



**Department of
Youth & Community
Development**

Jeanne B. Mullgrav
Commissioner

November 22, 2010

ADDENDUM #1

Re: Young Adult Internship Programs
Request for Proposals
PIN: 26011YAIPRFP

Dear Prospective Proposer:

Pursuant to Sections 3-02 (i) and 3-03 (f) (2) of the Procurement Policy Board (PPB) Rules, the Department of Youth and Community Development (DYCD) is issuing **Addendum #1** to the Young Adult Internship Programs Request for Proposals (RFP) PIN 26011YAIPRFP.

ADDENDUM ITEMS

- 1. Section II, Summary of the Request for Proposals, page 6, B, Service Options and Competitions:** The second sentence of the first paragraph below the list of CDs is deleted and replaced with the following:

While DYCD encourages proposers to serve the high-need areas listed above, a single program may recruit participants from any CD or CDs within the borough, but must specify the CD or CDs it plans to serve.

- 2. Section III, Scope of Services, page 9, C4, Program Approach, Service Levels:** The following sentence is added after the first sentence:

If the proposer proposes to serve more than the minimum number of participants, each of the three cohorts must have an equal number of participants.

- 3. Section III, Scope of Services, page 10, C4, Program Approach, Service Levels, Orientation Services (Phase I):** The following sentence is added at the beginning of the paragraph:

Phase I would begin August 1.

- 4. Section III, Scope of Services, page 10, C4, Program Approach, Service Levels, Orientation Services (Phase I):** The following sentences are added at the end of the paragraph:

If a participant leaves the program during the first two weeks of the cycle, the program must fill that slot with another participant. If a participant leaves the program after the first two weeks of the cycle, the program may not fill that slot with another participant.

5. Section III, Scope of Services, page 10, C4, Program Approach, Internship Placement and Support (Phase II): The following sentence is added at the end of the final paragraph:

Whether or not such placements will be counted as outcomes will be determined on a case-by-case basis.

6. Section IV, Format and Content of the Proposal, page 15, A2b, Organizational Capability: The 11th bulleted item in that section is deleted and replaced with the following:

- Attach a copy of the most recent agency-wide financial audit of the organization conducted by a certified public accountant, indicating the period covered, OR, if no audit has been performed, the most recent agency-wide financial statement certified by the proposer's board of Directors, indicating the period covered and an explanation of why no agency-wide financial audit is available. Financial audits covering fiscal/calendar years prior to 2008 will not be accepted as fulfilling this requirement.

7. Section IV, Format and Content of the Proposal, page 18, B1, Proposal Package Contents ("Checklist"): The sixth line under the third bulleted item is deleted and replaced with the following:

-- Agency-wide financial audit or agency-wide financial statement and an explanation as to why no agency-wide financial audit is available

8. Attachment 1: Proposal Summary Form, page 21. Attachment 1 is deleted and replaced with Attachment 1R, which is affixed to this addendum.

CLARIFICATIONS

1. Incentives, such as awards, gift cards, metrocards, and tickets to events may be included as part of the program budget. Stipends, which are regular payments for work, may not be included.
2. For organizations that contract to serve especially vulnerable disconnected youth, DYCD will monitor enrollments to ensure that the indicated target populations are represented among the participants.
3. Organizations proposing to serve homeless youth would recruit participants from residential facilities.
4. For the purposes of this RFP, the address of a youth living in any residential facility would be the address of that facility.



Michael Owh
Agency Chief Contracting Officer
Procurement Counsel

Attachment RI: Proposal Summary Form

RFP Title: Young Adult Internship Programs (YAIP)

PIN: 26011YAIPRFP

Proposing Organization: _____ EIN: _____

Address: _____

City State Zip Code

Contact Name: _____ Title: _____

Contact Email: _____

Telephone: _____ Fax: _____

Proposed Geographic Area (Check only one borough and list proposed CDs)

Bronx Brooklyn Manhattan Queens Staten Island

Proposed CD(s) _____

Participants To Be Served	Cost Per Participant	DYCD Funding Request
	\$	\$

Note: Cost per participant range is from \$3,200 to \$3,800

Proposed Target Group(s) To Be Served:

(Check all that apply)

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> General disconnected youth population aged 16-24
<input type="checkbox"/> Runaway and homeless disconnected youth aged 16-24
<input type="checkbox"/> Runaway and homeless disconnected youth, aged 16-24 who are lesbian, gay, bisexual, transgender, or questioning | <input type="checkbox"/> Disabled disconnected youth, aged 16-24
<input type="checkbox"/> Court-involved disconnected youth, aged 16-24
<input type="checkbox"/> Disconnected youth, aged 16-24 with experience in the foster care system |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Proposed Site: _____

Address: _____

Proposer is willing to additionally provide services to a targeted CD for which it did not propose. Yes No

Has proposer submitted more than one proposal in response to this RFP? If yes, complete Attachment 2, Multiple Proposals. Yes No

Is the response printed on both sides, on recycled paper containing the minimum percentage of recovered fiber content as requested by the City in the instructions to this solicitation? Yes No

Authorized Representative _____ **Title:** _____

Signature: _____ Date: _____