



NEW YORK CITY
DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT
SERVING NEW YORK CITY YOUTH, FAMILIES, AND COMMUNITIES

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New York, New York 10038
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JEANNE B. MULLGRAV
Commissioner

April 12, 2006

ADDENDUM #3

Re: Family Literacy Services and
Adolescent Literacy Services
Request for Proposals
PIN: 26007LITRFP

Dear Prospective Proposer:

Pursuant to Sections 3-03 (f) (2) of the Procurement Policy Board Rules, the Department of Youth and Community Development (DYCD) is issuing **Addendum #3** to Family Literacy Services and Adolescent Literacy Services Request for Proposals, PIN 26007LITRFP.

I. Addendum Items

1. RFP Cover, **DEADLINE FOR PROPOSALS**, is amended as follows:

DEADLINE FOR PROPOSALS: April 26, 2006

Section I – Timetable, C. Proposal Due Date and Time and Location is amended to read as follows:

Date: April 26, 2006

Time: 2:00 PM

**Location: Hand deliver proposals to: Office of Contract Procurement
Attention: Patricia Chabla
Agency Chief Contracting Officer
156 William Street, 2nd Floor
New York, NY 10038**

The proposal due date has been extended from April 21, 2006 to **April 26, 2006**. The time and location for proposal submission remain the same.



2. **Section II – Summary of the Request for Proposals, page 7, B, Competitions/Program Options** is amended as follows:

Pursuant to this RFP there will be separate competition pools for each of the following program options and geographic areas:

Option I – Family Literacy Services: There will be five separate competitions for Family Literacy Services, one in each of the five boroughs of Bronx, Brooklyn, Manhattan, Queens, and Staten Island.

Option II – Adolescent Literacy Services: There will be five separate competitions for Adolescent Literacy Services, one in each of the five boroughs of Bronx, Brooklyn, Manhattan, Queens, and Staten Island.

Proposers may propose to provide one or both of the program options in one or more boroughs. A separate and complete proposal package must be submitted for each program option and each borough proposed.

However, for those proposers that have already completed their proposal(s) and their proposed program includes sites in more than one borough, the same proposal may be submitted for any borough competition in which the proposer seeks to compete, provided that nine copies of the proposal are submitted for each borough competition. Each proposal package should also include a complete and separate budget, and completed Attachment 1R.

In the event that a proposer is eligible for award of more than one program option and/or more than one borough, DYCD reserves the right to determine, based on the proposer’s demonstrated capability and best interests of the City, respectively, how many and for which program option(s) and or borough(s) the proposer will be awarded contracts.

3. **Section II – Summary of the Request for Proposals, page 7, C, Anticipated Maximum Available Annual Finding:** The following is added after the first paragraph under **Option I – Family Literacy Services:**

Anticipated Available Annual Finding:

The anticipated allocations were based on Census data reflecting numbers of persons 16 years and older who lack a high school diploma (.25); numbers of persons 16 years and older who speak a language other than English and speak English “less than very well” (.25); and numbers of families with related children 6-17 years old living in poverty (.50). In addition, results were adjusted to insure that each borough would receive at least \$125,000 (the minimum contract award).

Anticipated Funding Allocation by Borough Competition	
Bronx	\$470,792
Brooklyn	\$751,495
Manhattan	\$372,550
Queens	\$680,163
Staten Island	\$125,000
Total Anticipated Funding	\$2,400,000

The following is added after the first paragraph under **Option II – Adolescent Literacy Services**:

The anticipated funding allocation for Adolescent Literacy Services programs will be \$200,000 for each borough.

The second sentence of the final paragraph is amended as follows:

DYCD reserves the right to award less than the full amount of funding requested by proposers and to modify the allocation of funds among service options and competitions in the best interests of the City.

4. **Section III, Part 1 – Family Literacy Services, Scope of Services, page 9, B1, Population to be Served**: The second paragraph is amended as follows:

Programs may be center-based or school-based. The proposed program site and school(s) which participants attend must be located within the proposed borough.

5. **Section IV, Part 1 – Adolescent Literacy Services, Scope of Services, page 19, B1, Population to be Served**: The second paragraph is amended as follows:

Programs may be center-based or school-based. The proposed program site and school which participants attend must be located within the proposed borough.

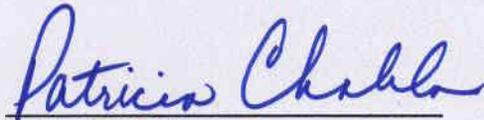
6. **Section III, Part 2 – Format and Content of the Proposal (Family Literacy Services), Page 18, B, Proposal Package Content (“Checklist”)**: The following paragraph is added after the last bullet:

For those proposers that have already completed their proposal(s) **nine duplicate sets** of the proposal package should be submitted for each borough competition.

7. **Section IV, Part 2 – Format and Content of the Proposal (Adolescent Literacy Services), Page 28, B, Proposal Package Content (“Checklist”)**: The following paragraph is added after the last bullet:

For those proposers that have already completed their proposal(s) **nine duplicate sets** of the proposal package should be submitted for each borough competition.

8. **Attachment 1, Program Summary Form**: Attachment 1 has been replaced by Attachment 1R, which is attached.



Patricia Chabla
Agency Chief Contracting Officer

**PROPOSAL SUMMARY FORM
PIN: 26007LITRFP**

Proposer Name: _____

Address: _____

City	State	Zip Code
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Tax Identification #: _____ **Annual Funding Request:** _____

Proposer's Contact Person: _____

Title: _____ **Telephone #:** () _____

Fax No.: _____ **E-Mail Address:** _____

Authorized Representative: _____ **Title:** _____

Signature: _____ **Date:** _____

Certification of Compliance with Minimum Qualification Requirement (Check the condition that applies to indicate compliance and attach appropriate document copy.)

- Proposer is classified as a tax-exempt organization under IRC Section 501(c)(3). A copy of the certification is appended to the application.**

OR

- Proposer has applied for tax-exempt status under IRC Section 501(c)(3). A copy of the application is appended to the application.**

Proposed Program Option (check one ONLY):

- Family Literacy Services**
Proposed Borough (check one ONLY):
 Bronx **Brooklyn** **Manhattan** **Queens** **Staten Island**
Annual DYCD Funding Request: _____ **Price per Family:** _____
Proposed Annual Number of Families Enrolled: _____

- Adolescent Literacy Services**
Proposed Borough (check one ONLY):
 Bronx **Brooklyn** **Manhattan** **Queens** **Staten Island**
Annual DYCD Funding Request: _____ **Price per Participant:** _____
Proposed Annual Number of Youth Enrolled: _____

Proposer has submitted additional proposals in response to this RFP. NO YES

If yes, how many? _____

Program Site Locations:

Number of sites for the proposed program: _____

Please complete the following information for each site of the proposed program. (Copy this page as needed to list additional sites.)

Site #: _____ **Planned annual enrollment at site:** _____

Name _____

Address _____

City	State	Zip Code
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Type of site (check one) **School-based** **Center-based**

Site #: _____ **Planned annual enrollment at site:** _____

Name _____

Address _____

City	State	Zip Code
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Type of site (check one) **School-based** **Center-based**

Site #: _____ **Planned annual enrollment at site:** _____

Name _____

Address _____

City	State	Zip Code
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Type of site (check one) **School-based** **Center-based**