept verification forms listing organization contacts from general out-of-home placements (such as foster care residential treatment centers or psychiatric facilities) if the youth served were not formally adjudicated juvenile delinquents under the Close-to-Home framework?

No. We are seeking organizations with experience working with justice involved youth. With that said, the organizations who work with youth in RTC's or Psychiatric facilities typically have experience working with justice involved youth who crossover between both systems. You should highlight your experience working with crossover youth.

21. Can you define the term "youth offender" under this RFP? If we provide services to high-risk youth under, for example, an ACS-contracted Family Assessment Program, does our work with that youth population fit the eligibility criteria?

Youth offender is a youth who has had juvenile justice involvement. All FAP providers have experience working with youth with juvenile justice involvement. The proposer should highlight that experience.

22. What is the minimum threshold of facility-based engagement required to be eligible? Does a historical caseload with a limited number of community-based referrals from placement facilities meet this requirement, or must the proposer demonstrate a formal, systemic institutional transition-and-discharge partnership with the secure or non-secure facility?

There is no "minimum threshold" beyond what is referenced in the RFP. Proposers should highlight their specific experience working with juvenile justice involved youth for at least three years and experience successfully implementing evidence-based models with justice involved youth.

23. Can any of the required positions for the Alternative to Placement and Aftercare Services program be shared across an organization's programs and be a partial FTE for this program? Or do the required positions have to be 100% FTE for the program?

Required positions must be staffed at the FTE levels shown in the Staffing Structure for each Program Competition Pool (Section D.1, Staff Qualifications and Training), and as reflected in the model budget for that pool. Unless the RFP shows a fractional FTE, each required position is a 1.0 FTE position dedicated to the Alternative to Placement and Aftercare Services program. The remaining time of partial-FTE positions may be shared with other programs in the proposer's organization. All other required positions must be 1.0 FTE dedicated to this program, including the Program Director in the Bronx/Manhattan and Brooklyn/Queens pools. Those positions are the Supervisors, MST and MST-Psych Therapists, the Education and Employment Specialist, and the Crisis Worker.