



**DEPARTMENT OF YOUTH AND COMMUNITY
DEVELOPMENT**
OFFICE OF PROCUREMENT
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JEANNE B. MULLGRAV
Commissioner

July 17, 2007

ADDENDUM #1

Re: Adult Literacy Services
Request for Proposals
PIN: 26007ALITRFP

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 Adult Literacy Services Request for Proposals (RFP) PIN 26007ALITRFP. Proposers should acknowledge receipt of Addendum #1 by using Acknowledgement of Addenda (Form11).

I. ADDENDUM ITEMS

1. Section II, Summary of the Request for Proposals, page 6, E, Anticipated Maximum Available Funding:
The section is amended to add the following paragraph:

It should be noted that the funds currently anticipated to be available for the first six- month period of the contract term, when doubled, are greater than the amount available for the twelve-month periods beginning July 1, 2008 and July 1, 2009. Therefore, proposers recommended for awards may receive funds for FY 09 and FY 10 that are less than double the award for the initial six-month period.

It is anticipated that approximately 30-35 contracts will be awarded with average annual funding of \$225,000-\$275,000.

2. Section II, Summary of the Request for Proposals, page 7, H, Minimum Qualification Requirement: This section is amended to read as follows:

The following is the minimum qualification requirement of this RFP. Proposals that do not meet this requirement will be determined to be nonresponsive and will not be further considered.

Eligibility to apply for funds under this RFP is restricted to community-based organizations (CBOs) organized as New York State not-for-profit corporations that are not otherwise part of the New York City Adult Literacy Initiative, namely the Department of Education, The City University of New York, or the Brooklyn, New York, or Queens Public Library systems. The proposer must be incorporated as a not-for-profit organization, as documented by the Certificate of Incorporation, or show proof of filing for such status with the New York State Department of State, as documented by a copy of the application, by the proposal submission due date indicated in this RFP. (Final contract award shall be contingent upon presentation of a copy of the Certificate of Incorporation.)

3. Section II, Summary of the Request for Proposals, page 8, I, Regulatory Requirements: The section is amended to add the following paragraph:

Funding Restrictions. Services provided to participants through contracts awarded under this RFP may not duplicate those provided and paid for by other funding sources, including but not limited to New York State Employment Preparation Education (EPE) funds.

4. Section III, Scope of Services, page 14, C4e1, Federal Core Indicators and Outcomes/Additional Outcome Measure: The first paragraph is amended to read as follows:

The contractor would collect and report on data related to the three mandated federal core indicators set forth below and related outcome measures for the National Reporting System. For the FY 2008 minimum achievement standards, see Appendix C Revised.

5. Appendix C, Minimum Federal Annual Achievement Standards, page 27 has been amended: **Appendix C - Revised**, Minimum Federal Annual Achievement Standards FY 2008.

6. Attachment: Proposal Format and Content Forms, Attachment page 17: The section is amended to add the following information:

Does your organization receive federal Workforce Investment Act, Title II funding?

YES

NO

If yes, please indicate the type of instruction and funding amount.

Type of instruction _____ Funding Amount _____

Type of instruction _____ Funding Amount _____

Type of instruction _____ Funding Amount _____

Attachment page 17 Revised is attached to this addendum and posted in the file, "Additional Fillable Forms" on DYCD's website.

7. Attachment: Proposal Format and Content Forms, Attachment page 35, e(2), Proposed Instructional Services: The section is amended to add the following paragraph:

Referring to the minimum annual achievement standards for FY 2008 in Appendix C Revised and taking into consideration the shorter program period from January 1 to June 30, 2008, provide and discuss your program's achievement projections for each proposed instructional level. (preferable page limit ½ page)

Attachment Page 35 Revised is attached to this addendum and posted in the file, "Additional Fillable Forms" on DYCD's website.

8. Attachment: Proposal Format and Content Forms, Attachment page 42, i, Price Proposal: The section has been amended to add the following paragraph:

An Instructional Hour is defined as each hour that a qualified teacher provides instruction to a group of students enrolled in a funded class. For example, a program employs five teachers who each teach ten hours/week for 40 weeks/year. The Instructional Hours would be calculated as 5 x 10 x 40, for a total of 2000 Instructional Hours. Student testing may be counted as part of the proposed number of instructional hours; in the budget narrative, proposers should briefly describe how the number of testing hours is calculated. All other services offered by a program, such as counseling, are not considered Instructional Hours.

9. Attachment: Proposal Format and Content Forms, Attachment page 45, j, Price Proposal: The section has been amended to add the following paragraph:

The budget forms must be accompanied by a separate, typed document describing and justifying how the requested funds will be used to implement the proposed program. (preferable page limit: 2 pages)

Attachment Page 45 Revised is attached to this addendum and posted in the file, "Additional Fillable Forms" on DYCD's website.

II. CLARIFICATIONS

1. The DYCD **Consultant Agreement** form will be available at the time of contract negotiations.
2. Attachment page 4, Form 5, Linkage Agreement, will be reposted. **"Additional Fillable Forms" on DYCD's website**

Patricia A. Chabla 
Patricia A. Chabla
Agency Chief Contracting Officer

MINIMUM FEDERAL ANNUAL ACHIEVEMENT STANDARDS FY 2008

Detailed below, for planning purposes, are the minimum annual achievement standards for FY 2008. Minimum annual achievement standards for FY 2009 and FY 2010 have not yet been set but will become available in the future. Contractors would be required to meet the minimum standards for FY 2009 and FY 2010.

ABE (Level Completion)

Level	Fiscal Year 2008
1. Beginning ABE Literacy	38%
2. Beginning ABE	40%
3. Low Intermediate ABE	40%
4. High Intermediate ABE	34%
5. Low Adult Secondary Adult Education	38%
6. High Adult Secondary Adult Education	NYS GED pass rate

ESOL (Level Completion)

Level	Fiscal Year 2008
1. Beginning ESOL Literacy	39%
2. Low Beginning ESOL	45%
1. High Beginning ESOL	45%
4. Low Intermediate ESOL	47%
5. High Intermediate ESOL	45%
6. Advanced ESOL	45%
7. High Advanced ESOL/Transitioning to ABE	N/A

Minimum Standards for Placement

Outcome Measure	Fiscal Year 2008
Obtains employment	75%
Retains employment	69%

Minimum Standards for Secondary Level Completion

Outcome Measure	Fiscal Year 2008
Percent of adults referred to GED test who successfully pass the test	75%*
Placement in post-secondary education or other education or training	75%

*The GED Pass Rate is calculated as follows: the number of students who take and pass the GED Tests divided by the total number of students enrolled in a GED class.

Attachment Page 17 Revised

j. List at least two relevant funding references, including the name of the funding organization and the name, title, and telephone number of a contact person at the funding organization. If there are no funding sources other than DYCD, other relevant references may be listed. (preferable page limit: ½ page)

- Does your organization receive federal Workforce Investment Act, Title II funding?

YES

NO

If yes, please indicate the funding amount and type of instruction.

Type of instruction _____ Funding Amount _____

Type of instruction _____ Funding Amount _____

Type of instruction _____ Funding Amount _____

Attachment Page 35 Revised

e. Using the chart provided (Form 3), indicate the projections for FY 08, including:

- (1) Number of classes, number of tutorials, number of instructional hours, number of testing hours, and number of students for each level of ABE, GED, BENL, ESOL, ESOL-B, and Math. Justify the proposed level of services to be provided. (preferable page limit: ½ page)

- (2) Referring to the minimum annual achievement standards for FY 2008 in Appendix C Revised and taking into consideration the shorter program period from January 1 to June 30, 2008, provide and discuss your program's achievement projections for each proposed instructional level. (preferable page limit ½ page)

Attachment Page 45 Revised

- j. Complete and submit the Budget Forms (Form 8 and Form 9) given below. Complete Form 8 for your six-month budget for FY 08. Complete Form 9 for your annual budget for FY 09. **Note that the Budget Forms below in this document are NOT fillable.** Fillable budget forms may be downloaded from DYCD's website, www.nyc.gov/dycd.

The budget forms must be accompanied by a separate, typed document describing and justifying how the requested funds will be used to implement the proposed program. (preferable page limit: 2 pages)