

SCOPE OF SERVICES

Brooklyn Bridge Park Corporation (“BBP”) is seeking proposals from Licensed Clinical Social Workers to provide support services to BBP’s staff. The selected proposer (the “Contractor”) will be an independent contractor and expected to enter into a terminable-at-will agreement with BBP, in accordance with BBP’s regular practices and procedures

At all times during the term of the agreement, the Contractor will be required to maintain a current registration as a Licensed Clinical Social Worker, pursuant to a license issued by the State of New York. If at any time during the term the Contractor’s registration or license becomes inactive, lapsed, or is otherwise ineffective, the Contractor will be required to immediately cease any operations under the agreement and notify BBP in writing.

As an independent contractor, the Contractor may set their own schedule but will be expected to provide up to twenty (20) hours per week of the following services:

Assessment, Counseling, and Referral Services

- Supporting the navigation of barriers related to housing, public benefits, the courts, or community resources; and
- Providing supportive counseling as it relates to the Contractor’s background for BBP staff experiencing any social or emotional issues, whether individually or in group sessions; and
- If, in the Contractor’s professional opinion, any of the above issues warrant referrals to third-party professionals or service providers, contacting and making referrals to those public or private entities for additional services that the Contractor identifies; and
- Assisting BBP staff as they proceed through any procedures with those third parties or community resources, as well as supporting BBP staff to ensure continuation of such services.

Workshop, Training, and Development Services

- Conducting workshops and/or trainings on topics relevant to BBP staff and within the Contractor’s professional competence; and

Record-Keeping and Administrative Services

- Maintaining all records to ensure confidentiality and in accordance with applicable laws, including but not limited to the Health Insurance Portability and Accountability Act of 1996, as amended, and any applicable regulations promulgated by the United States Department of Health & Human Services.

Additional Services

- Assisting in developing proposals for additional services within the Contractor's professional competence.

Periodic Consultation with BBP

- On a monthly basis, or other period as agreed by BBP and the Contractor, meeting with BBP's Chief People Officer to review progress and address any issues that may arise relating to the services.
- Provide monthly updates of hours worked, number of individuals served, and categories of assistance.

Proposers should be aware that BBP is subject to the New York State Freedom of Information Law ("FOIL"), Public Officers Law Section 84 *et seq.* Proposers may request that BBP except all or part of such a proposal from public disclosure in accordance with FOIL. The request for such an exception must be in writing and state, in detail, the specific reasons for the requested exception. It must also specify the proposal or portions thereof for which the exception is requested. If BBP grants the request for exception from disclosure, BBP shall keep secure such proposal or portions thereof.

Proposals must be submitted by e-mail to the attention of Maura Lout at mlout@bbp.nyc, no later than 5:00 PM (Eastern Daylight Time) on Friday, July 12, 2024.