



**DEPARTMENT OF  
YOUTH AND  
COMMUNITY  
DEVELOPMENT**

**Michael R. Bloomberg**  
Mayor

**Jeanne B. Mullgrav**  
Commissioner

**SERVICE LEARNING PROGRAMS  
REQUEST FOR PROPOSALS  
PIN: 26008CESLRFP**

**RFP RELEASE DATE:** July 5, 2007

**DEADLINE FOR PROPOSALS:** August 1, 2007

**RETURN TO:** Office of Contract Procurement  
Department of Youth and Community  
Development  
156 William Street, 2<sup>nd</sup> Floor  
New York, New York 10038

**ATTENTION:** Ava B. Walker  
Deputy Agency Chief Contracting Officer

**PRE-PROPOSAL CONFERENCE:** July 16, 2007

**PRE-PROPOSAL CONFERENCE  
LOCATION:** 2:00 PM – 4:00 PM  
New York City Technical College  
Klitgord Center  
285 Jay Street  
Brooklyn, New York 11201

**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](http://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.**

**THE CITY OF NEW YORK  
DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT**

**SERVICE LEARNING REQUEST FOR PROPOSALS (RFP)  
PIN: 26008CESLRFP**

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FORMS**

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| <b>Site and Integration of Services Agreement</b>                                | <b>Form 5</b>  |
| <b>Budget Instructions</b>   | <b>Form 6a</b> |
| <b>Budget Forms</b>  | <b>Form 6b</b> |
| <b>Corporate Governance Certification</b>  | <b>Form 7</b>  |
| <b>Certification Regarding Substantiated Cases of<br/>Child Abuse or Neglect</b> | <b>Form 8</b>  |
| <b>Acknowledgement of Addenda</b>  | <b>Form 9</b>  |

## **AUTHORIZED AGENCY CONTACT PERSONS**

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

### **Procurement:**

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**NOTE ON E-MAIL INQUIRIES: Proposers must enter “Service Learning Programs – PIN 26008CESLRFP” in the subject line of their email message.**

DYCD cannot guarantee a timely response to phoned-in and written questions regarding this RFP that are 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: July 5, 2007**

**B. Pre-Proposal Conference:**

**Date:** July 16, 2007  
**Time:** 2:00 PM – 4:00 PM  
**Location:** New York City Technical College  
Klitgord Center  
285 Jay Street  
Brooklyn, New York 11201

Attendance by proposers is optional but recommended by DYCD.

**C. Proposal Due Date, Time and Location:**

**Date:** August 1, 2007  
**Time:** 2:00 PM  
**Location:** Hand-deliver proposals to: Office of Contract Procurement  
156 William Street, 2<sup>nd</sup> Floor  
New York, New York 10038  
Attention: Ava B. Walker,  
Deputy Agency Chief Contracting Officer

Proposals received at this location after the Proposal Due Date and Time are late and shall not be accepted, except as provided under New York City's Procurement Policy Board Rules, Section 3-03(f)(5). The Agency will consider requests made to the Authorized Agency Contact Person to extend the Proposal Due Date and Time prescribed above. However, unless the Agency issues a written addendum to this RFP that extends the Proposal Due Date and Time for all proposers, the Proposal Due Date and Time prescribed above shall remain in effect.

DYCD will not accept e-mailed or faxed proposals.

**D. Anticipated Contract Start Date:** October 1, 2007

## SECTION II – SUMMARY OF THE REQUEST FOR PROPOSALS

### **Purpose**

Through this RFP, the New York City Department of Youth and Community Development (DYCD) is seeking appropriately qualified organizations to provide Service Learning (SL) programs for youth in each of the five boroughs of New York City (City). This new initiative has been made possible by Mayor Michael R. Bloomberg's Center for Economic Opportunity (CEO).<sup>1</sup>

SL programs use youth development frameworks to engage young people in a mix of formal instruction, meaningful service activities and reflection on service experiences, benefiting both the program participants and other members of their communities. Research has demonstrated that a combination of service activities with curriculum-based learning fosters critical thinking, personal responsibility, positive attitudes towards school, and increased civic engagement. By providing youth with opportunities to acquire and practice important life-skills while contributing to the well-being of others, SL programs highlight both the value and rewards to young people of voluntary service and engagement in the lives of their communities.

Young people transitioning into adulthood face developmental changes on many fronts and benefit from participation in out-of-school time programs. However, older youth are less likely than younger children to participate in such programs. The aim of the SL initiative is to enhance youth development services for middle- and high-school youth in some of the City's highest-need neighborhoods and encourage their participation in programs that can help them keep on track at school and develop their life-skills. Studies show that the combination of structured learning and challenging service experiences can offer benefits that are especially significant for adolescent participants, including reduced risk for teen pregnancy, increased school engagement, and improved chances for academic success.

Based on research about the needs of adolescents and the potential benefits of SL programs, DYCD is seeking contractors who will successfully engage in-school youth ages 13 to 21 in programs that combine structured learning with meaningful service projects. Contractors will be expected to have the capacity to integrate the SL program with other programming at the designated site, facilitating access to other available activities and services. Contractors would have links with others in the community including service placement hosts, healthcare providers, and schools.

Goals of the SL programs include increasing youth engagement in school and community and promoting responsible behaviors to reduce risks for teen pregnancy, sexually transmitted infections, and substance abuse. The SL programs would have curriculum-related and service-related components, including time for reflection. DYCD expects

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<sup>1</sup> The CEO's mission is to reduce the number of people living in poverty in New York City through the implementation of result-driven and innovative initiatives. For further information, see <http://home2.nyc.gov/html/ceo/html/home/home.shtml>

participants to lead the decision-making process concerning choices relating to curriculum topics and service projects. To maintain interest and commitment, and encourage youth to remain in the SL program for more than one year, DYCD will also expect program designs to allow for variations over time in both the learning and service components.

**Ineligibility of Technical Assistance and Capacity Building (TACB) Vendors**

Any entity, including a subcontractor of such entity, awarded a contract to provide TACB services to the SL programs is **not eligible** to submit a proposal in response to this RFP. However, such entities, including subcontractors, may participate as subcontractors to organizations awarded contracts through this RFP.

**Competitions/Designated Sites**

There will be five borough-based competitions. All the SL programs will be located at designated DYCD Out-of-School Time (OST) or Beacon Community Center (Beacon) program sites in high-need neighborhoods. The criteria on which the neighborhoods were selected include poverty and above-average teen pregnancy rates. See Appendix A for the list of designated SL program sites and current contractors of DYCD-funded programs at those sites.<sup>2</sup>

**Proposers may submit proposals in more than one competition and for more than one site within a competition but must submit a separate and complete proposal for each site.**

**Maximum Available Funding**

It is anticipated that maximum total funding for the SL initiative will be \$4,500,000. As indicated on the chart below, the allocation of funding to the borough competitions will be based on each borough's respective share of youth ages 13-21 living in poverty compared to the City as a whole. DYCD reserves the right to award less than the full amount of the funding requested by proposers, and to modify the allocation of funds among the competitions in the best interests of the City.

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<sup>2</sup> Current Beacon contracts expire August 31, 2007. The list of organizations determined to be eligible for award of a new contract to start September 1, 2007 is posted on DYCD's website at <http://nyc.gov/html/dycd/pdf/services-afterschool-beacon-awards.pdf>.

### Borough Allocation Chart<sup>3</sup>

| <b>Borough</b>   | <b>Youth Ages 13-21 in Poverty<br/>As Percentage of NYC Total</b> | <b>Allocation</b>  |
|------------------|---|--------------------|
| Bronx            | 25.36%  | \$1,141,150        |
| Brooklyn         | 37.33%  | \$1,679,992        |
| Manhattan        | 17.01%  | \$ 765,263         |
| Queens           | 17.93%  | \$ 806,795         |
| Staten Island    | 2.37%   | \$ 106,799         |
| <b>NYC Total</b> | <b>100.00%</b>  | <b>\$4,500,000</b> |

Proposers are encouraged to secure cash contributions from private sources. Cash contributions would be used to enhance program services.

### **Minimum Service Levels/Price Per Participant**

It is anticipated that each SL program will serve a minimum of 40 youth annually at a maximum price per participant of \$1,125. DYCD will consider a higher price per participant for programs serving youth with disabilities (physical, emotional, behavioral, and/or cognitive impairments) provided there is sufficient justification for the program design in the proposal.

### **Anticipated Contract Term**

DYCD anticipates that Year 1 contracts will start October 1, 2007 and end August 31, 2008, with an option for DYCD to renew for up to 24 months.

### **Anticipated Payment Structure**

It is anticipated that the payment structure of the contracts awarded from this RFP will be based on a line-item budget reimbursement. However, DYCD reserves the right to modify the payment structure so that up to 10 percent of the contract value is based on performance.

### **Subcontracting<sup>4</sup>**

Subcontracting is permissible under the following conditions:

- Subcontractors must meet the same minimum qualifications as prime contractors.
- *The proposer must identify any proposed subcontractor in the proposal.*

<sup>3</sup> In this chart, percentage figures are rounded, but the borough allocation figures are based on unrounded percentages.

<sup>4</sup> For the purposes of this RFP, the term “contractor” should be read as including “subcontractor” wherever applicable.

- Agency assumptions regarding contractor approach as set out in Section III - Scope of Services and other sections of this RFP apply equally to any proposed subcontractor.
- All subcontractors and subcontracts shall be subject to DYCD approval before expenses are incurred and payment made.
- A prime contractor may not subcontract all program services nor allow program services to be performed by entities with which there is no DYCD-approved subcontract.

### **Minimum Qualification Requirements**

The proposer must be classified as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, as documented by a copy of the exemption certificate **OR** must have applied for such status prior to the proposal due date prescribed in this RFP, as documented by a copy of the application. Final contract award shall be contingent upon presentation of a copy of the exemption certificate. The use of a fiscal conduit is not permitted.

All proposers must be incorporated as not-for-profit organizations, as documented by a Certificate of Incorporation **OR** demonstrate proof of filing for such status, as documented by a copy of the relevant application with the New York State Department of State prior to 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.

**Proposals that do not meet the above requirements will be determined to be non-responsive and will not be further considered.**

### **Regulatory Framework**

#### **Non-discrimination**

The contractor shall provide services to all persons regardless of actual or perceived race, color, creed, age, national origin, alienage or citizenship status, gender (including gender identity), sexual orientation, disability, marital status, arrest or conviction.

#### **Americans with Disabilities Act (ADA)**

Program facilities should be easily accessible to people with disabilities and should meet all requirements of the ADA. If they do not, DYCD-approved alternative measures, such as access to other suitable space, should be used to make activities accessible to persons with disabilities.

#### **Fingerprinting**

All SL program staff, paid and volunteer, shall be fingerprinted.

### **Criminal Convictions and Arrest**

Upon receipt of an award, the contractor shall comply with all applicable regulations, policies and procedures of DYCD, and, if the SL program is at a school-based site, the 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 SL program. In addition, the contractor shall report any conviction or subsequent arrest of any staff member, paid or volunteer, of which it becomes aware to DYCD, and, if the SL program is school-based, to the DOE Office of Personnel Investigation as well.

### **Voter Registration and Health Insurance Options Plan**

The contractor shall provide non-partisan voter registration opportunities for participants and their families in accordance with Local Law 29 of 2000 and participate in DYCD's Public Health Insurance Options Plan in accordance with Local Law 1 of 2002. Copies of these Local Laws are available upon request from DYCD.

### **DYCD Fee Policy**

The contractor shall not charge any fee to program participants for services provided under contracts awarded from this RFP or require any other payment, purchase, or participation in any activities that will raise funds as a condition of eligibility for the SL program. Failure to comply with this provision would constitute a material breach of the contractor's agreement with DYCD. However, DYCD reserves the right to amend this policy within the term of the contract. DYCD will notify contractors in advance of any amendment and its possible implications.

### **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.

## **SECTION III - SCOPE OF SERVICES**

### **A. Goals and Objectives**

DYCD's goals for the SL programs are to foster engagement in school and community and promote responsible behaviors. In particular, the SL programs would seek to:

- Cultivate an ethic of service and increase civic engagement.
- Develop life-skills and critical-thinking skills, and encourage supportive relationships with caring adults.
- Promote commitment to academic achievement.
- Reduce risk behaviors that may result in teen pregnancy, sexually transmitted infections (including HIV/AIDS), and substance abuse.
- Encourage use of health, including reproductive health, and mental health services.

### **B. Agency Assumptions Regarding Organizational Capability**

DYCD's assumptions regarding the contractor organization are:

- The Board of Directors would exercise active oversight of
  - program management, including regular reviews of executive compensation, audits, and financial controls, and
  - program operations and outcomes.
- The contractor would be fiscally sound and capable of managing the program.

### **C. Assumptions Regarding Contractor Approach**

DYCD's assumptions regarding the best approach for achieving the goals and objectives set out above are as follows:

#### **Contractor and Staff Qualifications/Experience**

- Contractors would have a minimum of three years of experience in youth development and three years experience in civic engagement, or community service, or SL programming, and a *successful track record* providing youth programming relevant or similar to the proposed SL program.
- Contractors would have a history of involvement at the proposed program site through successful programs operated on their own or in collaboration with others.
- Contractors would have experience in the management and supervision of volunteers.

- The Program Director would have a Bachelor's degree OR at least six years experience working in a youth-serving organization, at least two years of which were in a supervisory position.
- The Program Director and key staff members would have a minimum of three years experience working with youth ages 13 to 21 and at least one year's experience working in an SL program.
- The contractor and its program staff would know the backgrounds and cultures of program participants and their communities and be able to integrate this knowledge into service delivery.
- Program staff would have appropriate educational qualifications and/or experience to effectively deliver a professionally-developed SL curriculum and would be at least 18 years old.
- Program staff would be computer-literate, with ability to use electronic spreadsheet programs such as Microsoft Excel.

### **Program Facility: Security and Communication**

- The facility would be appropriate in size and design to accommodate program staff, participants, and activities.
- Contractors would ensure compliance with all plans, policies, rules and regulations relating to safety and security at the site.
- For purposes of conducting business with DYCD, each contractor would ensure the SL program director has PC-based computer with a current operating system and broadband internet access at the program site. The contractor also would also ensure adequate space at the site for administrative files, program-related materials, and student documentation.

### **Program Design**

#### Target Population

Contractors would deliver the SL program, annually, to youth ages 13 to 21 enrolled in middle school (including sixth grade) and high school.

Contractors would be permitted to target sub-groups of youth based on age, gender, or other criteria (*e.g.*, youth ages 13 to 16, adolescent boys) provided both the learning and service components are tailored to the particular needs of the targeted group(s).

#### Minimum Program Hours/Duration

Contractors would require participants to maintain minimum contact hours for both the structured learning and service activities components of the program as set out below. Following enrollment of participants, the minimum duration of the SL program would be three months.

- Year 1: each SL program would start on October 1, 2007 and comprise a minimum of **120** hours, with **at least 40** hours devoted to service activities and **at least 40** hours devoted to structured learning.

- Years 2 and 3 (subject to contract renewal): each SL program in would start earlier in the school year and comprise a minimum of **165** hours, with at least **55** hours devoted to service activities and at least **55** hours devoted to structured learning.

#### Reflection Activities

Program designs would include time for reflection on service experiences as well as curriculum topics. Reflection opportunities would include activities such as group discussions and journal writing.

#### Variations in program activities over time

Contractors would vary the structured learning, reflection, and service activities over time to foster interest and commitment and encourage participants to remain in the program for more than one year.

Staff-to-Participant Ratios Maximum staff-to-participant ratios would be 1 to 15 to allow staff to develop meaningful relationships with participants and provide appropriate support throughout the program.

#### Program Approach

Programs would be designed to achieve the goals and objectives outlined above. Contractors would successfully engage youth ages 13 to 21 years in a combination of curriculum-based structured learning, meaningful service and reflection activities. Contractors would integrate the SL program with other youth programming at the site, facilitating access by participants to a range of activities and services designed to promote healthy development.

*Contractors would incorporate youth perspectives into all aspects of the program. With guidance from a DYCD Technical Assistance and Capacity Building (TACB) vendor, contractors would create processes that foster maximum participant-involvement in all aspects of the program, including identifying and defining issues, choosing discussion topics, planning service projects and selecting reflection activities. Contractors would embrace a positive youth development approach, be supportive throughout the program, and arrange service placements/projects in line with participant preferences. Staff would be responsible for monitoring all off-site service activities and ensuring fulfillment of all program requirements. Service activities would be meaningful, that is, they would fulfill a genuine need, be valued by the intended beneficiaries of the service, and promote participant engagement in the community. See Appendix B for examples of different types of service activities; see Appendix C for examples of volunteer opportunities in New York City.*

### **Program Elements**

#### Outreach, Recruitment and Enrollment

- Contractors would recruit for the program youth who are not currently enrolled in other DYCD-funded programs.

- Contractors would develop and implement effective outreach and recruitment strategies.
- Contractors would enroll sufficient numbers of youth to ensure that a minimum of 40 participants complete the prescribed minimum hours of structured learning and service activities in each program year.
- Contractors would use an enrollment package provided by DYCD to register participants for the SL program. During enrollment, contractors would obtain the required parental consents for participation in the program and in any evaluation of the program conducted under the auspices of CEO or DYCD.

### Orientation

All participants would receive an orientation that would include, but not be limited to, an overview of the SL program, key aspects of the curriculum, expectations regarding attendance, and program rules and codes of conduct.

### Incentives/Stipends

- Contractors would be permitted to offer non-cash rewards (such as group outings and trips, gift vouchers, and tickets for sports/entertainment events) and pay participants stipends to cover travel costs and other necessary expenses. Program designs might also include ceremonies to acknowledge/honor regular attendance by participants and recognize their contributions to the community through the service they performed.
- Contractors would not be permitted to make regular payments to participants that are equivalent to wages.

### Curriculum

The structured learning component of the SL program would incorporate one of two curricula to be provided by TACB vendors selected by DYCD:

- Both curricula will be grounded in the principles of positive youth development and include (at a minimum) health, reproductive health, mental health, and life-skills topics.
- Contractors would be required to deliver the SL curriculum assigned to them by DYCD.
- Contractors would be expected to integrate the curriculum topics with the service and reflection activities.

### Service Placements/Activities

- Guided and assisted by the TACB vendors, program designs would incorporate a youth-led decision-making process and contractors would arrange service placements/activities in line with participant choices.
- Service activities would encourage participant engagement in community, fulfill real needs, and be valued by the intended beneficiaries.
- Contractors would be responsible for monitoring off-site as well as on-site service activities and ensuring that the prescribed minimum service hours are completed by the participants.

- Contractors would make arrangements where necessary for transporting participants between the program facility and assigned service placements.
- DYCD anticipates that contractors would arrange service placements for small groups or teams of participants. (Contractors are not required to arrange volunteer placements on an individual basis.)

### Collaborative Relationships

SL program contractors would have connections with others in the community. In particular, contractors would have links with potential service placement hosts, healthcare providers, schools, and, providers of other youth services at the site. These relationships would be documented in the Linkage Agreements described below.

### *Service Projects/Placements*

Contractors would have relationships with organizations able to offer quality placements for the kinds of service projects participants are likely to select. At least one such relationship would be documented in a Service Activity Linkage Agreement submitted with the proposal. (See Form 2)

### *Providers of Healthcare Services*

Contractors would facilitate participant access to a comprehensive range of healthcare services, including reproductive health services, through linkages with healthcare providers. At least one such linkage would be documented in a Healthcare Provider Linkage Agreement submitted with the proposal. This agreement would describe the relationship with the healthcare provider, health services to be provided, and the proposed system of referrals and follow-up services. (See Form 3)

The Healthcare Provider Linkage Agreement(s) could be with specialist health care facilities, such as adolescent health clinics, or with individual medical practitioners who regularly serve adolescents, such as physicians working independently or within a general facility. These Agreements might also provide for adolescent healthcare providers to participate in the health education segment of the SL curriculum.

### *Schools*

All contractors, whether or not the SL program is located at a school site, would have linkages with neighborhood schools serving potential participants. The support of local schools would be documented in School Linkage Agreements signed by each school principal. (See Form 4)

### *Other Youth Services at Proposed Site*

Where contractors do not operate other DYCD-funded youth services at the site, they would have collaborative arrangements ensuring space for the SL program and its integration with the other youth programming there. Such agreements would be documented in a Site and Integration of Services Agreement and submitted with the proposal. (See Form 5)

### Staff Training

- Program staff would receive training and technical assistance from a designated DYCD TACB vendor. The purpose of TACB services is to help contractors meet specified milestones relating to recruitment, retention, and completion of the minimum prescribed participant hours. Technical assistance would include topics such as curriculum implementation, recruitment and retention strategies, integration of service activities into the curriculum, and strategies to develop relationships that will help ensure successful delivery of the SL program.
- Program staff would attend training by DYCD on its electronic tracking and reporting database system.(See below)
- Contractors would have a written guidelines and procedures designed to ensure effective service delivery by program staff. These would include, but not be limited to, monitoring, self-assessment, and follow-up.

### Tracking and Reporting

In all program years, contractors would (at a minimum) track and report on participant demographics, enrollment, attendance, and completed hours of structured learning, reflection, and service. The data would be entered into an electronic tracking system developed by DYCD. The data collected through the DYCD database system would be used both for program monitoring purposes and internal and external program evaluation.

### Evaluation

The SL programs are one part of a broader CEO anti-poverty strategy that covers a wide range of initiatives. Along with other CEO projects, the SL programs will be assessed by a CEO-appointed evaluator to determine whether they are achieving their goals. The SL program contractors will be required to participate in ongoing monitoring and evaluation activities led by CEO or its designated evaluator. These may include site visits, surveys, interviews, focus groups, administrative records review, and other data collection and evaluation strategies. Contractors may also be required to submit client-level and program data over and above DYCD requirements. Individual and program outcomes that may be included in the CEO evaluation are:

#### *Short term*

- Increased engagement in the community
- Improved life-skills
- Improved decision-making skills
- Increased self-confidence
- Improved school attendance/reduced truancy
- Decreased school suspension rates
- Increased use of health and mental health services
- Reductions in risk behaviors

#### *Longer term*

- Increased credit accumulation and grade promotion
- Increased high school graduation rates
- Reduced teen pregnancy rates

## SECTION IV - FORMAT AND CONTENT OF THE PROPOSAL

Separate proposals must be submitted for each of the program sites listed in Appendix A. Proposers have two alternatives for completing proposals in response to this RFP.

### **Alternative I**

The proposer would complete the Service Learning proposal electronically, using the fillable forms and Proposal Narrative response boxes in Attachment 1 (Proposal Format and Content Forms). DYCD has set a preferred word limit for each response. Proposers who exceed these limits must create their own clearly marked continuation pages. When complete, the forms and proposal narrative should be printed out, double-sided on 8 1/2" x 11" white paper and signed where indicated. All requested attachments should be appended to the back of the proposal. A summary of the proposal package contents and the order in which the proposal materials should appear is given below.

### **Alternative II**

The proposer would fill out hard copies of the forms found in the Attachment (Proposal Format and Content Forms) and create a separate, typed document for the proposal narrative. The proposer would provide all of the required information in the same order, respecting the preferred page limits for each response as specified in Alternative I. In addition:

- The proposal should be typed on both sides of 8 1/2" x 11" white paper.
- Lines should be double-spaced with 1" margins, using 12-point font size.
- Pages should be numbered and include a header or footer identifying the proposer.
- Copies of Forms 1-7 should also be completed and submitted with the relevant sections of the proposal.

### **Alternatives I and II**

All proposals must be submitted in hard copy with the appropriate signatures. DYCD will not accept proposals by e-mail or fax.

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.

### **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.

The proposal package should include one original set and eight duplicate sets of the documents listed below in the following order:

#### I. Proposal Summary (Form 1)

#### II. Proposal Narrative

- A. Organizational Experience
- B. Organizational Capability
- C. Program Approach including Service Activity Linkage Agreement (Form 2)
- D. Healthcare Provider Linkage Agreement (Form 3)
- E. School Linkage Agreement (Form 4)
- F. Site and Integration of Services Linkage Agreement (Form 5)
- G. Price Proposal: Budget Forms (Form 6b) and Budget Justification

#### III. Additional Forms

- A. Corporate Governance Certification (Form 7)
- B. Certification Regarding Substantiated Cases of Child Abuse or Neglect (Form 8)
- C. Acknowledgment of Addenda Form (Form 9)

#### IV. Required Attachments (as applicable)

- A. Certification of Incorporation as a not-for-profit or proof of filing for such status with the Secretary of State
- B. Exemption Certificate proving tax exempt status under Section 501(c)(3) or proof of filing for such status
- C. Job descriptions, qualifications for all key staff positions and resumes, if applicable
- D. Organizational Chart
- E. Letters of support from key stakeholders (no more than 3)
- F. Audit Report or Certified Financial Statement (with Explanation)
- G. If applicable: latest Annual Audit, Annual Financial Review, and/or Form CHAR 500
- H. Copies of the federal 990 forms for 2003, 2004, and 2005.

Enclose the documents listed above in a sealed envelope, label the envelope with the proposer’s name and address, “Service Learning Programs”, the service learning site (Borough and Community District) proposed, “PIN: 26008CESLRFP”, and the name and telephone number of the proposer’s contact person. Hand-deliver the sealed envelope to Ava B. Walker, Deputy Agency Chief Contracting Officer, Office of Procurement, 156 William Street, 2nd Floor, New York, NY 10038.

## **SECTION V - PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES**

### **A. Evaluation Procedures**

All proposals accepted by DYCD will be reviewed initially to determine whether they are responsive or non-responsive to the requirements of this RFP. Proposals which DYCD determines to be non-responsive will not be further considered. DYCD's Evaluation Committees will evaluate and rate all remaining proposals based on the evaluation criteria prescribed below. The City reserves the right to conduct site visits of all proposed facilities. Although DYCD may conduct discussions with proposers submitting acceptable proposals, it reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the initial proposal should contain proposer's best programmatic and price terms.

### **B. Evaluation Criteria**

Each SL program proposal (prepared in accordance with Section IV-Format and Content of the RFP) will be scored pursuant to the following evaluation criteria and relative weights:

|   |           |
|---|-----------|
| Demonstrated quantity and quality of successful relevant experience | 50 points |
| Demonstrated level of organizational capability                     | 20 points |
| Quality of proposed program approach                                | 30 points |

DYCD will determine a competitive range of technically viable proposals based on score. Proposals determined to not be in the competitive range of technically viable proposals based on score will not be further considered.

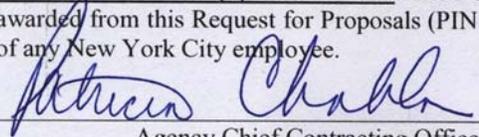
### **C. Basis for Contract Award**

DYCD will award contracts to appropriately qualified organizations whose proposals are determined to be the most advantageous to the City, taking into consideration the price and such other factors or criteria set forth in this RFP, including geographic areas, program diversity, and the target youth to be served.

Contract award will be subject to timely completion of contract negotiations between DYCD and the selected proposer, demonstration by the selected proposer of not-for-profit incorporation and federal tax exemption under Internal Revenue Code Section 501c(3) prior to the contract start date and the availability of funds. DYCD reserves the right to award less than the full amount of the funding requested by proposers, and to modify the allocation of funds among the competitions in the best interests of the City. DYCD reserves the right to limit the number of SL programs that a single proposer may operate based upon demonstrated organizational capability to successfully perform on multiple contracts as determined by DYCD.

## SECTION VIII - 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, I 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 "Appendix A-General Provisions Governing Contracts for Consultants, Professional and Technical Services" or, if the Agency utilizes other than the formal Appendix A, in substantially the form that they appear in the Agency's general contract provisions. 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: 26007SLRFP) for Service Learning Programs will not directly result in the displacement of any New York City employee.

  
Agency Chief Contracting Officer

7/5/07  
Date

**Service Learning Programs Request for Proposals PIN: 26008CESLRFP****LIST OF ELIGIBLE PROGRAM SITES****Note:**

- Asterisk (\*) denotes sites with school-based health centers.
- In the case of Beacon Programs, the organizations listed are those determined to be eligible for award. The award is subject to timely completion of contract negotiation, responsibility determination, and contract registration.

## **BRONX CD1**

| <b>Site</b>   | <b>Address</b>                         | <b>Program Provider(s) and DYCD Programs at Site</b>                                |
|---|--|---|
| Academy of Applied Mathematics and Technology       | 345 Brook Avenue, Bronx, NY 10454      | Aspira (Beacon), Just Us (OST option 1), and NY Junior Tennis League (OST option 2) |
| Bronx Community Center                              | 414 East 145th Street, Bronx, NY 10454 | Asociacion Tepeyac (OST option 1)   |
| Inwood House Family Teen Service Center             | 369 East 148th Street, Bronx, NY 10455 | Inwood House Family Teen Service Center (OST option 1)                              |
| PS 162 *  | 600 St. Ann's Avenue, Bronx, NY 10455  | Sports and Arts in Schools Foundation (OST option 1)                                |
| MS 223  | 360 East 145th Street, Bronx, NY 10454 | Young Athletes (OST option 1)   |
| McKinley Community Center                           | 751 East 161st Street, Bronx, NY 10456 | Southeast Bronx Neighborhood Center (OST option 1)                                  |
| JHS 151   | 250 East 151st Street, Bronx, NY 10451 | Sports and Arts in Schools Foundation (OST option 1)                                |
| Mott Haven Village Preparatory School *             | 701 St. Ann's Avenue, Bronx, NY 10455  | East Side Settlement House (OST option 1)   |
| South Bronx Overall Development Corporation (SoBRO) | 555 Bergen Avenue, Bronx, NY 10455     | South Bronx Overall Development Corporation (SoBRO) (OST option 1)                  |
| Community School for Social Justice                 | 350 Gerard Avenue, Bronx, NY 10451     | Citizens Advice Bureau (OST option 1)   |
| Health Opportunities High School *                  | 350 Gerard Avenue, Bronx, NY 10451     | East Side Settlement House (OST option 1)   |
| Willow Avenue Family Residence                      | 160 Willow Avenue, Bronx, NY 10454     | Bronx Council On The Arts, Inc. (OST option 2)                                      |
| Jackson Avenue Family Residence                     | 691 East 138th Street, Bronx, NY 10459 | Bronx Council On The Arts, Inc. (OST option 2)                                      |
| Horizon Detention Center                            | 560 Brook Avenue, Bronx, NY 10455      | Bronx Council On The Arts, Inc. (OST option 2)                                      |
| Mitchell Community Center                           | 205 Willis Avenue, Bronx, NY 10454     | East Side House Settlement, Inc. (OST option 2)                                     |
| PPNYC: Bronx Center                                 | 349 East 151st Street, Bronx, NY 10451 | Planned Parenthood of NYC (OST option 2)  |

## **BRONX CD2**

| <b>Site</b>                                | <b>Address</b>                            | <b>Program Provider(s) and<br/>DYCD Programs at Site</b>               |
|--|---|--|
| M.S. 201 *                                 | 730 Bryant Avenue, Bronx,<br>NY 10474     | Alianza Dominicana (Beacon)<br>and City Year (OST option 2)            |
| I.S. 217 *                                 | 977 Fox Street, Bronx, NY<br>10459        | Simpson Street Development<br>Association<br>(Beacon and OST option 1) |
| Wildcat III Academy Charter<br>High School | 1239 Lafayette Avenue,<br>Bronx, NY 10474 | Sports and Arts in Schools<br>Foundation (OST option 1)                |
| Bridges Juvenile Detention<br>Center I     | 1221 Spofford Avenue, Bronx,<br>NY 10474  | Bronx Council on the Arts<br>(OST option 2)                            |
| Bridges Juvenile Detention<br>Center II    | 1221 Spofford Avenue, Bronx,<br>NY 10474  | Bronx Council on the Arts<br>(OST option 2)                            |
| Police Athletic League                     | 991 Longwood Avenue,<br>Bronx, NY 10459   | Police Athletic League<br>(OST option 2)                               |

## **BRONX CD3**

| <b>Site</b>  | <b>Address</b>                                  | <b>Program Provider(s) and<br/>DYCD Programs at Site</b>             |
|--|---|--|
| Dr. Charles R. Drew<br>Educational Complex- I.S. 219 | 3630 Third Avenue, Room<br>227, Bronx, NY 10456 | Directions for Our Youth<br>(Beacon)                                 |
| JHS 98   | 1619 Boston Road, Bronx, NY<br>10460            | Children's Aid Society<br>(OST option 1)                             |
| IS 339   | 1600 Webster Avenue, Bronx,<br>NY 10457         | Community Association of<br>Progressive Dominicans<br>(OST option 1) |
| Claremont Neighborhood<br>Center                     | 489 East 169th Street, Bronx,<br>NY 10456       | Claremont Neighborhood<br>Center (OST option 1)                      |
| Southeast Bronx<br>Neighborhood Center               | 955 Tinton Avenue, Bronx, NY<br>10456           | Southeast Bronx<br>Neighborhood Center<br>(OST option 1)             |
| Fannie Lou Hamer High<br>School                      | 1021 Jennings Street, Bronx,<br>NY 10460        | Children's Aid Society<br>(OST option 1)                             |
| Madison Square Boys and<br>Girls Club                | 1665 Hoe Avenue, Bronx, NY<br>10460             | Madison Square Boys and<br>Girls Club (OST option 1)                 |

## **BRONX CD4**

| <b>Site</b>                                     | <b>Address</b>                                       | <b>Program Provider(s) and<br/>DYCD Programs at Site</b>         |
|---|--|--|
| P.S. 11   | 1257 Ogden Avenue, Bronx,<br>NY 10452                | Alianza Dominicana (Beacon)                                      |
| Mullaly Park Academy                            | 40 East 164 <sup>th</sup> Street, Bronx,<br>NY 10452 | Supportive Children's<br>Advocacy Network<br>(OST option 1)      |
| JHS 145   | 1000 Teller Avenue, Bronx,<br>NY 10456               | Children's Aid Society<br>(OST option 1)                         |
| JHS 166   | 250 East 164th Street, Bronx,<br>NY 10456            | Children's Aid Society<br>(OST option 1)                         |
| JHS 22 *  | 270 East 167th Street, Bronx,<br>NY 10456            | Learning thru an Expanded<br>Arts Program (OST option 1)         |
| JHS 151   | 250 East 156th Street, Bronx,<br>NY 10451            | Sports and Arts in Schools<br>Foundation (OST option 1)          |
| Girls Club of New York                          | 1130 Grand Concourse,<br>Bronx, NY 10456             | Citizens Advice Bureau<br>(OST option 1)                         |
| Bronx School for Law, Justice<br>and Government | 244 East 163rd Street, Bronx,<br>NY 10451            | Federation Employment and<br>Guidance Services<br>(OST option 1) |
| Latino Pastoral Action Center                   | 14 West 170th Street, Bronx,<br>NY 10452             | Latino Pastoral Action Center<br>(OST option 1)                  |
| New Settlement Apartments                       | 1512 Townsend Avenue,<br>Bronx, NY 10452             | New Settlement Apartments<br>(OST option 2)                      |
| Dream Yard Project                              | 872 Gerard Avenue, Bronx,<br>NY 10452                | Dream Yard Project<br>(OST option 2)                             |
| Rocking the Boat                                | 60 East 174th Street, Bronx,<br>NY 10452             | Rocking the Boat<br>(OST option 2)                               |
| TASC-HS @Rafael<br>Hernandez                    | 1220 Gerard Avenue, Bronx,<br>NY 10452               | The After School Corporation<br>(OST option 1)                   |

## **BRONX CD5**

| <b>Site</b>                       | <b>Address</b>                          | <b>Program Provider(s) and DYCD Program(s) at Site</b>         |
|-----------------------------------|---|--|
| I.S. 117 *                        | 1865 Morris Avenue, Bronx,<br>NY 10453  | Community Association of<br>Progressive Dominicans<br>(Beacon) |
| Nelson Avenue Family<br>Residence | 1605 Nelson Avenue, Bronx,<br>NY 10453  | Bronx Council on the Arts<br>(OST option 2)                    |
| Webster Center                    | 2225 Webster Avenue, Bronx,<br>NY 10457 | Police Athletic League<br>(OST option 2)                       |

## **BROOKLYN CD3**

| <b>Site</b>                                     | <b>Address</b>                               | <b>Program Provider(s) and DYCD Program(s) at Site</b>                 |
|---|--|--|
| I.S. 35   | 272 Macdonough Street,<br>Brooklyn, NY 11233 | SCO Family of Services<br>(Beacon)                                     |
| M.S. 57   | 125 Stuyvesant Avenue,<br>Brooklyn, NY 11221 | Church Avenue Merchant<br>Block Association<br>(OST option 1)          |
| P.S. 25   | 787 Lafayette Avenue,<br>Brooklyn, NY 11221  | Church Avenue Merchant<br>Block Association<br>(OST option 1)          |
| Beginning with Children<br>Charter School       | 185 Ellery Street, Brooklyn,<br>NY 11206     | St.Nicholas Neighborhood<br>Preservation Corporation<br>(OST option 1) |
| YMCA of Greater New York-<br>Bedford Stuyvesant | 139 Monroe Street, Brooklyn,<br>NY 11216     | YMCA of Greater New York-<br>Bedford Stuyvesant<br>(OST option 1)      |
| Bedford Community Center                        | 601 Lafayette Street,<br>Brooklyn, NY 11216  | The Salvation Army<br>Community Center<br>(OST option 2)               |

## **BROOKLYN CD4**

| <b>Site</b>               | <b>Address</b>                                 | <b>Program Provider(s) and<br/>DYCD Program(s) at Site</b> |
|---------------------------|--|--|
| I.S. 291                  | 231 Palmetto Street,<br>Brooklyn, NY 11221     | Coalition for Hispanic Family<br>Services (Beacon)         |
| I.S. 347                  | 35 Starr Street, Brooklyn, NY<br>11221         | YMCA of Greater NY/ED<br>(Beacon)                          |
| J.H.S. 296                | 125 Covert Street, Brooklyn,<br>NY 11207       | Ridgewood Bushwick Senior<br>Citizens Council (Beacon)     |
| El Puente de Williamsburg | 311 Central Avenue,<br>Brooklyn, NY 11221      | El Puente de Williamsburg<br>(OST option 1)                |
| P.S. 377                  | 200 Woodbine Street,<br>Brooklyn, NY 11221     | Coalition for Hispanic Family<br>Services (OST option 2)   |
| P.S. 116                  | 515 Knickerboker Avenue,<br>Brooklyn, NY 11237 | Coalition for Hispanic Family<br>Services (OST option 2)   |
| Bushwick Community Center | 1151 Bushwick Avenue,<br>Brooklyn, NY 11221    | Salvation Army Center<br>(OST option 2)                    |

## **BROOKLYN CD5**

| <b>Site</b>                    | <b>Address</b>                              | <b>Program Provider(s) and DYCD Program(s) at Site</b>   |
|--------------------------------|---|--|
| J.H.S. 302                     | 350 Linwood Street, Brooklyn, NY 11208      | Cypress Hills Local Development Corporation (Beacon), New York Junior Tennis League (OST option 2) |
| J.H.S. 166 *                   | 800 Van Siclen Avenue, Brooklyn, NY 11207   | East New York Development Corporation (Beacon and OST option 1)                                    |
| J.H.S. 218                     | 370 Fountain Avenue, Brooklyn, NY 11208     | Police Athletic League (Beacon)  |
| P.S. 328                       | 330 Alabama Avenue, Brooklyn, NY 11207      | Groundwork (OST option 1)  |
| I.S. 292                       | 300 Wyona Street, Brooklyn, NY 11207        | Groundwork (OST option 1)  |
| I.S. 171                       | 528 Ridgewood Avenue, Brooklyn, NY 11208    | Cypress Hills Local Development Corporation (OST option 1)   |
| Maxwell High School            | 145 Pennsylvania Avenue, Brooklyn, NY 11207 | After School Corporation (OST option 1)  |
| Franklin Lane High School *    | 999 Jamaica Avenue, Brooklyn, NY 11208      | Cypress Hills Local Development Corporation (OST option 1)   |
| Groundwork                     | 595 Sutter Avenue, Brooklyn, NY 11207       | Groundwork (OST option 1)  |
| High School for Civil Rights * | 400 Pennsylvania Avenue, Brooklyn, NY 11207 | YMCA of Greater NY-Twelve Towns (OST option 1)   |

## MANHATTAN CD10

| Site  | Address                                     | Program Provider(s) and<br>DYCD Program(s) at Site |
|---|---|--|
| P.S. 194 *  | 244 West 144th Street, New York, NY 10030   | Harlem Children's Zone (Beacon)                    |
| Wadleigh Secondary School for the performing and Visual Arts (formerly I.S. 88) | 215 West 114th Street, New York, NY 10026   | New York City Mission Society (Beacon)             |
| Drew Hamilton Center  | 2672 Frederick Douglass, New York, NY 10030 | Children's Aid Society (OST option 1)              |
| Dunleavy Milbank Center   | 14-32 West 118th Street, New York, NY 10026 | Children's Aid Society (OST option 1)              |
| Harlem Educational Activities Fund  | 2090 Seventh Avenue, New York, NY 10027     | Harlem Educational Activities Fund (OST option 1)  |
| TRUCE   | 147 St. Nicholas Avenue, New York, NY 10026 | Harlem Children's Zone (OST option 2)              |
| Harlem Center   | 441 Manhattan Avenue, New York, NY 10026    | Police Athletic League (OST option 2)              |

## MANHATTAN CD11

| Site   | Address   | Program Provider(s) and DYCD Program(s) at Site   |
|--|---|---|
| J.H.S. 45  | 2351 First Avenue, Room 154, New York, NY 10035 | SCAN/Mullaly Park Academy (Beacon)  |
| Academy of Environmental Science Secondary High School | 410 East 100th Street, New York, NY 10029       | Supportive Children's Advocacy Network-SCAN (Beacon)/ Harlem RBI (OST option 1and 2)              |
| Children's Aid Society                                 | 130 East 101st Street, New York, NY 10029       | Children's Aid Society (OST option 1)   |
| Johnson Community Center                               | 173 East 112th Street, New York, NY 10029       | Supportive Children's Advocacy Network (OST option 1), Union Settlement Association (OST option1) |
| Tito Puente Performing Arts Academy *                  | 240 East 109th Street, New York, NY 10029       | Union Settlement Association (OST option 1)   |
| Harlem Children's Zone                                 | 35 East 125th Street, New York, NY 10035        | Harlem Children's Zone (OST option 1)   |
| Chambers Memorial Social Change                        | 219 East 123rd Street, New York, NY 10035       | Chambers Memorial Social Change (OST option 1)  |
| Manhattan Center for Science and Math *                | 260 Pleasant Avenue, New York, NY 10029         | Children's Aid Society (OST option 1)   |
| Children's Aid Society                                 | 130 East 101st Street, New York, NY 10029       | Children's Aid Society (OST option 1)   |
| Central Park East Secondary School                     | 1573 Madison Avenue, New York, NY 10029         | East Harlem Tutorial Program (OST option 2)   |
| Salvation Army Center                                  | 175 East 125th Street, New York, NY 10035       | Salvation Army Center (OST option 2)  |

## MANHATTAN CD12

| Site  | Address   | Program Provider(s) and DYCD Program(s) at Site            |
|---|---|--|
| J.H.S. 143 *                                | 511 West 182nd Street, New York, NY 10033         | Alianza Dominicana (Beacon and OST option 1)               |
| M.S. 328 *                                  | 401 West 164th Street, New York, NY 10032         | Community Association of Progressive Dominicans (Beacon)   |
| I.S. 218 *                                  | 4600 Broadway, New York, NY 10040                 | Children's Aid Society (OST option 1)                      |
| I.S. 90 *                                   | 21 Jumel Place, New York, NY 10032                | Children's Aid Society (OST option 1)                      |
| Fundacion Dominicana Culturarte de New York | 260 Audubon Avenue, New York, NY 10033            | Fundacion Dominicana Culturarte de New York (OST option 1) |
| Growth and Development Services             | 216 Fort Washington Avenue, New York, NY 10032    | Growth and Development Services (OST option 1)             |
| J.H.S. 52 *                                 | 650 Academy Street, New York, NY 10034            | Inwood Community Services (OST option 1)                   |
| Isabella Geriatric Center                   | 515 Audubon Avenue, New York, NY 10040            | Isabella Geriatric Center (OST option 1)                   |
| Fresh Youth Initiatives                     | 505 West 171st Street, New York, NY 10032         | Fresh Youth Initiatives (OST option 2)                     |
| Harbor Heights Middle School *              | 549 Audubon Avenue, 5th Floor, New York, NY 10040 | YM-YWHA of Washington Heights-Inwood (OST option 2)        |
| YM-YWHA of Washington Heights-Inwood        | 54 Nagle Avenue, New York, NY 10040               | YM-YWHA of Washington Heights-Inwood (OST option 2)        |

## QUEENS CD12

| Site  | Address  | Program Provider(s) and DYCD Program(s) at Site                           |
|---|--|---|
| M.S. 72   | 133-25 Guy R. Brewer Blvd.,<br>Jamaica, NY 11434           | The Child Center of NY<br>(Beacon and OST option 1)                       |
| J.H.S. 8  | 108-35 167th Street, Jamaica,<br>NY 11433                  | Southern Queens Park<br>Association (Beacon)                              |
| National Council for Negro<br>Women of Greater New York | 114-02 Guy R. Brewer<br>Boulevard Queens, NY 11434         | National Council for Negro<br>Women of Greater New York<br>(OST option 1) |
| Roy Wilkins Recreation<br>Center                        | 177 Street and Baisley<br>Boulevard, Jamaica, NY<br>11434  | Southern Queens Park<br>Association (OST option 1)                        |
| I.S. 238  | 88-15 182nd Street, Hollis, NY<br>11423                    | Sports and Arts in Schools<br>Foundation (OST option 1)                   |
| Pathways College Preparatory<br>School                  | 109-89 204th Street, Saint<br>Albans, NY 11412             | Sports and Arts in Schools<br>Foundation (OST option 1)                   |
| National Council for Negro<br>Women of Greater New York | 114-02 Guy R. Brewer<br>Boulevard, Jamaica, NY<br>11434    | National Council for Negro<br>Women of Greater New York<br>(OST option 1) |
| Foster-Laurie   | 199-10 112 <sup>th</sup> Avenue, Saint<br>Albans, NY 11412 | Police Athletic League<br>(OST option 1)                                  |
| South Jamaica Center                                    | 116-25 Guy R. Brewer<br>Boulevard, Jamaica, NY<br>11434    | Police Athletic League<br>(OST option 1 and 2)                            |

## QUEENS CD14

| Site                                 | Address                                       | Program Provider(s) and DYCD Program(s) at Site                       |
|--------------------------------------|---|---|
| I.S. 43                              | 160 Beach 29th Street, Far Rockaway, NY 11691 | Federation Employment and Guidance Services (Beacon and OST option 1) |
| Goldie Maple Academy - PS/MS 333     | 365 Beach 56th Street, Arverne, NY 11692      | Police Athletic League, Inc. (Beacon)                                 |
| Far Rockaway Clubhouse               | 426 Beach 40th Street, Far Rockaway, NY 11691 | Madison Square Boys and Girls Club (OST option 1 and 2)               |
| M.S. 53 *                            | 1045 Nameoke Street, Far Rockaway, NY 11691   | Police Athletic League (OST option 1)                                 |
| Madison Square Boys and Girls Club   | 426 Beach 40th Street, Far Rockaway, NY 11691 | Madison Square Boys and Girls Club (OST option 1)                     |
| Far Rockaway High School- H.S. 450 * | 821 Bay 25th Street, Far Rockaway, NY 11691   | Rockaway Development and Revitalization Corporation (OST option 1)    |
| Torah Academy for Girls              | 636 Lanett Avenue, Far Rockaway, NY 11691     | National Society for Hebrew Day Schools (OST option 2)                |

## STATEN ISLAND CD1

| Site                         | Address   | Program Provider(s) and DYCD Program(s) at Site                           |
|------------------------------|---|---|
| P.S. 18                      | 221 Broadway, Staten Island, NY 10310                 | United Activities Unlimited (Beacon)                                      |
| I.S. 49                      | 101 Warren Street, Room B-33, Staten Island, NY 10304 | Jewish Community Center of Staten Island (Beacon)                         |
| I.S. 51                      | 20 Houston Street, Staten Island, NY 10302            | Sports and Arts in Schools Foundation (OST option 1)                      |
| I.S. 27                      | 11 Clove Lake Place, Staten Island, NY 10310          | Sports and Arts in Schools Foundation (OST option 1)                      |
| I.S. 61                      | 445 Castleton Avenue, Staten Island, NY 10301         | The Children's Aid Society (OST option 1)                                 |
| I.S. 49                      | 101 Warren Street, Staten Island, NY 10304            | Jewish Community Center of Staten Island, Inc. (OST option 1)             |
| Port Richmond High School    | 85 St. Joseph Avenue, Staten Island, NY 10302         | New York Center for Interpersonal Development (OST option 1 and option 2) |
| McKee Vocational High School | 290 St. Mark's Place, Staten Island, NY 10301         | New York Center for Interpersonal Development (OST option 1)              |
| Curtis High School-H.S. 450  | 105 Hamilton Avenue, Staten Island, NY 10301          | New York Center for Interpersonal Development (OST option 1)              |
| New Beginnings               | 120 Stuyvesant Place, Staten Island, NY 10301         | New York Center for Interpersonal Development (OST option 1)              |
| Curtis High School-H.S. 450  | 105 Hamilton Avenue, Staten Island, NY 10301          | Northfield Community LDC (OST option 1)                                   |
| P.S. 57                      | 140 Palma Drive, Staten Island, NY 10304              | Police Athletic League, Inc. (OST option 1)                               |
| P.S. 13                      | 191 Vermont Avenue, Staten Island, NY 10305           | Police Athletic League, Inc. (OST option 1)                               |
| P.S. 31                      | 55 Layton Avenue, Staten Island, NY 10301             | Police Athletic League, Inc. (OST option 2)                               |

## Service Learning Programs Request for Proposals PIN: 26008CESLRFP

### EXAMPLES OF SERVICE ACTIVITIES

There are many ways in which service activities can meet needs in the local community and beyond. The following list provides some examples of activities that address genuine community needs and foster connections between participants and their communities.

- **Environmental Projects:** Identify, record, and publish reports on local environmental issues and advocate for protection/improvements; plan and create community gardens/other horticultural projects; design and paint murals to enhance the neighborhood; renovate/improve local playgrounds; organize recycling drives.
- **Health & Safety:** Research community health issues and resources; provide presentations/theatrical performances for children/senior citizens to highlight specific safety issues.
- **HIV/AIDS Peer Projects.** Peer-led education strategies can help overcome cultural/language barriers that impede communication and learning about topics of critical importance to teens such as HIV/AIDS. Peer projects may include research on HIV/AIDS in the local community, prevention and treatment options, peer-led discussion groups, and public awareness campaigns involving, for example, presentations in community settings, and creation of posters, public service announcements, informational materials, and newsletters.
- **Financial Literacy Peer Projects.** Through train-the-trainer sessions, the SL participants learn about financial management, saving, banking and credit which they subsequently teach to other youth through activities such as educational workshops, discussions and distribution of informational materials. In addition to learning the basics of financial literacy, the trainees acquire a range of important skills that enable them to pass on their knowledge to their peers.
- **Homelessness/Hunger:** Launch food drives/advocate for a local food bank; volunteer at local soup kitchens; collect clothing/books/toys for a local homeless shelter.
- **Arts/Drama:** Write stories to promote reading among children and/or encourage mothers to read to their children; write plays for children and adults and perform in community-based settings; design an arts project based on the cultural heritage of the neighborhood.
- **Social Issues Advocacy:** Investigate issues affecting senior citizens, immigrants, ethnic/racial minorities, victims of crime/domestic violence and advocate on their behalf; promote awareness of issues such as racial prejudice, gender inequality, teen dating violence, crime/guns, road/driving safety, obesity/healthy living, homelessness etc. through newsletters, theatrical performances, arts projects, and special events.
- **Neighborhood History/Cultural Heritage:** Conduct research using newspaper archives, interviews with older residents etc and present findings at community centers, residential homes for senior citizens etc.; photograph or video neighborhood landmarks to create documentary to show children/adults in different community settings; create presentation cultural traditions of diverse local groups based on research for audiences at centers for senior citizens, community centers etc.

- **People with Special Challenges/Needs:** Design games/entertainments for children/adults with special needs; raise awareness about issues affecting people with physical and/or mental challenges, and advocate on their behalf; help people learning English as a second language by reading with them, talking with them about items in the news, and helping them with homework assignments.

## Service Learning Programs Request for Proposals PIN: 26008CESLRFP

### VOLUNTEER OPPORTUNITIES

The following list is designed to illustrate the diversity of volunteer opportunities in the City through City agencies and non-profit organizations.

#### **American Red Cross of Greater New York**

<http://www.nyredcross.org/page.php/prmID/510>

American Red Cross uses volunteers to help people prevent, prepare for, and respond to many kinds of emergencies. Volunteer tasks range from assisting families who lose their homes in fires, to teaching residents lifesaving skills. There are also opportunities for volunteers in the Language Bank that assists people who do not speak English to effectively communicate during emergencies and conveys the mission of the American Red Cross to all races, cultures and ethnicities. Other volunteer activities include one-on-one tutoring to school-age children affected by homelessness.

#### **Brooklyn Public Library**

<http://www.brooklynpubliclibrary.org/support/volunteer/t4.jsp>

Brooklyn Public Library's *Today's Teens, Tomorrow's Techies (T4)* program is for youth 14 to 18 year old willing volunteer for a minimum of 3 hours per week for a period of 6 months. Volunteers learn computer skills at a 2-week summer technology institute and then share them with library patrons. Volunteers also assist Library staff with computer troubleshooting and computer training workshops for the public. Volunteers are also invited to two forums during the year, for teens to discuss challenges and successes experienced, exchange tips on coaching, and socialize.

#### **City Harvest**

<http://www.cityharvest.org/volunteer/index.html>

City Harvest relies on volunteers to assist with a wide variety of activities including daily office duties, helping organize special events, and staffing City Harvest Information tables at events such as food industry conventions, street fairs, and corporate or university volunteer fairs. Volunteers help with ongoing food rescue activities, make phone calls to donors, and assist with mailings. They also work in affiliate agencies such as soup kitchens, homeless shelters, food pantries, churches, synagogues, senior centers, women's shelters, and after school programs for children. Volunteers may help prepare meals, clean and organize the dining areas, prepare and package bags of groceries for families, or serve a hot meal to those in need.

#### **Kids for Community**

<http://www.kidsforcommunity.org>

The Kids for Community Search Engine is a free website provided by Children For Children Foundation (CFC) to help young people find volunteer opportunities in the City, and provide educators with service learning tools and ideas. CFC is a nonprofit organization whose mission is to help young people develop a sense of social responsibility through volunteering and giving.

### **Learning Leaders**

<http://www.learningleaders.org/volunteer/faq.php>

Learning Leaders recruits thousands of volunteers 18 years or older to work with the City school students through tutoring and other support. Volunteers work with children to improve reading, teach English as a second language, math and other subjects. Through individual and group tutoring, volunteers help students experience success and acquire confidence in their own abilities.

### **Mayor's Volunteer Center**

<http://www.nyc.gov/html/mvc/html/home/home.shtml>

The Mayor's Volunteer Center of New York City (formerly known as the Mayor's Volunteer Action Center) brings together individuals, corporations, government agencies and non-profit organizations in order to connect people and facilitate meaningful volunteer opportunities.

### **New York Cares**

<http://www.nycares.org>

New York Cares plans and manages volunteer projects to address a wide variety of community needs throughout the City. The projects involve hands-on, meaningful activities through which volunteers see the impact of their work. New York Cares helps nonprofit agencies, public schools and others by identifying pressing needs, creating projects in which volunteers can make a difference, and recruiting and deploying teams of volunteers to address the needs identified.

### **New York City Coalition Against Hunger**

<http://www.nyccah.org/volunteer>

The New York City Coalition Against Hunger (NYCCAH) works to meet the immediate food needs of low-income New Yorkers and find innovative solutions to help them move to self-sufficiency. It offers a variety of volunteer opportunities including *direct service* (e.g., preparing, serving, and/or distributing food or cleaning up at a food pantry or soup kitchen).

### **New York City Department for the Aging**

<http://www.nyc.gov/html/dfta/html/volunteering/volunteering.shtml>

The Department of Aging offers volunteer opportunities for those willing to offer a minimum of 2 hours per week to provide companionship and supportive services to severely visually impaired, legally blind, and totally blind seniors with little opportunity for social interaction. Volunteers may work on a one-to-one basis or with small groups of seniors in facilities such as senior centers and nursing homes. Tasks and a visit/contact schedule are specified in a Client/Volunteer Agreement, which is developed and signed by each client and volunteer pair before the start of volunteer service. Tasks vary according to the needs of each client and the interests of the volunteer.

### **New York City Department of Parks and Recreation**

[http://www.nycgovparks.org/sub\\_opportunities/volunteer\\_opportunities.html](http://www.nycgovparks.org/sub_opportunities/volunteer_opportunities.html)

New York City Parks offers a variety of volunteer opportunities including *Partnerships for Parks* which helps start, strengthen, and support neighborhood park groups; *Urban Park Ranger Volunteer Program* whose volunteers learn new skills and acquire knowledge by helping Rangers and Nature Center Coordinators; *Greenstreets* that seeks to convert paved, vacant traffic islands and medians into green spaces with trees, shrubs, and groundcover; *GreenThumb*, which helps 700 neighborhood groups create and maintain community gardens to increase civic participation and encouraging neighborhood revitalization.

### **New York City Health and Hospitals Corporation**

<http://www.nyc.gov/html/hhc/html/volunteer/volunteering.shtml>

Volunteer opportunities at HHC facilities include personal services for patients (e.g. reading aloud or writing letters), escorting patients to and from activities, assisting occupational and physical therapists, assisting with art therapy programs, assisting chaplains, providing entertainment, such as music, magic, or comedy, to adults or children; playing with children and babies, tutoring pediatric patients, interpreting for patients who do not speak English, gardening and landscaping and clerical and computer work. Volunteers usually perform 3 to 6 hours per week for a period of 3 to 6 months. Training programs are provided free of charge and often give volunteers new skills that are valuable in their professional life.

### **New York Public Library**

<http://www.nypl.org/support/volunteer>

The New York Public Library uses volunteers willing to offer their time, talent and skills to support and enhance the Library's programs, services and mission. In the *Local Libraries*, volunteers serve as literacy tutors, work at welcome desks, provide program support, assist with book sales, participate in branch support groups, and advocate on behalf of the Library through letter-writing campaigns and visits to local legislators.

### **Planned Parenthood of New York City Teen Advocates Program**

<http://www.ppnyc.org/services/community.html>

The Teen Advocates are a corps of 20 teenagers trained by PPNYC to conduct theatrical workshops on a variety of sexual health topics –including abstinence, peer pressure, relationships, and prevention of pregnancy and sexually transmitted infections. The Teen Advocates perform their interactive skits before thousands of teens every year in a wide range of community settings. They share information in a way that their peers can readily hear and understand. As a result of the group's outstanding work, they received a recognition award in 2000 from the National Campaign to Prevent Teen Pregnancy.

### **United Hospital Fund**

[http://www.uhfny.org/info-url\\_nocat3151/info-url\\_nocat.htm](http://www.uhfny.org/info-url_nocat3151/info-url_nocat.htm)

The United Hospital Fund seeks to mobilize and channel the energies of health care volunteers through its volunteer committees and task forces. Fund volunteers look at where the health care system is being strained and where it needs support, work to help hospitals solve their problems, act as advocates and educators, and bridge the gap between the hospital and the community.

# **ATTACHMENT**

**SERVICE LEARNING REQUEST FOR PROPOSALS (RFP)  
PIN: 26008CESLRFP**

## **PROPOSAL FORMAT AND CONTENT FORMS**

**PROPOSAL SUMMARY**

**RFP TITLE: SERVICE LEARNING PROGRAMS**

**PIN: 26008CESLRFP**

|                |       |          |
|----------------|-------|----------|
| Proposer Name: |       |          |
| Address:       |       |          |
|                |       |          |
| City           | State | Zip Code |

Tax Identification #:

|                            |        |
|----------------------------|--------|
| Contact Person:            | Title: |
| Telephone #:               | Fax #: |
| Authorized Representative: | Title: |
| Email Address:             |        |

**Signature:** \_\_\_\_\_ **Date:**    /    /

**Subcontracting**

Proposer will retain a subcontractor: YES  NO

If YES, state name of proposed subcontractor:

**Certification of Compliance with Minimum Qualification Requirement** (Check the box that applies to indicate proposer is in compliance.)

Not-for-Profit Status:

- Proposer is a not-for-profit incorporated entity in NYS (Attach a copy of the certificate.)
- Or
- has proof of filing with the Secretary of State for such status by the proposal submission due date indicated in this RFP. (Attach a copy of the application.)

Tax exempt Status:

- Proposer is a tax exempt organization under Section 501(c)(3) of the Internal Revenue Code (Attach a copy of the exemption certificate.)
- Or
- has proof of applying for such status by the proposal submission due date indicated in this RFP. (Attach a copy of the application.)

**Proposed Service Options/Competitions** (Check one box to indicate the proposed borough competition and one box to indicate the community district in which the program will be located.)

|  |   |
|--|---|
| <b>Borough:</b>                                | <b>Community District:</b>  |
| <input type="checkbox"/> <b>Bronx:</b>         | <b>CDs</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |
| <input type="checkbox"/> <b>Brooklyn:</b>      | <b>CDs</b> <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5   |
| <input type="checkbox"/> <b>Manhattan:</b>     | <b>CDs</b> <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12  |
| <input type="checkbox"/> <b>Queens:</b>        | <b>CDs</b> <input type="checkbox"/> 12 <input type="checkbox"/> 14  |
| <input type="checkbox"/> <b>Staten Island:</b> | <b>CD</b> <input type="checkbox"/> 1  |

**Program Costs and Price per Participant**

- A. Total annual funding request for this proposal: \$
- B. Proposed number of participants to be served annually:
- C. Price per participant (= A ÷ B): \$

**Number of proposals submitted in response to this RFP**

Proposer has submitted more than one proposal:    YES    NO  
 If Yes, how many?

**Site Information** (Please refer to Appendix A for details.)

|   |       |          |
|---|-------|----------|
| Site Name:  |       |          |
| Address:  |       |          |
|   |       |          |
| City  | State | Zip Code |
| Check all that apply to indicate DYCD-funded program(s) at the site:  |       |          |
| <input type="checkbox"/> Beacon <input type="checkbox"/> OST option 1 <input type="checkbox"/> OST option 2 |       |          |

**DYCD Contracts for Beacon and OST Services**

Does the proposer have a contract for Beacon or DYCD-funded OST services at the site effective October 1, 2007?    YES    NO

If YES, check appropriate box:    Beacon    OST    Beacon and OST

# PROPOSAL NARRATIVE

## A. Organizational Experience

**Note:** If applicable, the term “proposer” should be interpreted to include a proposed subcontractor. The proposal narrative should, therefore, include all relevant information about the proposed subcontractor, unless otherwise indicated.

1. (a) List up to 5 programs to demonstrate the successful relevant experience of the proposer in providing (a) youth development services and (b) civic engagement, community service, or SL programs for youth, completing the details on the chart.

| <u>Program Name</u> | <u>Dates of Operation</u> | <u>Target Population(s)</u> | <u>Most recent annual total dollar value</u> |
|---------------------|---------------------------|-----------------------------|--|
| (1)                 | -                         |                             |  |
| (2)                 | -                         |                             |  |
| (3)                 | -                         |                             |  |
| (4)                 | -                         |                             |  |
| (5)                 | -                         |                             |  |

- (b) If applicable, list up to 3 programs to demonstrate the successful relevant experience of the proposed subcontractor in providing civic engagement, community service, or SL programs for youth, completing the details on the chart.

| <u>Program Name</u> | <u>Dates of Operation</u> | <u>Target Population(s)</u> | <u>Most recent annual total dollar value</u> |
|---------------------|---------------------------|-----------------------------|--|
| (6)                 | -                         |                             |  |
| (7)                 | -                         |                             |  |
| (8)                 | -                         |                             |  |

2. Briefly outline each program listed. State the program type (youth development, civic engagement, community service, or SL), describe the program design, content, and goals; extent of participant involvement in program design and development; annual number of participants served; grade level/age range of participants; and the qualifications/experience of key staff. Demonstrate program success by reference, for example, to multi-year funding from diverse sources, receipt of recognition awards, achievement of prescribed service levels and outcomes, or of outcomes beyond the funder’s expectations. (Preferable page limit: 3 pages)

3. In reference to the programs listed above in “1,” describe the processes established by the proposer to ensure youth participation in program development, design, content, and oversight. (Preferable page limit: 1 page)

4. Demonstrate the proposer's links to the proposed program site – for example, by reference to the programs listed in response (1) above. (Preferable page limit: ½ page)

5. As a hard-copy attachment, provide the resume of the proposed **Director** of the SL program.
6. As a hard-copy attachment, provide a job description with the required qualifications for any additional key staff positions. For staff already identified, attach a resume and describe their qualifications and experience in (a) working with youth 13 to 21 years and (b) working in an SL program.

7. As a hard-copy attachment, provide up to three letters of support for the proposer from key stakeholders in the community district in which the SL program site is located.

**B. Organizational Capability (Proposer Organization Only)**

Demonstrate the organizational programmatic, managerial and financial capability of the of the proposer to carry out the program described in Section III – Scope of Services of the RFP as follows:

1. Complete **Form 7** below to identify the members of the Board of Directors, including names, addresses and telephone numbers.
2. Describe the Board's oversight of program management, operations and outcomes. (Preferable page limit: 1 page)

3. As a hard-copy attachment, provide an organizational chart(s) of the proposer organization.
4. Describe below the proposer's capability to integrate the SL program into the organization's overall operations and other programming at the site. (Preferable page limit: 1/2 page)

5. Describe internal monitoring system of the proposer and demonstrate how it is used both to assure quality and identify program, personnel and fiscal issues, including the organization's corrective action procedure. (Preferable page limit: ½ page)

6. As a hard-copy attachment, provide a copy of the most recent financial audit of the organization conducted by a Certified Public Accountant, indicating the period covered, OR, if no audit has been performed, the most recent financial statement, indicating the period covered AND an explanation of why no audited financial statement is available.
7. If the proposer is registered as a charitable organization in New York State, include as a hard-copy attachment, a copy of the latest Form CHAR 500 and its required attachments filed with the New York State Attorney General Charities Bureau.
8. If the proposer is required to file with the federal Office of Management and Budget pursuant to Circular A-133, include as a hard-copy attachment, a copy of the latest report filed with that office, indicating the period covered.
9. If the proposer has submitted more than one proposal in response to this RFP, describe the organization's capability (programmatic, managerial, and financial) to successfully provide **all** the proposed programs, as indicated on the Proposal Summary (Form 1), **concurrently**. (Preferable page limit: 1 page)

10. List at least two relevant references from funding sources for services provided to youth. Include the name of the reference entity, a brief statement describing the relationship between the proposer and the reference entity, and the name, title and telephone number of a contact person at the reference entity. (Preferable page limit: 1 page)

### **C. Program Approach**

Describe in detail how the proposed SL program will be provided and how it will achieve the goals and objectives set out in Section III – Scope of Services of the RFP by addressing each of the following:

#### 1. Program Facility/Service Placements

- a. Demonstrate that the facility will be appropriate in size and design to accommodate program staff, participants, and activities.
- b. Describe how the proposer will ensure compliance with all security measures at the site, including emergency procedures. (Preferable page limit: ½ page)

- c. Demonstrate that program staff has access to PC computer with a current operating system for tracking enrollment and attendance of program participants and broadband internet access. (Preferable page limit: ½ page)

- d. If applicable, describe arrangements for transporting participants between the facility and assigned service placements. (Preferable page limit: ½ page)

- e. If the contractor does not have a DYCD contract to provide other youth services at the proposed site, attach a completed and signed **Site and Integration of Services Linkage Agreement (Form 5)** demonstrating that space will be available at the proposed site for the SL program and the proposer will be able to integrate the SL program with other youth programming at the site.

## 2. Program Design

Provide the program design details requested below:

### Year 1

Total annual program hours (curriculum-related and service activities):

Total hours for structured learning, including reflection time:

Total hours for service activities:

Length of proposed program cycle:

# of cycles per program year:

Staff to participant ratio per program cycle:            to

### Years 2 and 3

Total annual program hours (curriculum-related and service activities):

Total annual hours for structured learning, including reflection time:

Total annual hours for service activities:

Length of proposed program cycle:

# of cycles per program year:

Staff to participant ratio per program cycle:            to

## Program Goals and Objectives

- Describe how the proposed program will effectively meet the goals and objectives set out in Section III – Scope of Services. (Preferable page limit: 1 page)

### Outreach and Recruitment

- Describe the proposed outreach and recruitment strategies and state how they will succeed in recruiting sufficient numbers of youth ages 13-21 to enable the proposer to fulfill the prescribed minimum service levels. If applicable, describe and justify specific groups the proposer will target and the strategies to be used for recruitment. (Preferable page limit: 1 page)

- State and justify the number of youth to be recruited. Refer, specifically, to underlying assumptions regarding rates of attrition/retention of youth in the proposed SL program, based on prior experience in other youth programs operated by the proposer. (Preferable page limit: 1 page)

- Briefly describe the collaborative relationships that will contribute to the effectiveness of proposed outreach and recruitment strategies. (Preferable page limit ½ page)

### Participant Minimum Requirements/Retention

- Explain how the program design will successfully engage participants ages 13-21 in the SL program and ensure they fulfill the minimum hours of structured learning and service and remain in the program for more than one year. (Preferable page limit 1 page)

- Provide details of any incentives that will be used to encourage attendance, including stipends and non-cash rewards. (Preferable page limit ½ page)

## Participant Orientation

- Describe proposed orientation procedures. (Preferable page limit: ½ page)

Incorporating Youth Perspectives (Preferable page limit: ½ page)

- Describe the processes that will be used to ensure participant-led decision-making with respect to curriculum-related discussion topics, service placements/ projects, and reflection activities. (Preferable page limit: ½ page)

Service Projects/Activities (Preferable page limit: ½ page)

- Describe and justify types of service activities the proposer would be able to arrange for program participants. (Preferable page limit: ½ page)

- Describe how the proposer will ensure that service placements/activities match participant choices. (Preferable page limit: ½ page)

## Staffing

- Describe the proposed staffing pattern for the program. Demonstrate that program staff will be capable of effectively implementing all program components, including delivery of a professionally-developed SL curriculum. (Preferable page limit: ½ page)

### Tracking/Reporting/Evaluation

- Describe how the proposer will collect the minimum data (participant demographics, enrollment, attendance, and completed hours of structured learning, reflection, and service) required to be entered into the DYCD electronic data system for tracking and reporting. (Preferable page limit: ½ page)

- State which staff (job title) will be responsible for reporting data required by DYCD electronically. (Preferable page limit: ½ page)

- Confirm the proposer will cooperate with CEO/ CEO evaluator and comply with all requests for information and assistance relating to monitoring and evaluation of the SL program. (Preferable page limit: ½ page)

### Collaborative Relationships

- List and briefly describe all collaborative relationships that will enhance the effectiveness of the proposed SL program. (Preferable page limit: ½ page)

- Attach Linkage Agreements to the proposal, including the following:
  - At least one Service Activity Linkage Agreement (Form 2) to demonstrate commitment and ability to find service placements and projects in line with likely participant choices.
  - At least one Healthcare Provider Linkage Agreement (Form 3) to demonstrate commitment and ability to facilitate access by program participants to a comprehensive range of healthcare services, including reproductive health services. Indicate which services will be provided and describe arrangements for referrals and follow-up.
  - At least one School Linkage Agreement (Form 5) demonstrating support for the proposed SL program at the site among neighborhood schools serving potential participants. School Linkage Agreements must be signed by the school principal.
  - Site and Integration of Services Linkage Agreement (Form 6), if applicable, to demonstrate that the proposer has consent to use space at the proposed site and will be able to integrate the SL program with other programming at the site.

**SERVICE ACTIVITY AGREEMENT**

**Proposer:**

**PIN :26008CESLRFP**

**INSTRUCTIONS:** The purpose of this Agreement is to demonstrate a commitment on the part of the Proposer to forge relationships that will procure service placements for program participants or assist in the effective implementation of their selected service activities. (Note: the Form is not a consultant agreement.) A separate Service Activity Linkage Agreement should be submitted for each linkage.

Pursuant to the proposal submitted by \_\_\_\_\_ (**Proposer Organization**) in response to the Service Learning Programs Request for Proposals from the Department of Youth and Community Development, the Proposer, if funded, will establish programmatic linkages with \_\_\_\_\_ (**Linked Organization**) as described below for the purpose of providing program participants with meaningful service placements or enabling participants to fulfill their minimum service hours in some other meaningful manner.

**Proposer Organization:**

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date:     /     /

**Linked Organization:**

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date:     /     /

**HEALTHCARE PROVIDER LINKAGE AGREEMENT**

|                  |                          |
|------------------|--------------------------|
| <b>Proposer:</b> | <b>PIN #: 26007SLRFP</b> |
|------------------|--------------------------|

**INSTRUCTIONS:** The purpose of this Linkage Agreement is to ensure to the maximum extent possible that program participants receive comprehensive health services, including, but not limited to the following: primary care services, reproductive health services, and mental health care services/screenings; information on nutrition, substance abuse, pregnancy prevention, HIV/AIDS and other STIs, healthy relationships, parenting and violence prevention; and referrals for specialty care. **Proposers should use a separate Linkage Agreement Form for each proposed linked organization, duplicating the form as needed.**

Pursuant to the proposal submitted by \_\_\_\_\_ (**Proposer Organization**) in response to the Service Learning Programs Request for Proposals from the Department of Youth and Community Development, the proposer, if funded, will establish programmatic linkages with \_\_\_\_\_ (**Linked Organization**).

Under this Linkage Agreement, \_\_\_\_\_ (**Linked Organization**) will offer the following services/information to the service learning program participants. **Please check all boxes on the list below that apply.**

- Primary care services (including annual physical exams)
- Comprehensive reproductive health services, including birth control; HIV testing; STI testing and treatment; pregnancy testing plus options counseling. Please check if the following also apply:
  - The above services will be provided regardless of the teens’ ability to pay
  - The above services will be provided without parental consent as protected under NYS law.
  - At a minimum, emergency contraception (the morning-after pill), oral contraception, Depo-Provera, and condoms, are available regardless of a teens’ ability to pay and without parental consent, either through an on-site dispensary or another mechanism.
- Mental health services/screenings (e.g. for depression, suicide prevention)
- Referrals for specialty care such as dental care, vision care, hearing screenings
- Substance abuse treatment or referrals for treatment
- Information and workshops on:
  - HIV and other STIs
  - Pregnancy prevention
  - Substance abuse prevention
  - Healthy relationships, dating violence, and violence prevention
  - Parenting
  - Nutrition & physical activity

Describe below how the Healthcare Provider will encourage and facilitate use of its services by program participants and where the services will be provided. (Preferable page limit: 1 page)

**SCHOOL LINKAGE AGREEMENT**

**Proposer:**

**PIN: 26008CESLRFP**

This confirms that \_\_\_\_\_ (Name of School) located at \_\_\_\_\_ (Address of School) supports the proposal for a Service Learning (SL) Program being submitted to the Department of Youth and Community Development by \_\_\_\_\_ (Proposer Organization) and will encourage students ages 13 to 21 who express an interest to participate in the SL program, if it is funded.

Signed by:

\_\_\_\_\_  
(Principal or Authorized Signatory for the School)

\_\_\_\_\_  
Executive Director of Proposer Organization

Date: \_\_\_\_\_

**SITE AND INTEGRATION OF SERVICES LINKAGE AGREEMENT**

**Proposer:**

**PIN:26008CESLRFP**

This agreement confirms that \_\_\_\_\_ (Name of Youth Services Provider Organization) (i) has control over and operates youth programs at \_\_\_\_\_ (Site Address), (ii) supports the proposal being submitted to the Department of Youth and Community Development for a Service Learning (SL) program at the above site by \_\_\_\_\_ (Proposer Organization), and (iii) will provide space for the SL program at the site, if the proposal is funded.

Optional:

Briefly describe below how the proposed SL program will be integrated with the youth programming of the Youth Services Provider Organization.

Signed by:

\_\_\_\_\_  
(Executive Director of Youth Program Provider at the Above Site)

\_\_\_\_\_  
Executive Director of Proposer Organization

Date: \_\_\_\_\_

## D. Price Proposal

### Budget Forms

**Complete the proposed Budget Forms (Form 6b) following the Budget Instructions (Form 6a) below.**

**Note:** Form 6 is not a fillable form, but fillable budget forms can be downloaded from the DYCD website: <http://www.nyc.gov/dycd>.

### Budget Justification (Preferable page limit: 1 page.)

- Justify how the requested funds will be used to achieve program outcomes. The Proposer should ensure that the budget and budget justification are consistent with the proposed program.
- Identify the source of cash contributions. Indicate the amount and state how the cash contributions will be used to enhance the proposed program.
- Document the source and amount of each cash contribution by submitting the applicable documentation noted below.
  - Cash contribution from existing non-government sources. Proof of the cash contribution should be a Letter of Intent submitted with the proposal, signed by the proposer's Executive Director or Chairperson of the Board, indicating the amount of the contribution, the source of the funds, the purpose for which the funds will be used and the time period within which the funds must be spent.
  - Cash contribution from committed non-government sources. Proof of the cash contribution should be a Letter of Intent from the funding source signed by an authorized representative indicating the amount of the committed funds, the expected date the funds will be delivered, the purpose for which the funds are to be used, and the time period within which the funds must be spent.

## RFP BUDGET INSTRUCTIONS

### BUDGET FACE SHEET IDENTIFYING INFORMATION

To assist with proper completion of the budget, DYCD has made the budget forms available for download (in Microsoft Excel and the Instructions in Microsoft Word) on the DYCD Website: [www.nyc.gov/dycd](http://www.nyc.gov/dycd)

- Indicate the official name of your organization, address, e-mail, telephone number and fax number.
- The **Executive Director** is the person responsible for this proposal, or in charge of the overall agency. Please include his/her e-mail and telephone numbers.
- The **Fiscal Officer** is the person responsible for preparing the financial documents for this contract, i.e., the Comptroller, Bookkeeper and/or Accountant. Please include his/her e-mail and telephone numbers.
- **Federal Employer Identification Number (EIN):** Indicate the proposer's EIN #.  
(A copy of any official IRS document reflecting the Federal Employer Identification Number will be required before entering into contract with your organization.)
- **State Unemployment Insurance Number (SUI):** A number appearing on all correspondence relating to State Unemployment Insurance. It is obtainable through the New York State Department of Labor (1-888-899-8810).
- **Operating Period:** The first 12 month period of your proposed contract should coincide with the dates that activities operate within the budget.

**The budget is divided into three columns: A. Total Funding Request, B. Cash Contributions and C. Total Program Cost.**

- A. Total Funding Request Budget Column is the funding requested from DYCD.
- B. Cash Contribution Column is the dollar value of all cash resources applied to the proposed program, but not included in the funding requested from DYCD.
- C. Total Program Cost Column is the Grand Total of the proposed budget (Columns A + B).

### BUDGET SUMMARY BY THE BUDGET CATEGORIES

To complete the remainder of Page 1 of the budget, first complete Pages 2, 3, and 4 as described below. For proposers completing the budget electronically, the appropriate totals for each budget category will automatically transfer into the corresponding box on Page 1.

For the **Cash Contribution** column, **you must** enter the amount contributed for each category on Page 1, where applicable.

#### **I. BUDGET SALARIES AND WAGES SUPPORT SHEET**

**1100** The Salaries are divided in two categories:

Category 1 Full Time employees: Persons who work **35 hours or more** per week  
Category 2 Part Time employees: Persons who work **less than 35 hours** per week

All required information should be entered on the budget, including all personnel, Full-Time (35 hours or more) and Part-Time (less than 35 hours), who will receive a salary from this program. For Full-Time employees, enter the title, salary, number of positions within the title and percent of salary that will be allocated to this contract. For Part-Time staff, enter the title, hourly wage rate, number of positions number of annual hours on the program per position, and the percent of the wages that will be allocated to this program.

#### Helpful Hints

**To calculate the annual salary for FY 2008 multiply the hourly rate by 1827 hours per year (35 hours per week).**

**To calculate the number of hours per year multiply the number of hours worked per day by the number of days per year. (FY 2008=261 days)**

**To calculate the annual salary for FY 2008, multiply the hourly rate by 2088 hours per year (40 hours per week).**

The minimum wage is \$7.15 effective January 1, 2007. This is subject to change. Part Time salaries should be calculated by consolidating same titles with the maximum hourly rate. The Sub-Total of all salaries should be calculated and transferred to Page 1, Salaries and Wages (1100) both boxes.

## II. FRINGE BENEFITS

- 1200** 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 percent or exceed 30 percent of total salaries. If the contractor uses the Fiscal Agent, the minimum rate for Fringe Benefits is 12.65 percent.
- 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 percent 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.**

## CONSULTANTS/SUBCONTRACTORS/STIPENDS/VENDORS

- 2100** **Consultant:** 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 **Subcontractor**: An independent 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 **Stipend**: An incentive allowance **ONLY** for the benefit of a participant and/or client.
- 2400 **Vendor**: An independent business entity retained to provide non-program services. Examples: Cleaning Services, Security and Accounting Services.

#### **OTHER THAN PERSONNEL SERVICES (OTPS)**

- 3100 **Consumable Supplies**: Supplies that are not lasting or permanent in nature, such as office, program and/or maintenance supplies.
- 3200 **Equipment Purchase**: 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 \$200 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. Indicate items being purchased.
- 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 Rental**: This category is separated into two subcategories (3410 and 3420).
  - 3410 **Public School**: Opening fees and room rentals paid to the Department of Education (DOE).
  - 3420 **Rent/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 rent are required to submit a Space Rental - 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 \$0.35 per mile plus tolls. Charge to this account all participant related travel, such as bus trips and local travel.
- 3600 **Utilities and Telephone**: Self-explanatory.
- 3700 **Other Operational Costs**: This category is separated into two subcategories (3710 and 3720).
  - 3710 **Other Costs**: Items such as 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.

Please note regarding audit costs, DYCD will accept a portion of your audit fees for Fiscal Year 2008. If your organization receives additional funding besides that from DYCD, you may only include DYCD's proportionate share. The proportionate share should be calculated by dividing the total DYCD budget by the agency's total budget and applying that percentage to the total audit cost. You must submit an Audit Cost Allocation Plan with your budget.

**3720 Indirect Cost:** The purpose of Indirect Cost is to capture overhead costs incurred by a contractor operating several programs. The following guides are to be used to request Indirect Cost:

- A detailed justification and/or an analysis from a CPA or Audit detailing how the rate was determined must be provided.
- The maximum allowable rate is 10 percent of the total budget.

**3900 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.
- 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:

| <u>Budget \$ Value</u> | <u>Fiscal Agent Services Fee</u> |
|------------------------|----------------------------------|
| \$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                         |

# FORM 6B

**Department of Youth and Community Development  
REQUEST FOR PROPOSAL  
PIN26007SLRFP  
SERVICE LEARNING BUDGET SUMMARY**

**Proposer's Name** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Tel #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Ex. Director** \_\_\_\_\_ **Tel #:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Fiscal Officer:** \_\_\_\_\_ **Tel #:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**EIN:** \_\_\_\_\_ **SUI #:** \_\_\_\_\_

**Operating Period:** \_\_\_\_\_ **Through:** \_\_\_\_\_

|  |                                    | (Column A+B=C) |              |              |
|--|------------------------------------|----------------|--------------|--------------|
|  |                                    | A              | B            | C            |
|  |                                    | TOTAL FUNDING  | CASH         | TOTAL        |
| Account Code                               |                                    | REQUEST        | CONTRIBUTION | PROGRAM COST |
| <b>PERSONNEL SERVICES</b>                  |                                    |                |              |              |
| 1100                                       | Salaries and Wages                 |                |              |              |
| 1200                                       | Fringe Benefits*                   |                |              |              |
| 1300                                       | Central Insurance Program (CIP) ** |                |              |              |
| <b>TOTAL PERSONNEL SERVICES</b>            |                                    |                |              |              |
| <b>NON STAFF SERVICES</b>                  |                                    |                |              |              |
| 2100                                       | Consultants                        |                |              |              |
| 2200                                       | Sub-Contractors                    |                |              |              |
| 2300                                       | Stipends                           |                |              |              |
| 2400                                       | Vendors                            |                |              |              |
| <b>TOTAL NON-STAFF SERVICES</b>            |                                    |                |              |              |
| <b>OTHER THAN PERSONNEL SERVICES</b>       |                                    |                |              |              |
| 3100                                       | Consumable Supplies                |                |              |              |
| 3200                                       | Equipment Purchases                |                |              |              |
| 3300                                       | Equipment Other                    |                |              |              |
| 3400                                       | Space Rental                       |                |              |              |
| 3500                                       | Travel                             |                |              |              |
| 3600                                       | Utilities & Telephone              |                |              |              |
| 3700                                       | Other Operational Costs            |                |              |              |
| 3900                                       | Fiscal Agent Services              |                |              |              |
| <b>TOTAL OTHER THAN PERSONNEL SERVICES</b> |                                    |                |              |              |
| <b>TOTAL COST</b>                          |                                    |                |              |              |

\* The maximum rate is 30%; and the minimum rate is 7.65% of the total salaries.  
 \*\* CIP rate is 4.50% of total budget for insurance coverage



Proposed RFP budget

**FUNDING  
REQUESTED**

Acct Code

**FRINGE BENEFITS**

1200 **FRINGE BENEFITS**

FICA @ 7.65%, Unemployment Insurance, Medical,  
Workers' Compensation, Disability, Life insurance, & Pension.

The maximum fringe benefit rate is 30%; and the minimum rate is 7.65% of the total salaries.

If under the Fiscal Agent, the minimum fringe benefit rate is 12.65% of the total salaries.

1300 **CENTRAL INSURANCE PROGRAM (CIP)**

**Central Insurance Package**

**4.5 % of Total Budgeted Amount**

General Liability, Workers' Compensation,  
Disability, Special Accident, and Property  
Insurance are covered under the DYCD Central  
Insurance Program.

**NON STAFF SERVICES**

2100 **CONSULTANTS (Total)**

(Total of all Consultants)

Description and amount for each Consultant (If additional space is required submit attachments)

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2200 **SUB-CONTRACTORS (Total)**

(Total of all Consultants)

Description and amount for each Sub-Contractor (If additional space is required submit attachments)

|  |
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2300 **STIPENDS (Total)**

Description (If additional space is required submit attachments)

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|  |
|  |
|  |

2400 **VENDORS (Total)**

Description (If additional space is required submit attachments)

|  |
|--|
|  |
|  |
|  |

| Acct Code   | FUNDING<br>REQUESTED |
|---|----------------------|
| <b>OTHER THAN PERSONNEL SERVICES</b>  |                      |
| 3100 <b>CONSUMABLE SUPPLIES</b><br>Office , Program and Maintenance Supplies  | <input type="text"/> |
| 3200 <b>EQUIPMENT PURCHASES*</b><br><i>*Attach description or itemized equipment list.</i><br>Copiers, Computers, Printers, and Furniture Etc.  | <input type="text"/> |
| _____   |                      |
| _____   |                      |
| _____   |                      |
| _____   |                      |
| 3300 <b>EQUIPMENT OTHER</b><br>Maintenance, Repairs, Rentals, & Computer Software   | <input type="text"/> |
| 3400 <b>SPACE RENTAL (Total of Lines 3410 &amp; 3420)</b>   | <input type="text"/> |
| <b>3410</b> Public School   | <input type="text"/> |
| <b>3420</b> Rent / Other  | <input type="text"/> |
| 3500 <b>T R A V E L</b><br>Staff Travel , Bus Trips, Other  | <input type="text"/> |
| 3600 <b>TOTAL UTILITIES AND TELEPHONE</b>   | <input type="text"/> |
| 3700 <b>OTHER OPERATIONAL COSTS (Total of Lines 3710 &amp; 3720)</b><br>Postage, Admission tickets, Printing and Publications<br>Bank Charges, Training and Conferences, Audit Fee, Internet Fee<br>Food and Refreshments, Participant Costs, and Liability Ins, Etc. | <input type="text"/> |
| <b>3710</b> Other Costs   | <input type="text"/> |
| <b>3720</b> Indirect Costs *    % _____   | <input type="text"/> |
| 3900 <b>FISCAL AGENT SERVICES</b><br>See Fee Scale on Budget Instructions   | <input type="text"/> |

\* Maximum rate is 10% of Total Budget.

**Please note: All highlighted fields (Blue) are calculated automatically and cannot be changed manually.**

## DYCD Title Codes

|    |   |
|----|---|
| AA | ADMINISTRATIVE ASSISTANT                |
| AB | ASSISTANT BOOKKEEPER                    |
| AC | ACCOUNT SPECIALIST                      |
| AD | ADMINISTRATOR                           |
| AE | ASSISTANT EXECUTIVE DIRECTOR            |
| AI | ARTISTIC INSTRUCTOR                     |
| AP | AFTER SCHOOL PROGRAM DIRECTOR           |
| AR | ART SPECIALIST – ARTS PARTNER           |
| AS | ACTIVITY SPECIALIST                     |
| AT | ATTENDANT                               |
| AX | ACTOR                                   |
| BA | BA CASE PLANNER                         |
| BK | BOOKKEEPER                              |
| BM | BUDGET MANAGER                          |
| BS | BILINGUAL SPECIALIST                    |
| CA | COACHES                                 |
| CC | CHILD CARE PROVIDER                     |
| CI | CAMP INSTRUCTOR                         |
| CK | COOK                                    |
| CL | CLERK                                   |
| CM | CONTRACT MANAGER                        |
| CO | COUNSELOR                               |
| CP | CASE PLANNER                            |
| CR | COORDINATOR                             |
| CS | COUNSELING SPECIALIST                   |
| CT | CONTROLLER                              |
| CU | CUSTODIAN                               |
| CW | CASE WORKER                             |
| CZ | COMPUTER SPECIALIST                     |
| DC | DRUG COUNSELOR                          |
| DD | DEPUTY DIRECTOR                         |
| DE | DIRECTOR                                |
| DF | DIRECTOR OF FINANCE                     |
| DI | DANCE INSTRUCTOR                        |
| DP | DIRECTOR OF PERSONNEL                   |
| DR | DOCTOR                                  |
| DS | DEVELOPMENT SPECIALIST                  |
| DT | DIRECTOR OF PROGRAM AND JOB DEVELOPMENT |
| DV | DRIVER                                  |
| EA | EDUCATIONAL ADVISOR                     |
| EC | EDUCATION COORDINATOR (TEACHER LICENSE) |

**DYCD Title Codes (Continued)**

|    |                                   |
|----|-----------------------------------|
| ED | EXECUTIVE DIRECTOR                |
| EI | EDITOR                            |
| EP | EXHIBITION PREPARER               |
| ES | EMPLOYMENT/EDUCATION SPECIALIST   |
| FA | FACILITATOR                       |
| FC | FAMILY COUNSELOR                  |
| FD | FOSTER CARE DIRECTOR              |
| FO | FISCAL OFFICER                    |
| FW | FAMILY WORKER                     |
| GL | GROUP LEADER                      |
| GW | GROUP WORKER                      |
| HC | HEALTH COUNSELOR                  |
| HM | HOUSE MANAGER                     |
| HP | HOUSE PARENT                      |
| HS | HOUSING/HOMELESS SPECIALIST       |
| IC | IMMIGRATION COORDINATOR           |
| IN | INSTRUCTOR                        |
| IS | IMMIGRATION SPECIALIST            |
| JA | JANITOR                           |
| JC | JUVENILE COORDINATOR              |
| JD | JOB DEVELOPER                     |
| JR | JOB READINESS COUNSELOR           |
| LA | LITERARY ARTIST                   |
| LC | LATCHKEY COORDINATOR              |
| LD | LEADERSHIP DEVELOPMENT SPECIALIST |
| LG | LIFEGUARD                         |
| LS | LEADERSHIP SPECIALIST             |
| MA | MAINTENANCE                       |
| MC | MEDIATOR COUNSELOR                |
| ME | MENTOR                            |
| MI | MUSIC INSTRUCTOR                  |
| MS | MSW CASE PLANNER                  |
| OM | OFFICE MANAGER                    |
| OW | OUTREACH WORKER                   |
| PA | PROGRAM DIRECTOR ASSISTANT        |
| PB | PHYSICIAN'S ASSISTANT             |
| PC | PROGRAM COORDINATOR               |
| PD | PROGRAM DIRECTOR                  |
| PE | PARENT AIDE                       |
| PJ | PROJECT COORDINATOR               |
| PL | PARALEGAL                         |
| PM | PROGRAM DIRECTOR (MD LICENSE)     |
| PO | DIRECTOR OF PROGRAM OPERATIONS    |

**DYCD Title Codes (Continued)**

|    |                                    |
|----|------------------------------------|
| PR | PROGRAM AIDE                       |
| PS | PROGRAM SUPERVISOR                 |
| PT | PROGRAM DIRECTOR (TEACHER LICENSE) |
| RC | RECEPTIONIST                       |
| RD | REGIONAL DIRECTOR                  |
| RE | RELIEF                             |
| RN | REGISTERED NURSE                   |
| RR | RECREATION COORDINATOR             |
| RS | RECREATION SPECIALIST              |
| SA | STAFF ATTORNEY                     |
| SC | SERVICES COORDINATOR               |
| SE | SECRETARY                          |
| SF | ADMINISTRATIVE SECRETARY           |
| SG | SECURITY GUARD                     |
| SI | SHOP INSTRUCTOR                    |
| SN | SENIOR ACCOUNTANT                  |
| SS | SUMMER STAFF                       |
| ST | STREET WORKER                      |
| SU | SUPERVISOR                         |
| SW | SOCIAL WORKER (M.S.W.)             |
| TA | TEACHER AIDE                       |
| TE | TEACHER (TEACHER LICENSE)          |
| TH | THERAPIST                          |
| TL | TEAM LEADER                        |
| TM | TRAINING MONITOR                   |
| TS | TRAINING SPECIALIST                |
| TU | TUTOR                              |
| TY | TYPIST/TEACHER AIDE                |
| UD | UNIT DIRECTOR                      |
| UH | URBAN HOUSING SPECIALIST           |
| VA | VISUAL ARTIST                      |
| VC | VOLUNTEER COORDINATOR              |
| WF | WORKSHOP FACILITATOR               |
| WI | WRITING INSTRUCTOR                 |
| WL | WORKSHOP LEADER                    |
| WS | WATER SAFETY INSTRUCTOR            |
| YC | YOUTH COUNSELOR                    |
| YE | YOUTH EMPLOYMENT COORDINATOR       |
| YW | YOUTH WORKER                       |

**RFP TITLE: SERVICE LEARNING PROGRAMS**

**PIN: 26008CESLRFP**

**CORPORATE GOVERNANCE CERTIFICATION**

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 Public Notary.

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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**



**CERTIFICATION REGARDING SUBSTANTIATED CASES OF  
CHILD ABUSE OR NEGLECT**

**RFP TITLE: SERVICE LEARNING PROGRAMS**

**PIN: 26008CESLRFP**

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The City requires each organization with which it contracts for the provision of human client services to: 1) certify that no substantiated case of client abuse or neglect by any employee of the organization (including a foster parent, if applicable) occurred during the latest 12 month period; OR 2) disclose each such substantiated case and provide a brief description of the case, the date of occurrence, the level of severity, and the case disposition, including an explanation of the action taken against the offender(s) and, if applicable, the organization. Complete the form below to certify, or disclose, as applicable.

- This is to certify that no substantiated case of client abuse or neglect by any employee (including foster parents) of the organization named below has occurred during the latest 12 month period.
  
- This is to disclose that \_\_\_ case(s) of client abuse or neglect by an employee(s) of the organization named below was/were substantiated as having occurred during the latest 12-month period. An attachment to this form provides for each substantiated case: a brief description of the case, the date of occurrence, level of severity, and the case disposition, including an explanation of the action taken against the offender(s) and, if applicable, the organization.

**Name of Organization (Print):**

**Name of Authorized Representative (Print):**

**Title of Authorized Representative (Print):**

**Signature of Authorized Representative** \_\_\_\_\_

**Date**     /     /

**ACKNOWLEDGMENT OF ADDENDA**

|                  |                          |
|------------------|--------------------------|
| <b>Proposer:</b> | <b>PIN: 26008CESLRFP</b> |
|------------------|--------------------------|

The Acknowledgment of Addenda (Form 9 below) 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. **Complete the details/check box below, as applicable, before signing the Acknowledgment.**

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**COMPLETE PART I OR PART II, WHICHEVER IS APPLICABLE.**

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

- ADDENDUM #1 DATED: \_\_\_/\_\_\_/ 2007
- ADDENDUM #2 DATED: \_\_\_/\_\_\_/ 2007
- ADDENDUM #3 DATED: \_\_\_/\_\_\_/ 2007
- ADDENDUM #4 DATED: \_\_\_/\_\_\_/ 2007
- ADDENDUM #5 DATED: \_\_\_/\_\_\_/ 2007

PART II: Check, if applicable.

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFP.

**PROPOSER (NAME):**

\_\_\_\_\_

**PROPOSER (SIGNATURE):** \_\_\_\_\_