



**Department of
Youth & Community
Development**

Jeanne B. Mullgrav
Commissioner

April 15, 2009

ADDENDUM #1

Re: Out-of-School Time (OST) Programs for High School Youth
Request for Proposals
PIN: 26009OSHSRFP

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 OST Programs for High School Youth Request for Proposals (RFP), PIN **26009OSHSRFP**. Proposers should acknowledge receipt of Addendum #1 by using the Acknowledgement of Addenda (Attachment 8).

ADDENDUM ITEMS

Service Options I and II

1. **Section II –Summary of the Request for Proposals, page 5:** Under the heading, “B. Service Options,” the fourth sentence is revised as follows:

However, a complete and separate proposal must be submitted for each proposed program site in each borough in each proposed Service Option.

2. **Section II –Summary of the Request for Proposals, page 8:** Under the heading, “I. Program Facility,” the following bullet is added:

- The program facility must be located in the borough corresponding to the proposed competition.

3. **Section IV – Format and Content of the Proposal, page 24:** Under the heading, “G. Proposal Package Contents (‘Checklist’),” the reference to Letters of Support listed under “Program Proposal” is deleted.
4. **Attachment 1: Proposal Summary Form, page 32:** The Proposal Summary Form has been revised. The Revised Proposal Summary Form is attached to this addendum and will be posted on DYCD’s Web site at www.nyc.gov/dycd.
5. **Attachment 6: Nondiscrimination and Americans with Disabilities Compliance Certification, page 47:** Item 6 is amended by the additional reference shown in bold below:
The U.S. Department of Labor’s regulations at 29 CFR, Parts 31, 32, 34 **and 37**.

Service Option I

6. **Section II – Summary of the Request for Proposals, page 5:** Under the heading, “C. Contract term,” the paragraph is deleted and replaced with the following:

Option I: It is anticipated that the term of the contracts awarded from the RFP for Option I will be for 34 months (9/1/09 to 6/30/12), with an option for DYCD to renew for up to 36 months (7/1/12 to 6/30/15).

Option II: It is anticipated that the term of the contracts awarded from the RFP will be for three years, from September 1, 2009 to August 31, 2012, with an option for DYCD to renew for up to three additional years. The last year of a renewal term for Competition II Transition to Adulthood programs will include follow-up services only.

7. **Section II – Summary of the Request for Proposals, page 7:** Under the heading, “Service Option I,” the word “public” is deleted from the expression “public school” in the third bullet.

8. **Section II – Summary of the Request for Proposals, page 8:** In the paragraph entitled “Fingerprinting,” the last sentence is replaced with the following:

It is anticipated that fingerprinting procedures for center-based programs will be developed by DYCD and that costs of fingerprinting will be an item included in the contractor’s per participant price. There is no additional funding to cover the costs of fingerprinting.

9. **Section III – Scope of Services, page 9:** Under the heading, “Program Description,” the word “public” is deleted from the expression “public school” in the first sentence.

10. **Section III – Scope of Services, page 10:** Under the heading, “Target Population and Service Levels,” the bulleted points are deleted and replaced with the following:

- Eligible Students. Program participants would be students entering Grade 9 in City public **or private schools**, including middle or intermediate schools, and subject to the following conditions.
 - In public schools where students must take the New York State Grade 8 standardized test for English Language Arts, only students who achieve a Level 1, 2, or 3 are eligible.
 - In all other schools, proposers would propose eligibility criteria for identifying the Grade 9 students who would benefit from program services. These schools include public schools whose students, such as English Language Learners or District 75 students, are exempt from taking the New York State Grade 8 standardized tests and private schools whose students are not required to take them.
- Eligible Schools. Schools whose rate of promotion for **eligible students** in the 9th Grade class of 2008 was less than 75 percent.

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

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

11. **Section III – Scope of Services, page 10:** Under the heading, “Participant Outcomes and Performance Targets,” the second paragraph is revised and a new paragraph added as follows:

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

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

12. **Section III – Scope of Services, page 10:** Under the heading, “Program Hours and Duration,” the second bullet is deleted and replaced with the following:

- Proposers would offer either:
 1. a school-year program with a minimum of 120 program hours; or
 2. a year-round program with a minimum of 200 program hours. During the first 10-month period from September 1, 2009 to June 30, 2010, proposers offering a year-round program would have the option of providing 120 hours at a maximum per participant rate of \$900 or 200 hours at a maximum price per participant of \$1,350.

13. **Section III – Scope of Services, page 10:** Under the heading, “Program Hours and Duration,” the first sentence of the third bullet is deleted and replaced with the following:

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

14. **Section III – Scope of Services, page 11:** Under the heading, “Reporting Requirements,” the paragraph is deleted and replaced with the following:

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

15. **Section IV – Format and Content of the Proposal, page 19:** Under the heading, “a). SERVICE OPTION I,” the following sentence is added:

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

16. **Section IV – Format and Content of the Proposal, page 19:** Under the sub-heading, “Target Population,” the second bullet is deleted and replaced with the following:

- Indicate whether or not student eligibility will be based on the New York State Grade 8 standardized test scores (Levels 1-3) in English Language Arts.

If not, specify the proposed eligibility criteria students must meet to qualify for the proposed program and demonstrate that the proposed eligibility criteria are appropriate for the Transition to High School program.

17. **Section IV – Format and Content of the Proposal, page 20:** The first sentence of the first bullet at the top of the page is revised as follows:

For schools attended by targeted students, demonstrate that the promotion rate for **eligible students** in the 9th grade class of 2008 was less than 75 percent.

18. **Section IV – Format and Content of the Proposal, page 20:** Under the heading, “Program Facility,” the last sentence in the first bullet is revised as follows:

In the case of **public** school-based sites, include the DOE school district, borough, and number (DBN).

19. **Section IV – Format and Content of the Proposal, page 20:** Under the heading, “Program Facility,” the second bullet is deleted.

20. **Section IV – Format and Content of the Proposal, page 20:** Under the heading, “Staffing,” the second sentence of the second bullet is deleted and replaced with the following:

(Note: Each Counselor-Advocate would have a caseload of no more than 30 participants.)

Service Option II

21. **Section III – Scope of Services - Assumptions Regarding Contractor Approach, page 13:** Under the heading, “Target Population and Service Levels,” the first line is deleted and replaced with the following:

Transition to Adulthood programs would serve City high school juniors and seniors **between 14 and 21** years who are:

22. **Section III – Scope of Services – Participant Outcomes and Program Performance Targets, page 14:** In the first full paragraph from the top of the page, the second sentence is deleted and replaced with the following:

The program performance targets will be set as a percentage of participants **registered** in the program (outcomes 1 and 2) or who exit the program (outcomes 3 and 4) and achieve the outcome.

23. **Section III – Scope of Services, page 15:** Under the sub-heading, “Career and Higher Education Awareness and Workplace Experience,” the reference in bullet three to **Appendix C** is deleted.

24. **Section IV – Format and Content of the Proposal, page 21:** Under the heading, “Staff Development and Training,” the first bullet is deleted and replaced with the following:

Describe how the proposer will ensure that all program staff, paid and volunteer, are appropriately trained in youth development, DYCD’s core competencies for youth workers and cultural diversity.

CLARIFICATION

1. **Section III – Scope of Services, page 13:** With regard to the heading, “Participant Outcomes and Program Performance Targets,” and specifically relating to item 2, note that the achievement of an IEP (Individualized Educational Program) is not a participant outcome for the Transition to Adulthood programs.



Daniel Symon
Agency Chief Contracting Officer

Proposal Summary Form

OST Programs for High School Youth RFP

PIN: 26009OSHSRFP

Organization: _____ EIN: _____

Address: _____

_____ City _____ State _____ Zip Code

Contact Name: _____ Title: _____

Contact Email: _____

Telephone: _____ Fax: _____

Check One Service Option: Service Option I: Transition to High School

Check One Program Option:

- School Year
- Year-round, Initial 10-month period with 200 program hours
- Year-round, Initial 10-month period with 120 program hours

Service Option II: Transition to Adulthood

Check One Borough: Bronx Brooklyn Manhattan Queens Staten Island

Enrollment and Price Proposal Summary

a. Non-Disabled Youth To Be Served	b. Rate per Participant		c. Youth with Disabilities To Be Served	d. Rate per Participant		Total Participants	DYCD Funding Request:
	\$			\$			\$

- Note:**
- For Service Option I (Transition to High School), the maximum price per participant is \$900 for school-year programs and \$1,350 for year-round programs.
 - For Service Option II (Transition to Adulthood), the annual price per participant range is \$2,300 - \$2,700.
 - Proposers may define the price per participant for youth with disabilities.
 - Total Participants = a + c
 - DYCD Funding Request = (a x b) + (c x d)

Proposed Site: _____

Address: _____

City State Zip Code

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

Indicate existing afterschool programs operating at this site:

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

Is the response printed on both sides, on recycled paper containing the minimum percentage of recovered fiber content as requested by the City in the instructions to this solicitation?

Yes No

Authorized

Representative: _____ **Title:** _____

Email: _____ **Phone:** _____