



Neil Hernandez
Commissioner

June 2009

**Re: Open Ended Negotiated Acquisition Solicitation for Non-Secure
Detention Facility(ies)**

Margaret Tullai
Agency Chief Contracting
Officer
Mtullai@djj.nyc.gov

Dear Potential Applicant:

110 William Street
14th floor
New York, NY 10038

The New York City Department of Juvenile Justice (DJJ) is seeking appropriately qualified vendors to provide non-secure detention (NSD) group home services for youth.

+1 212 442 7785 tel
+1 212 442 8534 fax

Each group home will provide at least 10 and no more than 12 beds in accordance with the applicable regulations promulgated by the New York State Office of Children and Family Services (NYS OCFS), 9 N.Y.C.R.R. Section 180 et seq. The Department is seeking to provide services at facilities that will be operational beginning any time from August 1, 2009 through July 31, 2011. A vendor may submit an application to operate more than one facility. Current vendors operating NSD group homes that have contracts expiring in fiscal years 2010 and 2011 are encouraged to respond to this solicitation. Applications will be accepted on an on-going basis from July 1, 2009 through June 30, 2011.

You are invited to submit an application in response to this solicitation. The solicitation document is available for download from the City Record Online at <http://a856-internet.nyc.gov/nycvendoronline/home.html>. Fill-able attachments to this solicitation are also available on-line at DJJ's website: <http://www.nyc.gov/html/djj/html/solicitation.html>.

Thank you for your interest in serving DJJ's youth.

Sincerely,

A handwritten signature in black ink, appearing to read "Margaret Tullai", written in a cursive style.

Margaret Tullai



New York City Department of Juvenile Justice (DJJ)
Open Ended Negotiated Acquisition: Operation of Non-Secure Detention Group Home Services
Scope of Work
PIN: 13010DJJ000

SECTION I – General Information

The Department of Juvenile Justice (DJJ) operates detention facilities and prevention programs for alleged juvenile delinquents (JDs) and alleged juvenile offenders (JOs) pending adjudication of their cases and post-adjudicated youth awaiting transfer to state facilities. Non-secure detention residents are alleged JDs, children from age 7 to before their 16th birthday who are charged with committing an act that if committed by adult would be considered a crime. The cases of JDs are heard in Family Court.

Non-Secure Detention (NSD) contractors operate group homes for boys or for girls who have been assigned by the Family Court to NSD, and/or who have been determined by DJJ to be appropriate for NSD. Each facility contains 10-12 beds for assigned youth. The services provided by the NSD facility contractors include detention, youth care, food, clothing, transportation, recreation, court-related services, social work and case management services, social skills instruction, group sessions, coordination of education and health care, and the monitoring and supervision of these services.

NSD contractors transport residents to and from school and court. The New York City Department of Education's Division of Alternative School Programs, in partnership with DJJ, operates Passages Academy for juveniles in detention. Passages Academy provides instruction in major academic subjects, 5 days per week, consistent with the DOE calendar. Youth have their cases heard in borough family courts throughout New York City.

DJJ is seeking appropriately qualified vendors to provide non-secure detention group home services for boys and/or for girls as described above. Applicants are advised that although your organization may apply to serve either boys or girls, contracts that result from this solicitation will not specify the gender to be served, and contractors need to be prepared to serve either boys or girls, depending on need. Each group home will provide at least 10 and no more than 12 beds in accordance with the applicable regulations promulgated by the New York State Office of Children and Family Services (NYS OCFS), 9 N.Y.C.R.R. Section 180 *et seq.* NSD group homes may be located in any of the five boroughs of New York City. Applicants may apply to operate more than one group home.

DJJ is seeking applications from potential NSD group home providers whose facilities can be operational beginning any time from August 1, 2009 through July 31, 2011. Therefore, applications for the operation of NSD group home services will be accepted by DJJ on an ongoing basis from July 1, 2009 through June 30, 2011.

It is anticipated that contracts resulting from this solicitation will be three years in duration. Contracts may also include a three-year option to renew.

The anticipated maximum average **annual** funding level is \$1,067,000, excluding start up costs. Proposed start-up costs will be considered in addition to the proposed annual line item budget. Greater consideration will be given to applicants offering more competitive prices.



**Department of
Juvenile Justice**

The Authorized Agency Contact Person for this solicitation is:

Chuma Uwechia
Senior Contract Manager
NYC Department of Juvenile Justice
110 William Street, 14th floor
New York, NY 10038
Cuwechia@djj.nyc.gov
212-442-7716

Compliance with Local Law 34 of 2007: Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any "person" that has "business dealings with the city" as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, vendors responding to this solicitation are required to complete the attached Doing Business Data Form (Attachment B) and return it with this submission, and should do so in a separate envelope. (If the responding vendor is a proposed joint venture, the entities that comprise the proposed joint venture must each complete a Data Form.) If the City determines that a vendor has failed to submit a Data Form or has submitted a Data Form that is not complete, the vendor will be notified by the agency and will be given four (4) calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to the agency. Failure to do so will result in a determination that the submission is non-responsive. Receipt of notification is defined as the day notice is e-mailed or faxed (if the vendor has provided an e-mail address or fax number), or no later than five (5) days from the date of mailing or upon delivery, if delivered.

SECTION II - Scope of Services

Facility and Site Control

The contractor would:

- Operate a facility that is located in one of the five boroughs of New York City.
- Operate a facility that is appropriate to provide non-secure detention services and has the capacity to provide 10-12 beds for NSD youth in accordance with the application regulations promulgated by the New York State Office of Children and Family Services (NYS OCFS), 9 N.Y.C.R.R. Section 180 et seq. These OCFS regulations include, but are not limited to the following provisions concerning facility space:
 - All floors used by children shall have alternate exits, remotely located from each other and readily accessible to the occupants, except that a two-story detached dwelling shall have a minimum of one exit stair from the second floor and at least one additional alternate, safe means of emergency egress from the second floor to ground level outside of the building, with access to a street or other suitable open space.
 - Occupancy by children shall not be permitted above the second floor in a building of wood-frame construction.
 - All single sleeping rooms for children shall contain not less than 70 square feet of floor area in a minimum horizontal and vertical dimension of seven feet.
 - All sleeping rooms for the accommodation of more than one child shall contain not less than 60 square feet of floor area per child and a minimum horizontal dimension of eight feet with walls seven feet high.
 - Each child shall have a separate bed, spaced at least three feet apart from other beds (bunk beds are permitted).
 - No more than three children shall occupy a bedroom.

- Every sleeping room shall have good natural light and ventilation and shall have one or more windows opening directly to the exterior.
- No sleeping accommodations shall be located in any unfinished attic, basement, stair, hall, or room commonly used for other than bedroom purposes.
- At minimum, there must be three (3) lavatories and two (2) tubs or showers in the facility. A minimum of two (2) of the toilets shall be provided and available for the children.
- Operate a facility that conforms to New York City Building Code requirements concerning an appropriate Certificate of Occupancy.
- Maintain site control of the facility for a minimum of three years.
- Greater consideration will be given to sites with viable programmatic and recreational spaces within and outside the home including a fenced-in backyard.

Capability

The contractor would:

- Be incorporated in New York State with authority to provide detention services.
- Propose an operation start date that is within the timeframe indicated in Section I, above. Facility must conform to the applicable regulations promulgated by the NYS OCFS, 9 N.Y.C.R.R. Section 180 et seq., and other applicable laws, including New York City Building Code, by the operation start date.
- Have the capability to operate the NSD facility in accordance with the applicable regulations promulgated by the NYS OCFS, 9 N.Y.C.R.R. Section 180 et. seq. for a minimum of 3 years.
- Have the organizational capability to provide the proposed number of beds for NSD youth for a minimum of 3 years. Such capability includes, but is not limited to, providing appropriate staffing in the group home, and providing an appropriate administrative infrastructure to support the administration of the group home contract.

Experience

The contractor would:

- Have experience operating a group home facility for youth ages 7-16.
- Have experience providing services to the population served by DJJ or similar high-needs adolescents.

Approach

The contractor would:

- Propose an appropriate programmatic infrastructure to support the operation of a group home.

SECTION III - Format and Content of Applications

Applicants should provide all information requested below. Applications should be typed on both sides of 8 ½" X 11" paper. The City of New York requests that all applications be submitted on paper with no less than 30% post-consumer material content, i.e., the minimum recovered fiber content level for reprographic papers recommended by the United States Environmental Protection Agency (for any changes to that standard please consult: <http://www.epa.gov/cpg/products/printing.htm>). Pages should be paginated. The application will be evaluated on the basis of its content, not length. Failure to comply with any of these instructions will **not** make the application non-responsive.

The Application should be submitted to the Authorized Agency Contact Person noted in Section I, above, and it should contain the following:

- A. Application Cover Letter (Attachment A)
- B. Price Proposal. For each proposed facility, attach a three-year annual line item operating budget. Budgets should include detailed line items for Personnel Services (PS) costs and Other Than Personnel Services (OTPS) costs. Proposed start-up costs should be included in addition to the proposed three-year annual line item operating budget. Provide a narrative that describes the cost effectiveness of the proposed budget, and include a justification for any proposed start-up costs.
- C. Copy of the applicant's most recent financial audit report.
- D. Program Narrative:
Address, in the order listed below, each of the following:
 - Fully describe each proposed facility. Explain how and why the proposed facility is appropriate to provide NSD services. Description should also include, but not be limited to: location, interior square footage, floor plans, lot size, a description of outdoor space including recreation area and parking facilities, proposed number of beds, demonstration that the proposed facility is appropriate to provide NSD services, whether the facility would serve boys or girls, and an explanation of the current use of the facility.
 - Provide documentation demonstrating the applicant's site control of the facility for a minimum of 3 years.
 - Provide a copy of the organization's Certificate of Occupancy for the proposed group home, or provide proof of intent to secure an appropriate Certificate of Occupancy for the building prior to the proposed start date. In accordance with New York City Building Codes, the Certificate of Occupancy must classify the group home as an I-1 facility
 - Provide a copy of the organization's Articles of Incorporation. These must specify that the applicant-organization is authorized to provide detention services. If the Articles of Incorporation do not currently specify the authority to provide detention services, applicants must provide proof of intent to amend their Articles of Incorporation to include such authority prior to the proposed start date.
 - Demonstrate the organizational capability to provide the proposed number of beds for NSD youth. Attach resumes, or job descriptions of the qualifications, for each proposed staff position. Also attach an organization chart and explain how the proposed NSD group home fits into the organization. Provide a detailed staffing plan, and describe the programmatic and administrative infrastructure that will support the operation of the group home.
 - Indicate the proposed operation start date. The operation start date must be within the timeframe indicated in Section I, above.
 - Demonstrate that each proposed facility will be fully operational by the proposed start date in accordance with the applicable regulations promulgated by the NYS OCFS, 9 N.Y.C.R.R. Section 180 et. seq. Specifically address each of the provisions outlined in Section II – Facility and Site Control, above. Provide a timeline that incorporates all preparatory work that needs to be done prior to opening the facility for DJJ youth.
 - Demonstrate experience operating a group home facility for youth ages 7-16.
 - Demonstrate experience providing services to the population served by DJJ.
- E. List of 3 programmatic references. For each reference, provide the name and address of the reference entity, nature of relationship with the reference, as well as the name, title, phone number, and email address of the contact person. DJJ may contact all references.

F. In a *separate sealed envelope* labeled with the contents, a completed Doing Business Data Form, Attachment B.

SECTION IV – Application Evaluation and Contract Award Procedures

All applications received in the manner set forth above will be reviewed to determine if they are responsive to the requirements of the solicitation. Applications determined to be non-responsive will not be further considered. Applications determined to be responsive will be considered in terms of the following factors, listed in descending order of importance:

- Appropriateness of each proposed facility.
- Demonstrated site control of each proposed facility.
- Demonstrated level of organizational capability to provide the proposed number of beds and to ensure that each proposed facility is fully operational by the applicable requisite date.
- Demonstrated quantity and quality of successful relevant experience.
- Demonstrated programmatic infrastructure.
- Annual budget amount and cost effectiveness of the budget.

The Agency reserves the right to conduct site visits and/or interviews and/or to request that applicants make presentations and/or demonstrations, as the Agency deems applicable and appropriate. Although discussions may be conducted with applicants submitting acceptable applications, the Agency reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the applicant's initial application should contain its best programmatic and price terms. The Agency will enter into negotiations with the vendor(s) determined to be qualified at the time of evaluation, based on consideration of the above-cited factors. A contract will be awarded to the responsible vendor(s) whose offer(s) is/are determined to be the most advantageous to the City, taking into consideration the price and the other factors set forth in this solicitation. In the case that a vendor is eligible for more than one contract award, the Agency reserves the right, based upon the vendor's demonstrated organizational capability and the best interest of the City, respectively, to determine how many and for which program facility(ies) the vendor will be awarded a contract.

Contract award is subject to each of the following applicable conditions and any others that may apply: submission by the applicant of the requisite New York City Department of Business Services/Division of Labor Services Employment Report and certification by that office; submission by the applicant of the requisite VENDEX Questionnaires/Affidavits of No Change and review of the information contained therein by the New York City Department of Investigation; submission by the applicant of a statement describing substantiated cases of client abuse/neglect within the past 12 months; submission by the applicant of a requisite certificate of insurance; and proof of compliance with New York State Charities Bureau filing requirements (for non-profit vendors).

ATTACHMENT A

APPLICATION COVER LETTER

Open Ended Negotiated Acquisition: Operation of Non-Secure Detention Group Home Services
PIN: 13010DJJ000

Organization:

Name: _____

Address: _____
Street City State Zip

Tax Identification #: _____

Location of Proposed Group Home:

Address: _____
Street City State Zip

Contact Person:

Name: _____

Title: _____

Telephone #: _____ Fax #: _____

Email Address: _____

Authorized Agency Representative:

Name: _____

Title: _____

Telephone #: _____ Fax #: _____

Email Address: _____

Signature: _____ Date: _____

ATTACHMENT B

**Doing Business Data Form
Doing Business FAQ**



Doing Business Data Form

To be completed by the City Agency prior to distribution			
Agency: <u>Juvenile Justice</u>		Transaction ID: PIN <u>13010DJJ000</u>	
Check One:	Transaction Type (check one):		
<input checked="" type="checkbox"/> Proposal	<input type="checkbox"/> Concession	<input checked="" type="checkbox"/> Contract	<input type="checkbox"/> Economic Development Agreement
<input type="checkbox"/> Award	<input type="checkbox"/> Franchise	<input type="checkbox"/> Grant	<input type="checkbox"/> Pension Investment Contract

Any entity receiving, applying for or proposing on an award or agreement must complete a Doing Business Data Form (see Q&A sheet for more information). Please either type responses directly into this fillable form or print answers by hand in black ink, and be sure to fill out the certification box on the last page. **Submission of a complete and accurate form is required for a proposal to be considered responsive or for any entity to receive an award or enter into an agreement.**

This Data Form requires information to be provided on principal officers, owners and senior managers. The name, employer and title of each person identified on the Data Form will be included in a public database of people who do business with the City of New York; no other information reported on this form will be disclosed to the public. **This Data Form is not related to the City's VENDEX requirements.**

Please return the completed Data Form to the City Agency that supplied it. Please contact the Doing Business Accountability Project at DoingBusiness@cityhall.nyc.gov or 212-788-8104 with any questions regarding this Data Form. Thank you for your cooperation.

Section 1: Entity Information

Entity Name: _____

Entity EIN/TIN: _____

Entity Filing Status (select one): <input type="checkbox"/> Entity has never completed a Doing Business Data Form. <i>Fill out the entire form.</i> <input type="checkbox"/> Change from previous Data Form dated _____. <i>Fill out only those sections that have changed, and indicate the name of the persons who no longer hold positions with the entity.</i> <input type="checkbox"/> No Change from previous Data Form dated _____. <i>Skip to the bottom of the last page.</i>
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Entity is a Non-Profit: Yes No

Entity Type: Corporation (any type) Joint Venture LLC Partnership (any type)
 Sole Proprietor Other (specify): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone : _____ Fax : _____

E-mail: _____

Provide your e-mail address and/or fax number in order to receive notices regarding this form by e-mail or fax.

Section 2: Principal Officers

Please fill in the required identification information for each officer listed below. If the entity has no such officer or its equivalent, please check "This position does not exist." If the entity is filing a Change Form and the person listed is replacing someone who was previously disclosed, please check "This person replaced..." and fill in the name of the person being replaced so his/her name can be removed from the *Doing Business Database*, and indicate the date that the change became effective.

Chief Executive Officer (CEO) or equivalent officer

This position does not exist

The highest ranking officer or manager, such as the President, Executive Director, Sole Proprietor or Chairperson of the Board.

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

This person replaced former CEO: _____ on date: _____

Chief Financial Officer (CFO) or equivalent officer

This position does not exist

The highest ranking financial officer, such as the Treasurer, Comptroller, Financial Director or VP for Finance.

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

This person replaced former CFO: _____ on date: _____

Chief Operating Officer (COO) or equivalent officer

This position does not exist

The highest ranking operational officer, such as the Chief Planning Officer, Director of Operations or VP for Operations.

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

This person replaced former COO: _____ on date: _____

Section 3: Principal Owners

Please fill in the required identification information for all individuals who, through stock shares, partnership agreements or other means, **own or control 10% or more of the entity**. If no individual owners exist, please check the appropriate box to indicate why and skip to the next page. If the entity is owned by other companies, those companies do **not** need to be listed. If an owner was identified on the previous page, fill in his/her name and write "See above." If the entity is filing a Change Form, list any individuals who are no longer owners at the bottom of this page. If more space is needed, attach additional pages labeled "Additional Owners."

There are no owners listed because (select one):

- The entity is not-for-profit
- There are no individual owners
- No individual owner holds 10% or more shares in the entity
- Other (explain): _____

Principal Owners (who own or control 10% or more of the entity):

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

Remove the following previously-reported Principal Owners:

Name: _____ Removal Date: _____

Name: _____ Removal Date: _____

Name: _____ Removal Date: _____

Section 4: Senior Managers

Please fill in the required identification information for all senior managers who oversee any of the entity's relevant transactions with the City (e.g., contract managers if this form is for a contract award/proposal, grant managers if for a grant, etc.). Senior managers include anyone who, either by title or duties, has substantial discretion and high-level oversight regarding the solicitation, letting or administration of any transaction with the City. **At least one senior manager must be listed, or the Data Form will be considered incomplete.** If a senior manager has been identified on a previous page, fill in his/her name and write "See above." If the entity is filing a Change Form, list individuals who are no longer senior managers at the bottom of this section. If more space is needed, attach additional pages labeled "Additional Senior Managers."

Senior Managers:

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

Remove the following previously-reported Senior Managers:

Name: _____ Removal Date: _____

Name: _____ Removal Date: _____

Certification

I certify that the information submitted on these four pages and _____ additional pages is accurate and complete. I understand that willful or fraudulent submission of a materially false statement may result in the entity being found non-responsible and therefore denied future City awards.

Name: _____

Signature: _____ Date: _____

Entity Name: _____

Title: _____ Work Phone #: _____

Return the completed Data Form to the agency that supplied it.

For information or assistance, call the Doing Business Accountability Project at 212-788-8104.



DOING BUSINESS ACCOUNTABILITY PROJECT
QUESTIONS AND ANSWERS ABOUT THE DOING BUSINESS DATA FORM

What is the purpose of this *Data Form*?

To collect accurate, up-to-date identification information about entities that have business dealings with the City of New York in order to comply with Local Law 34 of 2007 (LL 34), the recently passed campaign finance reform law. LL 34 limits municipal campaign contributions from principal officers, owners and senior managers of these entities and mandates the creation of a *Doing Business Database* to allow the City to enforce the law. The information requested in this *Data Form* must be provided, regardless of whether the entity or the people associated with it make or intend to make campaign contributions. No sensitive personal information collected will be disclosed to the public.

Why have I received this *Data Form*?

The contract, franchise, concession, grant or economic development agreement you are proposing on, applying for or have already been awarded is considered a business dealing with the City under LL 34. No proposal or application will be considered and no award will be made unless this *Data Form* is completed. Most transactions valued at more than \$5,000 are considered business dealings and require completion of the *Data Form*. Exceptions include transactions awarded on an emergency basis or by publicly advertised, non-pre-qualified competitive sealed bid. Other types of transactions that are considered business dealings include real property and land use actions with the City.

What entities will be included in the *Doing Business Database*?

Entities that hold \$100,000 or more in grants, contracts for goods or services, franchises or concessions (\$500,000 or more for construction contracts), along with entities that hold any economic development agreements or pension fund investment contracts, are considered to be doing business with the City for the purposes of LL 34 and will be included in the *Doing Business Database*. Because all of the business that an entity does or proposes to do with the City will be added together, the *Data Form* must be completed for all covered transactions even if an entity does not currently do enough business with the City to be listed in the *Database*.

What individuals will be included in the *Doing Business Database*?

The principal officers, owners and certain senior managers of entities listed in the *Doing Business Database* are themselves considered to be doing business with the City and will also be included in the *Database*.

- **Principal Officers** are the Chief Executive Officer (CEO), Chief Financial Officer (CFO) and Chief Operating Officer (COO), or their functional equivalents. See the *Data Form* for examples of titles that apply.
- **Principal Owners** are individuals who own or control 10% or more of the entity. This includes stockholders, partners and anyone else with an ownership or controlling interest in the entity.
- **Senior Managers** include anyone who, either by job title or actual duties, has substantial discretion and high-level oversight regarding the solicitation, letting or administration of any contract, concession, franchise, grant or economic development agreement with the City. At least one Senior Manager must be listed on the *Data Form* or the *Data Form* will be considered incomplete.

I provided some of this information on the VENDEX Questionnaire; do I have to provide it again?

Although the *Doing Business Data Form* and the VENDEX Questionnaire request some of the same information, they serve entirely different purposes. In addition, the *Data Form* requests information concerning senior managers, which is not part of the VENDEX Questionnaire.

My organization is proposing on a contract with another firm as a Joint Venture that does not exist yet; how should the *Data Form* be completed?

A joint venture that does not yet exist must submit *Data Forms* from each of its component firms. If the joint venture receives the award, it must then complete a form in the name of the joint venture.

Will the information on this *Data Form* be available to the public?

The names and titles of the officers, owners and senior managers reported on the *Data Form* will be made available to the public, as will information about the entity itself. However, personal identifying information, such as home address, home phone and date of birth, will not be disclosed to the public, and home address and phone number information will not be used for communication purposes.

No one in my organization plans to contribute to a candidate; do I have to fill out this *Data Form*?

Yes. All entities are required to return this *Data Form* with complete and accurate information, regardless of the history or intention of the entity or its officers, owners or senior managers to make campaign contributions. The *Doing Business Database* must be complete so that the Campaign Finance Board can verify whether future contributions are in compliance with the law.

I have already completed a *Doing Business Data Form*; do I have to submit another one?

Yes. An entity is required to submit a *Doing Business Data Form* each time it proposes on or enters a transaction considered business dealings with the City. However, the *Data Form* has both a No Change option, which only requires an entity to report its EIN and sign the last page, and a Change option, which allows an entity to only fill in applicable information that has changed since the previous completion of the *Data Form*. No entity should have to fill out the entire *Data Form* more than once.

How does a person remove him/herself from the *Doing Business Database*?

Any person who believes that s/he should not be listed may apply for removal from the *Database* by submitting a Request for Removal. Reasons that a person would be removed include his/her no longer being the principal officer, owner or senior manager of the entity, or the entity no longer being in business. Entities may also update their database information by submitting an update form. Both of these forms are available online at www.nyc.gov/mocs (once there, click MOCS Programs) or by calling 212-788-8104.

How long will an entity and its officers, owners and senior managers remain listed on the *Doing Business Database*?

- **Contract, Concession and Economic Development Agreement holders:** generally for the term of the transaction, plus one year.
- **Franchise and Grant holders:** from the commencement or renewal of the transaction, plus one year.
- **Pension investment contracts:** from the time of presentation on an investment opportunity or the submission of a proposal, whichever is earlier, until the end of the contract, plus one year.
- **Line item and discretionary appropriations:** from the date of budget adoption until the end of the contract, plus one year.
- **Contract proposers:** for one year from the proposal date or date of public advertisement of the solicitation, whichever is later.
- **Franchise and Concession proposers:** for one year from the proposal submission date.

For information on other transaction types, contact the Doing Business Accountability Project.

What are the new campaign contribution limits for people doing business with the City?

Contributions to City Council candidates are limited to \$250 per election cycle; \$320 to Borough President candidates; and \$400 to candidates for citywide office. Please contact the NYC Campaign Finance Board for more information at www.nyccfb.info, or 212-306-7100.

The *Data Form* is to be returned to the contracting agency.

If you have any questions about the *Data Form* please contact the Doing Business Accountability Project at 212-788-8104 or DoingBusiness@cityhall.nyc.gov.