

April 2, 2009

**ADDENDUM #2**

**Re:** Family Literacy Services  
Request for Proposals  
PIN: 26009FLITRFP

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 #2** to the Family Literacy Services Request for Proposals (RFP) PIN 26009FLITRFP.

**ADDENDUM ITEM**

1. **Section II, Summary of the Request for Proposals, page 6, C, Anticipated Available Annual Funding:** This section is amended by replacing it with the paragraph below:

Funding for Family Literacy Services programs will total \$2.0 million for the period September 1, 2009-June 30, 2010 and \$2.4 million annually for the subsequent years of the contract term. DYCD anticipates awarding up to 18 contracts at a cost ranging from \$133,000 annually up to a maximum of \$150,000 annually, prorated for the period September 1, 2009-June 30, 2010, with programs in each of the five boroughs. Each contract would serve approximately 20 families. Additional funding may become available through the Immigrant Family Literacy Alliance and would be used to enroll additional families.

2. **Section II, Summary of the Request for Proposals, page 6, G, Subcontracting:** This section is amended by replacing it with the bullets below:

- Contractors have the option to subcontract program activities to other organizations if all requirements of the RFP are met and the amount budgeted does not exceed 30 percent of the total proposed budget. Subcontracted activities must be integrated with all components of the family literacy program.
- All proposed subcontractors must be identified in the proposal and meet the same minimum qualifications as prime contractors.
- All subcontractors and subcontracts are subject to DYCD approval before expenses are incurred and payments made.

3. **Section III, Scope of Services, page 9, C1, Population to be Served:** The second sentence is amended as follows:

All child participants must be enrolled in school (public or private), Universal Pre-K (UPK), Head Start, or an Administration for Children’s Services (ACS) Child Care program.

4. **Section III, Scope of Services, page 10, C4c, Core Components:** The following is added at the beginning of the section:

Services through an existing program (such as ESOL for adults) may **not** serve as one of the components of the Family Literacy Program.

5. **Section III, Scope of Services, page 11, C4e, Schedule:** The section is amended as follows:

Programs would operate during the school year. Programs may also propose to provide programming during the summer months but are not required to do so. During the summer, not all components need be provided and hours may be reduced.

6. **Section III, Scope of Services, page 11, C4f, Service Level:** The following sentence is added:

The minimum required average daily attendance (ADA) for each component will be 80 percent of enrolled families.

7. **Section III, Scope of Services, page 12, C4, Program Approach:** The following is added:

**I. Stipends**

Programs may propose to provide stipends to participants.

8. **Attachment 5, RFP Budget Instructions, page 28, IC, Helpful Hints:** The first three sentences of the section are amended as follows:

- To calculate the annual salary for FY 2009, 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 2009 = 261 days).
- To calculate the annual salary for FY 2009, multiply the hourly rate by 2088 hours per year (40 hours per week).

**II. CLARIFICATIONS**

- **Reference to “Parent”:** Throughout the RFP, the reference to “parent” is revised to “parent/primary caregiver.”

- **Program Sites:** Program services may take place in more than one program site and would serve at least 20 families in the aggregate and be subject to the same maximum funding levels as a program that takes place in one site.
- **Multiple Proposals:** If a proposer proposes to offer more than one family literacy program, separate proposals for each program would be submitted.
- **Attachment 3, School Linkage Agreement Form, page 25:** If child participants are in a UPK program not located at a school, a Head Start program, or an ACS Child Care program, the School Linkage Agreement Form is not required until such time that the child participants are enrolled in school.
- **Attachment 5, Family Literacy Budget Summary, pages 30-33:** The budget forms should be completed for a typical twelve-month period.



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Agency Chief Contracting Officer