



**Department of
Youth & Community
Development**

Jeanne B. Mullgrav
Commissioner

**Out-of-School Time (OST)
High School Transition Programs - Queens
Request for Proposals
PIN: 26010OHSQRFP**

RFP Release Date: December 11, 2009

Deadline for Proposals: **2:00pm, January 27, 2010**

Return To: **DYCD Office of Contract Procurement
156 William Street, 2nd Floor
New York, New York 10038**

Attention: **Daniel Symon, Agency Chief Contracting Officer**

Pre-Proposal Conference: **2:00pm, January 11, 2010**

Pre-Proposal Conference Location: **DYCD
156 William Street, 2nd Floor
New York, New York 10038**

This Request for Proposals (RFP) must be obtained directly from the Department of Youth and Community Development (DYCD) in person or by downloading it from DYCD's Web site, www.nyc.gov/dycd. If you obtained a copy of this RFP from any other source, you are not registered as a potential proposer and will not receive addenda DYCD may issue after release of this RFP, which may affect the requirements and/or terms of the RFP.



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**Out-of-School Time (OST) Programs for High School Youth
High School Transition Programs - Queens
Request for Proposals
PIN: 26010OHSQRF**

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AUTHORIZED DEPARTMENT CONTACT PERSONS

The authorized agency contact persons for all matters concerning this RFP are:

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RFP Content and Procedures

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NOTE ON E-MAIL INQUIRIES: Proposers must enter “High School Transition Programs –Queens” in the subject line of their email message.

DYCD cannot guarantee a timely response to phoned-in and written questions regarding this RFP received less than one week prior to the RFP due date.

Proposers should note that any telephone or written response that may constitute a change to the RFP will not be binding unless DYCD subsequently issues such a change as a written addendum to the RFP.

SECTION I - TIMETABLE

A. Release Date of this Request for Proposals (RFP):

B. Pre-Proposal Conference:

DYCD will hold a pre-proposal conference. Attendance by proposers is optional but strongly recommended by DYCD.

Date: January 11, 2010
Time: 2:00pm
Location: DYCD
156 William Street, 2nd Floor
New York, New York 10038

C. Proposal Due Date, Time and Location:

Date: January 27, 2010
Time: 2:00pm
Location: Hand-deliver proposals to: DYCD Office of Contract Procurement
Attention: Daniel Symon
Agency Chief Contracting Officer
156 William Street, 2nd Floor
New York, New York 10038

E-mailed or faxed proposals will not be accepted by DYCD.

Proposals received at this Location after the Proposal Due Date and Time are late and shall not be accepted by DYCD, except as provided under the New York City Procurement Policy Board Rules.

DYCD will consider requests made to the Authorized Agency Contact Person to extend the Proposal Due Date and Time prescribed above. However, unless DYCD issues a written addendum to this RFP which extends the Proposal Due Date and Time for all proposers, the Proposal Due Date and Time prescribed above shall remain in effect.

D. Anticipated Contract Start Date: July 1, 2010

SECTION II - SUMMARY OF THE REQUEST FOR PROPOSALS

A. Purpose of Request for Proposals (RFP)

Through this RFP, the Department of Youth and Community Development (DYCD) is seeking appropriately qualified organizations to provide Out of School Time (OST) High School Transition programs for students entering Grade 9 in September 2010. The purpose of the High School Transition programs is to help youth adjust to the demands of high school and gain on-time promotion to Grade 10 at the end of the year.

Each year, many thousands of students leave high school and do well in post-secondary educational settings or the workforce. There are others, however, who do not graduate on time, leave school before gaining a high school diploma or General Education Development (GED) credential, or move on without the skills, habits, and attitudes needed for success in the adult world. A variety of educational, social and personal factors can prevent students from progressing in school¹ and put them at greater risk for dropping out.² In poor communities, in particular, there may be few supports and services to help young people cope with the ramifications of adolescence and other challenges they face such as family responsibilities, the need to contribute to the household income, or mental health issues. Yet, to find their place in the world, high school students need opportunities, supports, and role models - to raise their aspirations, encourage them to study, and enable them explore educational, training and employment options.

In today's economy, all young people need to be competent in core academic subjects and also acquire a wide range of other skills such as problem-solving, teamwork, communications, and information technology skills; financial literacy; global awareness; and life skills such as leadership, adaptability, and personal and social responsibility.³ OST programs funded through this RFP will be staffed by appropriately qualified, caring adults and increase youth resilience and confidence. They will be designed to engage students and help them achieve their goals. They will address the developmental needs of adolescents and build skills that are critical to their success in high school, college, the labor market, and life. They will be programs that inspire, motivate, cultivate a culture of learning and a sense of self-efficacy, and facilitate access to key resources and relevant supports including counseling and mental health services.

B. Service Option/Competition

This RFP comprises one service option/competition for programming in Queens for up to 7 contract awards. However, proposers may submit multiple proposals provided that **a complete and separate proposal is submitted for each proposed program site**. Where a proposer is eligible for award of more than one contract, DYCD reserves the right to determine, based on a proposer's demonstrated organizational capability and the best interests of the City, how many and for which proposed programs(s) and at what level of services a contract will be awarded, as well as the dollar value of each contract.

C. Contract term

It is anticipated that the term of the contracts awarded from the RFP will be for 26 months (from 07/01/10 to 8/31/12), with an option for DYCD to renew for up to 36 months (9/1/12 to 8/31/15).

¹ See for example, *The Silent Epidemic*. A Report by Civic Enterprises in association with Peter D. Hart Research Associates for the Bill and Melinda Gates Foundation. John M. Bridgeland, John J. DiLulio Jr., Karen Burke Morison. www.silentepidemic.org/pdfs/thesilentepidemic306.pdf; Chance of a Lifetime. Center for an Urban Future. May 2006. www.nycfuture.org

² New York City Department of Education Multiple Pathways Initiative Summary Findings: The Parthenon Group Presentation to New York State Regents and Commission, State Education Department, October 23, 2006. http://www.ytfg.org/documents/Presentation_to_Regents_Broad_Distribution.pdf

³ Ready for Work. Advocate Series Action Brief #2, The Forum for Youth Investment, September 1, 2006.

D. Anticipated Total Annual Funding

The total anticipated annual maximum funding for this RFP in each year of the contract period is **\$173,950**.

- The final allocation amount will depend on the availability of funds and is subject to change. The stated allocation amount allows for a maximum of 7 contracts to be awarded by DYCD.
- DYCD reserves the right to modify the amount of the allocation or award less than the full amount of funding requested by a proposer in the best interests of the City.
- Proposers are encouraged to enhance programs through additional funding from other sources.

E. Minimum Qualification Requirements

- Proposers must complete, sign, and submit the applicable **School Partnership Agreement (Attachment 3A for school-based programs or Attachment 3B for center-based programs)** for every school from which the proposed program will recruit participants.

Proposals submitted by organizations that do not meet the above requirement will be deemed non-responsive and will not be further considered.

F. Maximum Annual Price per Participant

The maximum price per participant is \$900 for school-year programs; \$1,350 for year-round programs.

DYCD will consider a higher price per participant for programs serving students with disabilities (physical, emotional, behavioral, and/or cognitive impairments) if the proposer demonstrates that the program design justifies such a higher price per participant.

G. Anticipated Payment Structure

It is anticipated that payments will be based on line-item budget reimbursement with a portion payable only upon achievement of performance targets specified in Section III- Scope of Services as follows: The performance based amount of up to 20 percent of the total budget will be paid following verification of achievement of the performance target for the program cohort as specified below on page 12 of the RFP. At the option of DYCD, the performance-based payment structure may begin in the first or second year of the term.

H. Subcontracting

Subcontracting is allowed subject to the following conditions:

- All subcontractors must be identified in the proposal and meet the same minimum qualifications requirements as prime contractors.
- All subcontractors and subcontracts will be subject to DYCD approval before any expenses are incurred and payment made.
- A prime contractor may not subcontract any administrative functions including, but not limited to, data entry and record keeping, nor allow program services to be performed by entities with which there is no DYCD-approved subcontract.
- No more than 35 percent of the total value of the contract may be subcontracted.

I. Program Facility

The program facility would be:

- School-based or center-based.
- Located in the borough of Queens.
- Near public transportation and accessible to the population that the contractor is proposing to serve.
- Safe, secure, and welcoming.
- Appropriate in size and design to adequately accommodate program staff, participants, and services.

J. Regulatory Framework

Non-discrimination and Equal Opportunity Provisions. The contractor would fully comply with federal non-discrimination and equal opportunity provisions and New York City equal opportunity provisions as stated in Executive Order No. 50 and the rules and regulations promulgated thereunder. (See **Attachment 6.**)

Personnel Investigation/Arrest Notification. The contractor must undertake appropriate background checks of all staff paid under any DYCD-funded program. Such checks will include verification of prior employment and references through direct contact by the contractor with former employers. The contractor will be required to provide rosters of all staff in the program, whether funded directly by DYCD or otherwise. The contractor will also be asked to verify the actual existence of claimed staff through an inspection by senior agency staff. Upon receipt of an award, the contractor would comply with the regulations, policies and procedures of DYCD, and, if school-based, of the New York City Department of Education (DOE), with respect to investigation for criminal conviction histories of program staff members (proposed or currently employed), including volunteers. Such regulations, policies and procedures shall also determine whether individuals with criminal conviction histories may continue their employment in the OST program. In addition, the OST program would report any conviction or subsequent arrest of any staff member (paid or volunteer) of which it becomes aware to DYCD, and if school-based, to the DOE Office of Personnel Investigation as well.⁴

Fingerprinting. Contractors with programs located in public schools would comply with the DOE regulations on fingerprinting.⁵ Contractors with center-based programs would comply with applicable New York State and federal regulations, including 42 U.S.C. §5119. It is anticipated that fingerprinting procedures for center-based programs will be developed by DYCD and that costs of fingerprinting will be an item included in the contractor's per participant price. There is no additional funding to cover the costs of fingerprinting.

Liability Insurance. The City requires that all human service contractors maintain, at a minimum, the following insurance:

- Commercial general liability of \$1 million per occurrence and \$2 million aggregate minimum
- Motor vehicle liability insurance of \$5 million, if applicable
- Workers' Compensation Insurance, in accordance with City regulations

The contractor would demonstrate the possession of necessary insurance coverage by providing prior to contract registration an **original** certificate of insurance naming DYCD, and DOE in cases where programs take place at a DOE facility, and the City as additional insured. DYCD will not release funds to any proposer awarded a contract until it has obtained the necessary insurance coverage.

ADA Requirements. Program facilities would be easily accessible for people with disabilities and meet all requirements of the Americans with Disabilities Act (ADA). If they do not, DYCD-approved alternative measures, such as access to other suitable space, would be used to make activities accessible to youth with disabilities.

Contract Payments. All payments to contractors shall be made as reimbursements of expenses pursuant to a budget approved by DYCD, and no payments shall be made nor funds applied to other uses. All contract payments are subject to audit.

⁴ New York City Department of Education – Division of Human Resources Office of Personnel Investigation
65 Court Street, Brooklyn, New York 11201 <http://schools.nyc.gov/Offices/DHR/DHRForms/default.htm>.

⁵ Information about DOE fingerprinting requirements and services can be found online at:
<http://schools.nyc.gov/Offices/DHR/Fingerprinting+Employee+IDs+and+Smart+Cards.htm>.

SECTION III – SCOPE OF SERVICES

A. Goals and Objectives

DYCD's general goals and objectives for this RFP are as follows:

- To provide a healthy and safe environment.
- To foster consistent and positive relationships with adults and peers and a sense of community.
- To support healthy behavior and physical well-being.
- To facilitate access to key resources such as counseling and mental health services.
- To foster high expectations, a sense of self-efficacy, and a culture of learning.
- To support the exploration of interests and development of skills and creativity and educate participants about career and higher education options.
- To build academic, personal, workplace and other skills essential for success in the 21st century.

B. Assumptions Regarding Organizational Capability

- The contractor would be fiscally sound and capable of managing the proposed program.
- The contractor's Board of Directors would remain free of conflicts of interest and exercise active oversight of (a) program management, including regular reviews of executive compensation, audits, and financial controls; and (b) program operations and outcomes.
- The contractor would be capable of starting program operations by September 1, 2009.
- The contractor would successfully integrate the proposed program into its overall operations.
- The contractor would have an effective internal monitoring system to identify and address program, personnel, and fiscal issues.
- The contractor would have a continuous quality improvement process that includes quality assurance measures for all aspects of the program.
- For the purpose of conducting business with DYCD and entering required program and participant data, the contractor would ensure that all key staff members have access to computers and the Internet.
- The contractor would have an effective computerized system for data collection and management that meets, at a minimum, the following specifications:
 - Microsoft Internet Explorer 6 or greater
 - Microsoft Word, Excel, Access and Adobe Acrobat applications
 - A minimum connection speed of 512 kb/s download speed (basic DSL) is required. Dial-up modems are not sufficient
 - Up-to-date antivirus software
 - Firewall software or hardware
 - A computer system that limits access to authorized program staff.

C. Assumptions Regarding Contractor Approach

Program Description

High School Transition programs would be located in high schools or community-based facilities. They would be designed as one-year interventions for students entering Grade 9 and include the following key components: cohort structure; counselor-advocate key staff position; orientation and supportive activities; and parent involvement. The primary objectives of the programs are to help students with the transition to high school and address, in a timely manner, any educational, personal, and social challenges that arise.⁶ Contractors would make special efforts to help participants adjust to the demands of high school early in the school year. Accordingly, orientation activities would be critical to the program design.

The key staff role in the High School Transition program is that of the Counselor-Advocate (see further below) whose task it is to identify student issues and facilitate access to relevant supports, both inside and outside school. The

⁶ Research suggests that 9th grade promotion rates strongly suggest whether or not a student will graduate. See, for example, Roderick, M. (2006). Closing the aspirations-attainment gap: Implications for high school reform. Chicago MDRC. The Consortium on Chicago School Research. <http://www.mdrc.org/publications/427/full.pdf>.

Counselor-Advocate would maintain regular contact with school personnel as well as with individual participants and the cohort as a whole.

From the outset, the High School Transition programs would highlight school expectations, assist participants with the organization and management of their school work, and foster parental and peer group support and a culture of learning. Staff would adhere to youth development principles, but program content would be explicitly designed to help students stay on track to maximize their chances of promotion to Grade 10 at the end of the school year. Programs would have the support and approval of the school or schools from which participants are recruited, evidenced by the School Partnership Agreement submitted with the proposal. Programs that intend to recruit students from more than one school must submit School Partnership Agreements signed by each principal.

High School Transition programs can be used to supplement existing programs for high school students, and contractors would be permitted to use incentives, including modest payments, to encourage enrollment and retention in the program.

Target Population and Service Levels

- **Eligible Students.** Program participants would be students entering Grade 9 in City public or private schools, including middle or intermediate schools, and subject to the following conditions.
 - In public schools where students must take the New York State Grade 8 standardized test for English Language Arts, only students who achieve a Level 1, 2, or 3 are eligible.
 - In all other schools, proposers would propose eligibility criteria for identifying the Grade 9 students who would benefit from program services. These schools include public schools whose students, such as English Language Learners or District 75 students, are exempt from taking the New York State Grade 8 standardized tests and private schools whose students are not required to take them.

Eligible Schools. The eligible schools are schools whose rate of promotion for **eligible students** in the 9th Grade class of 2008 was less than 75 percent. (Note: The rate of 75 percent is based on the citywide average promotion rate of 74.3 percent for public high school students in the 9th Grade class of 2008 who achieved Level 1, 2 or 3 on the Grade 8 standardized test for English Language Arts.)

Public schools which already have Transition to High School programs as a result of contracts awarded by DYCD are NOT eligible schools. **Proposers intending to enter into a School Partnership Agreement with a public school for the purpose of this RFP should telephone DYCD at 212 676 8109 to confirm the eligibility of the school.**

- Proposers may partner with new public high schools where no Grade 9 class existed in the school years 2007-8 or 2008-9, provided that students enrolled in the program achieved a Level 1, 2 or 3 on the New York State Grade 8 standardized test for English Language Arts.
- Programs would serve between 25 and 75 students attending the same school or schools located at the same site or in the same neighborhood. Since the program is based on a cohort model, contractors would not be permitted to replace participants who drop out.
- Each Counselor-Advocate would have a caseload of no more than 30 students, regardless of whether the Counselor-Advocate position is full-time or part-time.

Participant Outcomes and Performance Targets

In the High School Transition programs, there is only one performance outcome: promotion of all cohort participants to Grade 10 at the end of the school year. To ensure that participants stay on track to achieve this outcome, contractors would keep abreast of the progress of each student in the cohort and any challenges he or she encounters, based on information provided by the student, school personnel, or parents/guardians.

The performance target is defined as a rate of promotion to Grade 10 for the cohort at the end of the academic year that is at least 5 percent higher than the prior academic year's promotion rate for all 9th grade students in the same school.

For programs with participants from more than one school, the performance target is defined as a rate of promotion to Grade 10 for the cohort at the end of the academic year that is at least 5 percent higher than the prior academic year's promotion rate, calculated as a weighted average of the promotion rates for all 9th grade students in the schools from which participants are drawn.

As noted above in Section II of the RFP, up to 20 percent of the value of the contract will be contingent upon the contractor's achievement of the performance target.

Annual Price per Participant

The maximum annual price per participant will depend on the number of program hours proposed:

- School-year programs offering a **minimum of 120 hours:**
Maximum price per participant: \$900
- Year-round programs offering a **minimum of 200 hours:**
Maximum price per participant: \$1,350

Program Hours and Duration

Program hours would normally be outside the regular school day, including evenings and weekends.

Proposers would offer either:

- a school-year program with a minimum of 120 program hours; or
- a year-round program with a minimum of 200 program hours. During the first 6-month period from November 1, 2009 to June 30, 2010, proposers offering a year-round program would have the option of providing 120 hours at a maximum per participant rate of \$900 or 200 hours at a maximum price per participant of \$1,350.

Orientation, activities that promote parent involvement, activities that build the cohort as a functioning peer support group, and other group activities must comprise **a minimum of 30 hours** in programs with a minimum of 120 program hours and a **minimum of 50 hours** in programs with a minimum of 200 program hours.

Contractors would apply the remaining minimum required program hours either to group activities or services for individual participants. While the hours of participation by individual students will vary, **all** participants would be expected to attend the orientation, cohort activities, and, as appropriate, events and meetings involving parents/guardians.

In the summer, DOE school sites would be available free of charge only if the school is scheduled to be open for instructional services and program services are provided between the hours of 9:00 AM and 12:00 PM.

Core Program Elements

Cohort Structure. Entering 9th graders would be enrolled at the start of the school year and move through the program as a group. (In Year 2 of the contract, with the agreement and cooperation of the school, contractors could start the program prior to the new school year.) The purpose of the cohort structure is to foster peer bonding, develop a culture of learning, and provide maximum support for students who, in many cases, will need to forge new relationships as they settle into the high school environment. Contractors would pay special attention to the need to establish supports for participants as early in the school year as possible, when students are especially vulnerable.

Counselor-Advocate. The main purpose of the High School Transition program is to provide participants with guidance and support and to advocate on their behalf and ensure they gain access to services that can help them succeed in Grade 9. All participants would be assigned to a Counselor-Advocate responsible for keeping track of their progress (academic, social, and emotional) and helping them to address specific issues that might impede their progress. The Counselor-Advocate would be pro-active in identifying any problems faced by participants and would be the first person to whom they would turn for assistance.

Orientation and Supportive Activities and Services. The program cohort(s) would be established during the orientation period. Orientation and supportive activities and services would include retreats, workshops, advisories, and presentations designed to teach students how to manage the demands and maximize the benefits

of high school. They would seek to promote student confidence and build peer support networks. Programs would seek to include parents/guardians in some activities in order to bolster family support for participants. Programs would also facilitate access to any services needed to help students stay on track. In addition to counseling and mental health services to help participants address social and personal issues, these services would include tutoring in core academic areas to ensure that they accumulate the correct number of credits and pass all required Grade 9 courses in a timely manner. Programs may include additional activities/services such as post-secondary educational options and college prep.

Parent Involvement. All programs would include activities designed to foster a supportive family environment. The aim would be to help parents/guardians to appreciate the demands of high school, the responsibilities of Grade 9 students, and graduation requirements. At enrollment, program staff would secure a commitment from parents/guardians to support their child's participation in the program and to participate themselves in the activities involving family members, including orientation activities.

All meetings with parents or events attended by parents (for example, parent involvement classes) would count toward the required minimum program hours. These might include events organized by the school or meetings with the school guidance counselor and teachers.

Reporting Requirements

It is anticipated that DYCD will centralize the collection of individual student performance data to assess whether program goals have been achieved. Contractors will be required to collect the **OSIS number** of each **public** school participant enrolled in their program. (The OSIS number is the Student Information System nine-digit student identification number assigned to New York City public school students.) On all participants, contractors would enter participant and program data onto the DYCD online OST enrollment and tracking system. Contractors will also report to DYCD the number and percentage of participants who are promoted to Grade 10 at the end of the academic year **as well as the promotion rate to Grade 10 for all 9th grade students in the school(s) attended by participants.**

Contractor and Staff Experience and Qualifications

- The contractor would have at least five years successful experience providing services to high school age youth and working cooperatively with high school personnel (principals, teachers, guidance counselors, and parent coordinators).
- Key staff would have at least two years of successful experience within the past five years providing services to high school age youth and working cooperatively with high school personnel (principals, teachers, guidance counselors, and parent coordinators).
- The contractor and all program staff would know the backgrounds and cultures of program participants and be able to integrate this information into their service delivery.
- The Counselor-Advocate would have, at a minimum, a **four-year college degree** in a relevant field and appropriate experience to work effectively with program participants, school personnel (such as teachers, guidance counselors, and parent coordinators), external service providers, and parents/guardians to assist each individual student under his/her charge. In addition, the Counselor-Advocate would have working knowledge of DOE requirements regarding credit accumulation for on-time promotion to Grade 10.

Training and Professional Development

- The contractor would ensure that the Counselor-Advocate and other key program staff are qualified and appropriately trained in areas including, but not limited to, youth development, DYCD's core competencies for youth workers,⁷ cultural diversity, and course and attendance requirements that ensure promotion from Grade 9 to Grade 10.⁸ Technical assistance to support effective implementation of a High School Transition program will be available through DYCD.

⁷ The core competencies are posted on the agency's website at http://www.nyc.gov/html/dycd/downloads/pdf/core_competencies_for_yw_professionals.pdf

⁸ For information about course requirements, see, for example <http://schools.nyc.gov/RulesPolicies/GraduationRequirements/default.htm>.

- The contractor would provide opportunities for ongoing professional development of all program staff.

School Partnership Agreement (Attachment 3A and 3B)

Completed and signed School Partnership Agreements must be submitted with all proposals for High School Transition program. **This is a minimum qualification for this RFP.** If a proposer intends to recruit participants for the program from more than one school, a School Partnership Agreement signed by each school principal must be submitted with the proposal.

The School Partnership Agreement will verify that the proposer has reviewed its program design with the school leadership and secured the support and commitment of the principal and assistant principal, at a minimum, to the following:

School-based and Center-based programs

- Proposed program and services
- Assistance with enrollment of students in the program
- Provision of the OSIS number of each participant enrolled in the program
- A protocol for selecting and removing students as program participants
- Regular meetings with school staff and other personnel who interact with the participants: teachers, school guidance counselors, and parent coordinators
- Timely access by the proposer to student achievement information and data for the purpose of monitoring progress and responding quickly to specific issues

Additional provisions for School-based programs only

- Adequate dedicated space for the program within the school
- Access to the school library and computer room

Linkage Agreements (Attachment 5)

Contractors would have relationships with other service providers within or outside their organization to ensure that program participants have access to support services that they need to stay on track through Grade 9. Relationships with external providers would be documented in Linkage Agreements and submitted with the proposal. In some instances, for example, academic tutoring, support services might be covered under the School Partnership Agreement.

D. 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 7) and return it with this proposal**, 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 proposal 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 IV A - FORMAT AND CONTENT OF THE PROPOSAL

A. Proposal Format

Proposers should provide all of the information requested in the format indicated below. Proposals should meet the following specifications:

- Type should be 12-point font size.
- The proposal preferably should be **no more than 21 pages**, excluding requested attachments.
- The proposal should be typed on both sides of 8 ½" x 11" white paper.
- Lines should be **double-spaced** with no less than 1" margins.
- Pages, including attachments, should be numbered sequentially from 1 through to the end and include a header or footer identifying the proposer.
- The proposal should include a table of contents.
- The City of New York requests that all proposals be submitted on paper with no less than 30 percent postconsumer 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/epg/products/printing.htm>).

Note: Failure to comply with any of the above instructions will not make the proposal non-responsive.

B. Proposal Summary Form

The Proposal Summary Form (Attachment 1) transmits the proposer's Proposal Package to DYCD. Appropriate documentation to demonstrate the proposer's compliance with **all** applicable Minimum Qualification Requirements should be attached to Attachment 1. The minimum qualification is as follows:

- Proposers must complete, sign, and submit the applicable **School Partnership Agreement (Attachment 3A for school-based programs or Attachment 3B for center-based programs)** for every school from which the proposed program will recruit participants. **If the applicable School Partnership Agreement is not submitted as required, the proposal will be deemed non-responsive and will not be further considered.**

An authorized representative of the proposer must sign and date the completed Proposal Summary.

C. Program Proposal

The Program Proposal is a clear, concise narrative that addresses the following:

Organizational Capability (Preferable page limit: 3 pages, excluding requested attachments)

Demonstrate the proposer's organizational capability (programmatic, managerial, and financial) to carry out the program described in Section III-1 Scope of Services. Specifically, include the following:

- Describe the active oversight of the Board of Directors in (a) program management, including regular reviews of executive compensation, audits, and financial controls, and (b) program operations and outcomes.
- Complete and submit with the proposal the Corporate Governance Certification (**Attachment 2**).
- Describe the steps that will be taken to ensure that program operations begin by September 1, 2009.
- Demonstrate the organization's capability to integrate the proposed program into its overall operation. Attach an organizational chart for the proposer's organization and the proposed program. Describe how the proposed program and program staff will relate to the overall organization.
- Describe the organization's internal monitoring system and demonstrate its effectiveness in identifying program, personnel, and fiscal issues.
- Describe the quality improvement protocol that the contractor would implement to ensure continuous improvement of program delivery and participant outcome achievement.
- Describe the computerized system for data collection and management and demonstrate that system meets the specifications set out in Section IIB.
- If the proposer is required to file with the federal Office of Management and Budget pursuant to Circular A-133, attach a hard copy of the latest report filed with that office, indicating the period covered. If not, provide as a hard-copy attachment the most recent audit or audited financial statement of the organization conducted by a

Certified Public Accountant, indicating the period covered, **or**, if no audit has been performed, the most recent financial statement indicating the period covered **and** an explanation of why no audited financial statement is available.

- Indicate whether or not the proposer has submitted more than one proposal in response to this RFP. If so, demonstrate the organization's capability (programmatic, managerial, and financial) to successfully provide all the proposed programs, as indicated on the Proposal Summary Form (Attachment 1), concurrently.

Experience (Preferable page limit: 5 pages, excluding requested attachments)

- Describe the successful, relevant experience of the proposer in providing services to high school age youth and in working cooperatively with high school personnel (principals, teachers, counselors, and parent coordinators). Where possible, provide quantitative measures of success, particularly, participant outcomes achieved in relation to funders' expectations.
- Describe the successful, relevant experience of the key staff within the past five years in providing services to high school age youth and in working cooperatively with high school personnel (principals, teachers, guidance counselors, and parent coordinators). Where possible, provide quantitative measures of success, particularly, participant outcomes achieved in relation to the funders' expectations.
- For the position of Counselor-Advocate and any other key staff positions, attach job descriptions, including required qualifications, together with resumes for staff already identified.
- Attach a list of **at least two relevant references from funding sources** other than DYCD, including the name of the reference entity, and a brief statement describing the relationship between the proposer or proposed subcontractor, as applicable, and the reference entity. Indicate the name, title, and telephone number of a contact person at the reference entity for the proposer and each proposed subcontractor, if any. If there are no funding sources other than DYCD, other relevant references may be listed.

Program Approach (Preferable page limit: 10 pages, excluding requested attachments)

Note: Proposers offering a year-round program would respond to the items below for their 200-hour, 12 month program.

Describe in detail how the proposer will provide the proposed activities and services and demonstrate that the approach will fulfill the program goals set out in Section III-Scope of Services. Specifically, include the following:

Target Population

- Describe the program participants, including the number of youth to be served annually, age range, and characteristics (*e.g.*, gender, demographic information, ethnicity).
- Indicate whether or not student eligibility will be based on the New York State Grade 8 standardized test scores (Levels 1-3) in English Language Arts. If not, specify the proposed eligibility criteria students must meet to qualify for this proposed program and demonstrate that the proposed eligibility criteria are appropriate for the Transition to High School program.
- For the schools attended by targeted students, demonstrate that the promotion rate for eligible students in the 9th grade class of 2008 was less than 75 percent. List the school or schools and the neighborhoods from which participants will be recruited.
- Discuss how the program design and proposed services will build on a young person's strengths and address areas in need of improvement.
- Describe the proposer's recruitment strategy.

Program Facility

- Specify whether the program facility will be school-based or center-based. Provide the name and address of the school or center in which the program will be based. In the case of public school-based sites, include the DOE school district, borough, and number (DBN).
- Demonstrate that the proposer will have access to the proposed site (whether school-based or center-based) for at least the duration of the initial contract term.
- Describe the proposed program facility and demonstrate that it is adequate to accommodate all program activities.
- Demonstrate that the proposed program facility is accessible by public transportation.

- State whether or not the facility is accessible in accordance with the ADA Accessibility Guidelines for Buildings and Facilities; if not, describe how the proposer will make services accessible to persons with disabilities.

Staffing

- Indicate the number of salaried and non-salaried, if any, staff positions that will be utilized to provide the program, and demonstrate that the program is sufficiently staffed to assist participants to achieve the program goals.
- State the proposed Counselor-Advocate to participant ratio. (Note: each counselor-advocate would have a caseload of no more than 30 participants.)
- Describe the staffing pattern, indicating the relationship among supervisors, line staff, and volunteers.
- Demonstrate that the qualifications (credentials and experience) of the Counselor-Advocate and any other key staff meet the requirements set forth in Section III-Scope of Services.

Consultant/Subcontractor Services

Describe the nature of any consultant or subcontractor services and how they will help the proposer successfully implement the proposed program. Submit a statement indicating the scope of the consultant or subcontractual agreement signed by authorized representatives of the applicant and the consultant or subcontractor.

Staff Development and Training

- Describe how the proposer will ensure that all program staff, paid and volunteer, are appropriately trained in youth development, DYCD's core competencies for youth workers, cultural diversity, and DOE's minimum Grade 9 course requirements.
- Describe any additional areas in which staff will be trained.

Core Program Elements

Describe in detail how each Core Program Element and related program activities described in Section III-Scope of Services, will be implemented. Specifically address the following points:

- How the minimum program hours will be allocated across group versus individual services
- The cohort structure and cultivation of the peer support network throughout the program year
- Orientation and supportive activities and services
- How the Counselor-Advocate will manage his/her cohort portfolio, including case management and intervention
- Parent involvement and activities designed to foster parental support for participants throughout Grade 9

School Partnership Agreement

Complete and attach the applicable School Partnership Agreement (**Attachment 3A for school-based programs or Attachment 3B for center-based programs**) signed by the principal of each school from which the program intends to recruit participants for the program.

Linkages

- Identify and describe each proposed linkage with other service providers and demonstrate how each will help achieve participant outcomes.
- Complete and attach a Linkage Agreement Form (**Attachment 5**) for each proposed linkage.

D. Price Proposal

The Price Proposal is the funding request for providing the services described in Section III – Scope of Services. It includes:

- Completed Budget Forms (**Attachment 4**) for a 12 month contract period.
- Budget Justification (Preferable page limit: 3 pages)

Justify how requested funds would be used to deliver program services. Proposers should ensure that the budget and budget justification are consistent with the proposed program. Specifically, justify the expenses under each major budget category by addressing the points listed below.

Personnel Services

- List each position (full time and part time) and salary included in DYCD’s funding request, and indicate which resume or job description is intended to fill that position.

Non-staff Services (as applicable)

- List each consultant and subcontractor and associated cost included in DYCD’s funding request, and explain how you arrived at the cost of their assigned work for the program as described in your proposal’s Program Approach narrative.
- If the program design includes payment of stipends, describe how the stipends will be awarded and the rationale for awarding the stated amounts.
- For each type of service purchased from a vendor, describe the nature of that service, why it is needed for the program, and how the costs related to purchasing that service were determined.

Other Than Personnel Services (as applicable)

- For consumable supplies, describe the type and quantity of supplies to be purchased and explain how the costs for these items were determined.
- Explain why each piece of equipment and equipment related expenses are necessary for the proposed program.
- Describe the spaces costs, including those involving a rental expense; their importance in the proposed program; and how costs were determined.
- For travel expenses, describe the purpose of the travel and justify the cost.
- For utilities, telephones, and other operational expenses, list each item and how the cost for each item was determined.

E. Other Required Documents

The Nondiscrimination and Americans with Disabilities Compliance Certification (**Attachment 6**) and the Doing Business Data Form (**Attachment 7**) must be completed and submitted with the proposal.

F. Acknowledgment of Addenda

The Acknowledgment of Addenda (**Attachment 8**) serves as the proposer’s acknowledgment of the receipt of addenda to this RFP that may have been issued by DYCD prior to the Proposal Due Date and Time, as set forth in Section I (C) above.

G. Proposal Package Contents (“Checklist”)

The Proposal Package should contain the following materials. Proposers should utilize this section as a “checklist” to assure completeness prior to submitting their proposals to DYCD.

1. A sealed inner envelope labeled “Program Proposal,” containing **one original set and four (4) duplicate sets** of the documents listed below in the following order:

- Proposal Summary Form (Attachment 1)
- Completed and signed School Partnership Agreement(s) (Attachment 3A for school-based programs or Attachment 3B for center-based programs) for every school from which participants are to be recruited. **If this documentation is not attached, the proposal will be deemed non-responsive and will not be considered.**
- Program Proposal
 - ✓ Narrative
 - ✓ Corporate Governance Certification (**Attachment 2**)
 - ✓ References for the Proposer and, if applicable, each subcontractor
 - ✓ Resumes and/or Description of Qualifications for Key Staff Positions
 - ✓ Organization Chart
 - ✓ Audit Report or Certified Financial Statement or a statement as to why no report or statement is available
 - ✓ Linkage Agreement (s) (**Attachment 5**)
 - ✓ Nondiscrimination and Americans with Disabilities Compliance Certification (**Attachment 6**)
- Price Proposal
 - ✓ Budget Forms (**Attachment 4**)
 - ✓ Budget Justification Narrative
- Acknowledgement of Addenda (Attachment 8)

2. In a sealed, inner envelope, **one original** of the **Doing Business Data Form (Attachment 7)** should be included in the proposal package.

For each proposal submitted, enclose the documents listed above in a sealed envelope and deliver to Daniel Symon, Agency Chief Contracting Officer, Office of Contract Procurement. Label the envelope with the proposer’s name and address, “Out-of-School Time (OST) High School Transition Programs - Queens,” “PIN 26010OSHQRFP,” and the name and telephone number of the proposer’s contact person.

SECTION V - PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES

A. Evaluation Procedures

All proposals accepted by DYCD will be reviewed to determine whether they are responsive or non-responsive to the requisites of this RFP. Proposals that are determined by DYCD to be non-responsive will be rejected. DYCD's Evaluation Committee will evaluate and rate all remaining proposals based on the Evaluation Criteria prescribed below. DYCD reserves the right to conduct site visits or interviews or both and to request that proposers make presentations or demonstrations, as DYCD deems applicable and appropriate. A site visit after award, but prior to contract execution may occur. Although discussions may be conducted with proposers submitting acceptable proposals, DYCD reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the proposer's initial proposal should contain its best programmatic and price terms.

B. Evaluation Criteria

- Demonstrated level of organizational capability 30%
- Demonstrated quantity and quality of successful relevant experience 40 %
- Quality of proposed approach 30 %

C. Basis for Contract Award

Contracts will be awarded to the responsible proposers whose proposals are determined to be the most advantageous to the City, taking into consideration the price and such other factors or criteria which are set forth in this RFP. Proposals will be ranked in descending order of their overall technical scores. All technically viable proposals with a price per participant at or below the range set forth in the RFP will be considered for award. DYCD will consider technically viable proposals with a higher price per participant for programs serving students with disabilities only with adequate justification.

- DYCD reserves the right to make contract awards to ensure: 1) appropriate distribution of necessary services and programs across geographic areas, taking into account the location of OST and Beacon Community Center or other high school after-school programs, grade levels, and target populations; and 2) program diversity (*e.g.*, program type, size, and duration).
- If a proposer is eligible for more than one contract award from this RFP, DYCD reserves the right to determine, based on the proposer's demonstrated organizational capability and the best interests of the City, how many, for what level of services and for which competition the proposer will be awarded a contract, and the dollar value of each such contract.
- DYCD reserves the right to award less than the full amount of funding requested by each proposer.

Contract award shall be subject to:

- Demonstration that the proposer organization is tax-exempt and incorporated as a not-for-profit in New York State. Compliance will be shown by submission of a copy of the exemption certificate demonstrating that the proposer is classified as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, and a copy of the Certificate of Incorporation issued by the State Department of State.
- Timely completion of contract negotiations between the agency and the selected proposer.

SECTION VI - GENERAL INFORMATION TO PROPOSERS

- A. **Complaints** The New York City Comptroller is charged with the audit of contracts in New York City. Any proposer who believes that there has been unfairness, favoritism, or impropriety in the proposal process should inform the Comptroller, Office of Contract Administration, 1 Centre Street, Room 835, New York, NY 10007; the telephone number is (212) 669-2797. In addition, the New York City Department of Investigation should be informed of such complaints at its Investigations Division, 80 Maiden Lane, New York, NY 10038; the telephone number is (212) 825-5959.
- B. **Overall Provisions** This Request for Proposals and the resulting contract award(s), if any, unless otherwise stated, are subject to all applicable provisions of New York State Law, the New York City Administrative Code, New York City Charter, and New York City Procurement Policy Board (PPB) Rules. A copy of the PPB Rules may be obtained by contacting the Mayor's Office of Contracts at (212) 788-0010.
- C. **General Contract Provisions** Contracts shall be subject to New York City's General Contract Provisions, in substantially the form that they appear in "PART II - GENERAL PROVISIONS GOVERNING CONTRACTS WITH DIRECTLY AND INDIRECTLY FUNDED CONTRACT AGENCIES." A copy of the applicable document is available through the Authorized Agency Contact Person.
- D. **Contract Award** Contract award is subject to each of the following, applicable conditions: New York City Fair Share Criteria, New York City MacBride Principles Law; submission by the proposer of the New York City Department of Small Business Services/Division of Labor Services Employment Report and certification by that office; submission by the proposer of the requisite VENDEX Questionnaires/Certificates of No Change and review of the information contained therein by the New York City Department of Investigation; all other required oversight approvals; applicable provisions of federal, state and local laws and executive orders requiring affirmative action and equal employment opportunity; and Section 6-108.1 of the New York City Administrative Code relating to the Local Based Enterprises program and its implementation rules.
- E. **Proposer Appeal Rights** Pursuant to New York City's Procurement Policy Board Rules, proposers have the right to appeal agency non-responsiveness determinations and agency non-responsibility determinations and to protest an agency's determination regarding the solicitation or award of a contract.
- F. **Multi-Year Contracts** Multi-year contracts are subject to modification or cancellation if adequate funds are not appropriated to DYCD to support continuation of performance in any City fiscal year succeeding the first fiscal year and/or if the contractor's performance is not satisfactory. DYCD will notify the contractor as soon as is practicable that the funds are, or are not, available for the continuation of the multi-year contract for each succeeding City fiscal year. In the event of cancellation, the contractor will be reimbursed for those costs, if any, which are so provided for in the contract.
- G. **Prompt Payment Policy** Pursuant to the New York City's Procurement Policy Board Rules, it is the policy of the City to process contract payments efficiently and expeditiously.
- H. **Prices Irrevocable** Prices proposed by the proposer shall be irrevocable until contract award unless the proposal is withdrawn. Proposals may only be withdrawn by submitting a written request to DYCD prior to contract award but after the expiration of 90 days after the opening of proposals. This shall not limit the discretion of DYCD to request proposers to revise proposed prices through the submission of best and final offers and/or the conduct of negotiations.
- I. **Confidential, Proprietary Information or Trade Secrets** Proposers should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information, or trade secrets and provide any justification why such materials, upon request, should not be disclosed by the City. Such information must be easily separable from the non-confidential sections of the proposal.
- J. **RFP Postponement/Cancellation**. The agency reserves the right to postpone or cancel this RFP, in whole or in part, and to reject all proposals.
- K. **Proposer Costs**. Proposers will not be reimbursed for any costs incurred to prepare proposals.
- L. **Charter Section 312(a) Certification**. The Department of Youth and Community Development has determined that the contract(s) to be awarded from this Request for Proposals (PIN: 26010OSHSRFP) for High School Transition Programs- Queens will not directly result in the displacement of any New York City employee.



Agency Chief Contracting Officer

12.11.09

Date

Proposed Site: _____

Address: _____

_____ City State Zip Code

Is this site a public school? Yes No If yes, what is the DBN? _____

Indicate existing afterschool programs operating at this site:

- Out-of-School Time Program Yes No
- WIA In School Youth Program Yes No
- Beacon Community Center Yes No
- NDA Middle or High School Aged Youth Program Yes No
- 21st Century Community Learning Center Program Yes No
- Advantage Afterschool Program 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:** _____

Email: _____ **Phone:** _____

CORPORATE GOVERNANCE CERTIFICATION

RFP Title: Out-of-School Time (OST) High School Transition Programs - Queens PIN 26010OHSQRFP

To enter into a contract with DYCD, each organization must certify that its organizational capability is sufficient to support the services it has contracted to provide. To certify, complete the form below (including the attached list of the members of the Board of Directors, with the name, title, address, telephone number, and e-mail address of each member). The certification must be notarized by a Notary Public.

I, _____, am the Chairperson of the Board of _____ (“Proposer”), a not-for-profit organization that has proposed to provide certain youth or community development services. I hereby certify that the Proposer:

1. Is governed by a Board of Directors, whose names and addresses are fully and accurately set forth on the attached list.
2. Maintains its corporate books and records, including minutes of each meeting, at the Proposer address stated on the Proposal Summary Form (Attachment 1 to this RFP).
3. Has held in the past 12 months ___ meetings of the Board of Directors at which a quorum was present.
4. Reviews, at least annually, at a meeting of the Board of Directors and has reviewed in the past 12 months each of the following topics:
 - a. Executive compensation
 - b. Internal controls, including financial controls
 - c. Audits
 - d. Program operations and outcomes.

Name of Organization (Print):

Name of Board Chairperson (Print):

Signature of Board Chairperson

Sworn to before me this _____ day of _____, 20__

NOTARY PUBLIC

School Partnership Agreement for School-Based Programs

RFP Title: Out-of-School Time (OST) High School Transition Programs - Queens PIN 26010OHSQRFP

We confirm that _____

(Name and DBN of the School) located at _____

(Address of School) **supports the proposal** being submitted to the Department of Youth and Community Development by _____ (Proposer)

and **agrees to host the proposed Transition to High School program** for Grade 9 students at the School.

The School and the Proposer confirm their agreement to the following points:

1. The School will provide adequate dedicated space and access to the school library, computer room and other resources essential for effective implementation of the program. The Proposer will conform to school rules and protocols regarding the use of school space and resources.
2. The School will assist the Proposer in identifying potential participants for the program. The School will provide the Proposer with the OSIS number of each participant enrolled in the program.
3. The Proposer and the School will jointly draft a protocol for selecting and removing students as program participants.
4. The Proposer and the School will work collaboratively to resolve any issues relating to the program or its participants, communicating concerns promptly and attending/convening regular meetings between program staff and school personnel, including teachers, guidance counselors, parent coordinators, and the Principal and Assistant Principal.
5. The School will ensure timely access to student achievement information and other data to enable program staff to monitor participant progress and respond quickly to issues that arise.
6. The Proposer will comply with all applicable federal, New York State, and City rules and regulations relating to matters such as health, safety, and emergency procedures and reporting of incidents or accidents.
7. The Proposer will comply with all DOE and New York State requirements concerning screening for program staff and volunteers including background checks and fingerprinting.

Are there any additional points that the School and the Proposer would like to add? Yes No

If "Yes," please describe each additional point in the text box below.

Signed by: _____ (Principal or Authorized Signatory for the School) _____ (Date)

(Executive Director of the Proposer) _____ (Date)

**School Partnership Agreement for
Center-Based Programs**

RFP Title: Out-of-School Time (OST) High School Transition Programs - Queens PIN 26010OHSQRFP

We confirm that _____

(Name and DBN of the School) located at _____

(Address of School) **supports the proposal** being submitted to the Department of Youth and Community

Development by _____ (Proposer)

and will collaborate in the implementation of the proposed **Transition to High School program** for Grade 9 students as specified below.

The School and the Proposer confirm their agreement to the following points:

1. The School will assist the Proposer in identifying potential participants for the program. The School will provide the Proposer with the OSIS number of each participant enrolled in the program.
2. The Proposer and the School will jointly draft a protocol for selecting and removing students as program participants.
3. The Proposer and the School will work collaboratively to resolve any issues relating to the program or its participants, communicating concerns promptly and attending/convening regular meetings between program staff and school personnel, including teachers, guidance counselors, parent coordinators, and the Principal and Assistant Principal.
4. The School will ensure timely access to student achievement information and other data to enable program staff to monitor participant progress and respond quickly to issues that arise.
5. The Proposer will comply with all applicable federal, New York State, and City rules and regulations relating to matters such as health, safety, and emergency procedures and reporting of incidents or accidents.
6. The Proposer will comply with all DOE and New York State requirements concerning screening for program staff and volunteers including background checks and fingerprinting.

Are there any additional points that the School and the Proposer would like to add? Yes No

If “Yes,” please describe each additional point in the text box below.

Signed by: _____ (Principal or Authorized Signatory for the School) _____ (Date)

_____ (Executive Director of the Proposer) _____ (Date)

Proposal Budget Summary Form

RFP Title: Out-of-School Time (OST) High School Transition Programs - Queens PIN 26010OHSQRFP

Organization:		EIN:	
Account Code	Category		DYCD Funding Request:
Personnel Services			
1100	Salaries and Wages		\$
	Full Time:	\$	
	Part Time:	\$	
1200	Fringe Benefits		\$
1300	Central Insurance Program		\$
	Total Personnel Services:		\$
Non-Staff Services			
2100	Consultants		\$
2200	Sub-contractors		\$
2300	Stipends		\$
2400	Vendors		\$
	Total Non-Staff Services:		\$
Other Than Personnel Services			
3100	Consumable Supplies		\$
3200	Equipment Purchases		\$
3300	Equipment Other		\$
3400	Space Costs		\$
3500	Travel		\$
3600	Utilities & Telephone		\$
3700	Other Operational Costs		\$
	Other Costs:	\$	
	Indirect Costs:	\$	
3800	Fiscal Agent Services		\$
	Total Other Than Personnel Services:		\$
	Total DYCD Funding Request:		\$

Proposal Budget Summary Category Definitions

Personnel Services

1100 Salaries and Wages

- The Salaries are divided in two categories:
 - Full Time employees: Persons who work 35 hours or more per week
 - Part Time employees: Persons who work less than 35 hours per week

1200 Fringe Benefits

- Fringe Benefits must include FICA. Charges to Fringe Benefits may also include unemployment insurance, worker's compensation, disability, pension, life insurance and medical coverage as per your policies. Enter the Fringe Benefit rate as indicated on the budget summary page. Fringe rates must not be less than 7.65% or exceed 30% of total salaries. If the contractor uses the Fiscal Agent, the minimum rate for Fringe Benefits is 12.65%.

1300 Central Insurance Program (CIP)

- Proposers without general liability insurance at the time of selection have the option of purchasing insurance through CIP or other sources. CIP includes general liability, special accident, property insurance (equipment), worker's compensation and disability, at a cost of 4.5% of the total program cost. CIP only covers DYCD-funded programs and activities. All funded programs must have general liability insurance of \$1 million, with a certificate naming DYCD and the City of New York as additional insureds, if they do not participate in CIP.

Non-Staff Services

2100 Consultants

- An independent individual with professional and/or technical skills retained to perform specific tasks or complete projects related to the program that cannot be accomplished by regular staff. Consultant cannot be a salaried employee.

2200 Subcontractors

- An independent nonprofit entity retained to perform program services. A subcontract will be part of the DYCD contract and will be registered with the NYC Comptroller. Each Subcontractor's EIN# must be listed on the subcontract and on its budget.

2300 Stipends

- An incentive allowance ONLY for the benefit of a participant and/or client.

2400 Vendors

- An independent business entity retained to provide non-program services. Examples: Cleaning Services, Security and Accounting Services.

Other Than Personnel Services

3100 Consumable Supplies

- Supplies that are not lasting or permanent in nature, such as office, program and/or maintenance supplies.

3200 Equipment Purchases

- Purchase of equipment that is durable or permanent, such as furniture, printers, calculators, telephones, computers. All equipment and/or furniture purchased with DYCD funds at a cost of \$500 or more become the property of The City of New York/DYCD. If the program is terminated, all such items must be returned to DYCD.

3300 Equipment Other

- The rental, lease, repair and maintenance of office/programmatic equipment utilized in the program's operation. This category also includes Computer Software.

3400 Space Costs

- Public School: Opening fees and room rentals paid to the Department of Education (DOE) or
- Space Cost/Other: All other rent paid by a program for all sites utilized by that program. It also includes all related charges associated with the use of the site such as minor repairs and maintenance costs. No renovation or construction projects can be budgeted or paid for with DYCD program funds.
- After being selected, all contractors charging for space cost are required to submit a Space Cost - Cost Allocation Plan. In addition, you will be required to submit a copy of your lease, DOE permit and/or month to month rental agreement at the time of the budget submission.

3500 Travel

- Local travel (i.e., bus and subway fares) by the employees of the program to and from sites that are being used for day-to-day programmatic functions. Expenditures for employees who use their personal automobile for business are reimbursed a maximum of \$0.28 per mile plus tolls. Charge to this account all participant related travel, such as bus trips and local travel.

3600 Utilities & Telephone

- Utilities & Telephone costs associated with the proposed program.

3700 Other Operational Costs

- This category is separated into two subcategories (3710 and 3720).
 - Other Costs: Items such as audit costs, postage, printing and publications, subscriptions, internet fees, etc. Also include any other operating costs that cannot be classified in any other category. In addition, include costs associated with and for the benefit of the participants such as food, refreshments, entrance fees, awards, T-shirts, uniforms, and sporting equipment. This category also includes general liability insurance for contractors not in the Central Insurance Program.
 - Indirect Costs: The purpose of Indirect Cost is to capture overhead costs incurred by a contractor operating several programs. The maximum allowable rate is 10% of the total budget.

3800 Fiscal Agent Services

- All contractors now have the option of purchasing the services of the Fiscal Agent. A contractor may also be required by DYCD to have its funds administered by the Fiscal Agent. An agency that chooses or is mandated to utilize the Fiscal Agent must have all DYCD contracts administered by the Fiscal Agent. The following is a brief description of services that will be offered by the Fiscal Agent: Establish financial records, maintain and report on available budget balance, verify invoices, provide payroll services and personnel reporting, be responsible for the timely filing and payments of employment related taxes, and maintain an Accounts Payable and Ledger system in accordance with generally accepted accounting practices and procedures.
- Fiscal Agent services will be charged from your total budgeted amount at this scale:

Budget \$ Value	Fiscal Agent Services Fee
\$0 - \$25,000	\$1,200
\$25,001 - \$50,000	\$3,500
\$50,001 - \$100,000	\$5,100
\$100,001 - \$250,000	\$7,100
Over \$250,001	\$10,000

RFP Title: Out-of-School Time (OST) High School Transition Programs - Queens PIN 26010OHSQRFP

LINKAGE AGREEMENT

INSTRUCTIONS: This agreement is a demonstration of a commitment to integrate service delivery through working relationships with other organizations. It is not a consultant agreement. Provide one Linkage Agreement for each organization with which you will be working. Duplicate this form as needed.

Pursuant to the proposal submitted by _____ in response to the High School Transition Programs- Queens Request for Proposals from the Department of Youth and Community

Development, the proposer, if funded, will establish a programmatic linkage with _____
(Linked Organization)

in the form and manner described below.

Describe the proposed programmatic linkage, including how referrals and follow-up services for individuals will be maintained. (Attach additional pages if necessary.)

Proposing Organization:

Authorized Representative

Title

Signature

Date

Linked Organization:

Authorized Representative

Title

Work Address

Work Telephone Number

Signature

Date

RFP Title: Out-of-School Time (OST) High School Transition Programs - Queens PIN 26010OHSQRFP

NONDISCRIMINATION AND AMERICANS WITH DISABILITIES COMPLIANCE CERTIFICATION

As a condition to the award of a contract from DYCD, the proposer assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws, rules and regulations:

1. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on basis of race, color, and national origin;
2. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
3. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on basis of age;
4. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;
5. Americans with Disabilities Act (P.L. 101-336) which prohibits discrimination based on disabilities in the areas of employment, public services, transportation, public accomodations and telecommunications. It requires all affected entities (businesses) provide "reasonable accommodation" to persons with disabilities; and
6. The U.S. Department of Labor's regulations at 29 CFR, Parts 31, 32, 34 and 37.

The proposer hereby agrees that the provisions of the Americans with Disabilities Act of 1990 (hereafter referred to as "the Act"), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made part of this document.

The proposer shall cooperate with any City, state or federal reviews aimed at determining compliance with nondiscrimination laws and regulations.

The proposer shall indemnify, protect, and hold harmless the City, its agents, servants, and employees from and against all suits, claims, losses, demands, or damages of whatever kind of nature arising out of or claimed to arise out of the alleged violation.

Signature of Proposer's Authorized Representative Date

Print Name and Title of Signatory

Doing Business Data Form

To be completed by the City Agency prior to distribution			
Agency: _____		Transaction ID: _____	
Check One:	Transaction Type (check one):		
<input type="checkbox"/> Proposal	<input type="checkbox"/> Concession	<input 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):

- Entity has never completed a Doing Business Data Form. *Fill out the entire form.*
- Change from previous Data Form dated _____. *Fill out only those sections that have changed, and indicate the name of the persons who no longer hold positions with the entity.*
- No Change from previous Data Form dated _____. *Skip to the bottom of the last page.*

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.



ACKNOWLEDGEMENT OF ADDENDA

RFP Title: Out-of-School Time (OST) High School Transition Programs - Queens PIN 26010OHSQRFP

Proposer: _____

DIRECTIONS: COMPLETE PART I OR PART II, WHICHEVER IS APPLICABLE.

PART I: Listed below are the dates of issuance for each addendum received in connection with this RFP:

- ADDENDUM #1 DATED: _____, 20__**
- ADDENDUM #2 DATED: _____, 20__**
- ADDENDUM #3 DATED: _____, 20__**
- ADDENDUM #4 DATED: _____, 20__**
- ADDENDUM #5 DATED: _____, 20__**
- ADDENDUM #6 DATED: _____, 20__**
- ADDENDUM #7 DATED: _____, 20__**
- ADDENDUM #8 DATED: _____, 20__**

PART II: ___ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFP

DATE ___/___/___

PROPOSER (NAME): _____

PROPOSER (SIGNATURE): _____