

March 8, 2010

ADDENDUM #1

Re: Adolescent Literacy Program
Request for Proposals
PIN: 26011YLITRFP

Dear Prospective Proposer:

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

ADDENDUM ITEM

1. **Section II, Summary of the Request for Proposals, page 6, B, Background:** The second full paragraph is deleted and replaced with the following:

In addition to proposals for complete and separate adolescent literacy programs, DYCD will accept proposals to add literacy to existing youth programs. The activities and hours of the literacy program would meet all the requirements of the RFP and be **in addition** to the activities and hours of the existing youth program. The hours of participation in each program **would not be counted** toward hours of participation in the other. Literacy programs would be school-based or center-based.

2. **Section III, Scope of Services, Option I, Adolescent Literacy Services, page 9, C3, Contractor and Staff Qualifications:** The second bulleted item is deleted and replaced with the following:

- The contractor would create full-time staff positions within its organization wherever possible and appropriate in order to encourage program continuity and quality instruction and to provide staff with access to benefits such as paid leave and health insurance. Full-time positions may include responsibilities for more than one program.

3. **Section III, Scope of Services, Option I, Adolescent Literacy Services, page 10, C5b, Program Elements:** The following sentence is added after the first sentence of the second bulleted item:

While there is no requirement for the total number of program hours offered, it is expected that the program would operate beginning late September/early October and throughout the remainder of the school year.

4. Section III, Scope of Services, Option I, Adolescent Literacy Services, page 10, C5b, Program Elements: The fifth bulleted item is deleted and replaced with the following:

- Programming during the summer months is encouraged but not required. Program hours and program enrollment may vary from that of the school-year program.

5. Section III, Scope of Services, Option I, Adolescent Literacy Services, page 11, C5h, Program Outcomes: The section has been deleted and replaced with the following:

Participants would work toward **all** of the outcomes listed in the chart below. The expected rate of outcome achievement is listed with each outcome. The contractor would track and report progress toward outcome achievement to DYCD.

Outcomes	Indicators	Verification
50% of participants remain enrolled in the program.	Participant attends at least 85 percent of program hours. Participant remains enrolled in the program at end of the program year.	<ul style="list-style-type: none"> • Program attendance records
90% of participants demonstrate increased motivation in reading and writing.	Participant increases number of books read in prescribed time period. Participant maintains a journal for a prescribed time period. Participant increases number of times per week uses computer to complete writing or other school or personal projects.	<ul style="list-style-type: none"> • Participant surveys • Staff observation • Reading or activity logs • Journals
75% of participants improve literacy skills.	Participant makes significant gain in language arts achievement in one program year.	<ul style="list-style-type: none"> • State or City language arts exam and DYCD-approved primary assessment instrument
80% of participants improve or maintain school attendance.	Participant maintains 80 percent or better school attendance rate.	<ul style="list-style-type: none"> • School attendance records

6. Section III, Scope of Services, Option II, Adolescent Literacy Support, page 13, C1, Contractor and Staff Qualifications: The last sub-bulleted item under the first bulleted item is deleted and replaced with the following:

- ♦ The project director would have a master’s degree in literacy or a closely related field, such as reading or education with certification to teach English.

7. Section V, Proposal Evaluation and Contract Award Procedures: page 23, C, Basis for Contract Award: In the paragraph headed Option II, the last sentence is deleted and replaced with the following:

Contract award shall be subject to:

- Demonstration that the proposer is tax-exempt and incorporated as a not-for-profit in New York State. Compliance will be shown by submission of a copy of the exemption

certificate demonstrating that the proposer is classified as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and a copy of the Certificate of Incorporation issued by the State Department of State.

- Timely completion of contract negotiations between the agency and the selected proposer.

8. Attachment 6: Proposal Budget Summary Form, page 34, Proposal Budget Summary Category Definitions, Non-Staff Services, 2100 Consultants: The first sentence is deleted and replaced with the following:

- An independent individual or entity 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.



Daniel Symon
Agency Chief Contracting Officer