



**Department of  
Youth & Community  
Development**

Jeanne B. Mullgrav  
Commissioner

## **Out-of-School Time (OST) Programs for High School Youth**

**REQUEST FOR PROPOSALS  
PIN 26009OSHSRFP**

**RFP RELEASE DATE:** Wednesday, March 18, 2009

**DEADLINE FOR PROPOSALS:** **2:00pm, Tuesday, April 28, 2009**

**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:** Daniel Symon  
Agency Chief Contracting Officer

**PRE-PROPOSAL CONFERENCE:** 10:00am, Friday, April 3, 2009  
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.**



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**OUT-OF-SCHOOL TIME (OST) PROGRAMS FOR HIGH SCHOOL YOUTH  
REQUEST FOR PROPOSALS (RFP)  
PIN 26009OSHSRFP**

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## AUTHORIZED DEPARTMENT CONTACT PERSONS

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

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**NOTE ON E-MAIL INQUIRIES: Proposers must enter “OST HS RFP” in the subject line of their email message.**

DYCD cannot guarantee a timely response to phoned-in and written questions regarding this RFP 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 of this Request for Proposals (RFP):**

**B. Pre-Proposal Conference:**

DYCD will hold a pre-proposal conference. Attendance by proposers is optional but strongly recommended by DYCD.

**Date:** Friday, April 3, 2009  
**Time:** 10:00am  
**Location:** New York City Technical College  
Klitgord Center  
285 Jay Street  
Brooklyn, New York 11201

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

**Date:** **Tuesday, April 28, 2009**  
**Time:** **2:00pm**  
**Location:** Hand-deliver proposals to: Office of Contract Procurement  
Attention: Daniel Symon  
Agency Chief Contracting Officer  
156 William Street, 2<sup>nd</sup> Floor  
New York, New York 10038

E-mailed or faxed proposals will not be accepted by DYCD.

Proposals received at this Location after the Proposal Due Date and Time are late and shall not be accepted by DYCD, except as provided under the New York City Procurement Policy Board Rules.

DYCD will consider requests made to the Authorized Agency Contact Person to extend the Proposal Due Date and Time prescribed above. However, unless DYCD issues a written addendum to this RFP which extends the Proposal Due Date and Time for all proposers, the Proposal Due Date and Time prescribed above shall remain in effect.

**D. Anticipated Contract Start Date:September 1, 2009**

## SECTION II - SUMMARY OF THE REQUEST FOR PROPOSALS

### A. Purpose of Request for Proposals (RFP)

Through this RFP, the Department of Youth and Community Development (DYCD) is seeking appropriately qualified organizations to provide Out of School Time (OST) programs for New York City (City) high school youth. The aim of the RFP is to solicit proposals for programs that are relevant and tailored to the needs of two distinct groups of youth: (1) Students entering Grade 9 who are confronting the transition from middle school; (2) Students in Grades 11 and 12 who are eligible for assistance under the federal Workforce Investment Act of 1998 (WIA).

Each year, many thousands of students leave high school and do well in post-secondary educational settings or the workforce. There are others, however, who do not graduate on time, leave school before gaining a high school diploma or General Education Development (GED) credential, or move on without the skills, habits, and attitudes needed for success in the adult world. A variety of educational, social and personal factors can prevent students from progressing in school<sup>1</sup> and put them at greater risk for dropping out.<sup>2</sup> In poor communities, in particular, there may be few supports and services to help young people cope with the ramifications of adolescence and other challenges they face such as family responsibilities, the need to contribute to the household income, or mental health issues. Yet, to find their place in the world, high school students need opportunities, supports, and role models - to raise their aspirations, encourage them to study, and enable them explore educational, training and employment options.

In today's economy, all young people need to be competent in core academic subjects and also acquire a wide range of other skills such as problem-solving, teamwork, communications, and information technology skills; financial literacy; global awareness; and life skills such as leadership, adaptability, and personal and social responsibility.<sup>3</sup> OST programs funded through this RFP will be staffed by appropriately qualified, caring adults and increase youth resilience and confidence. They will be designed to engage students and help them achieve their goals. They will address the developmental needs of adolescents and build skills that are critical to their success in high school, college, the labor market, and life. They will be programs that inspire, motivate, cultivate a culture of learning and a sense of self-efficacy, and facilitate access to key resources and relevant supports including counseling and mental health services.

### B. Service Options

This RFP has two separate service options: Service Option I covers High School Transition programs for Grade 9 students, and Service Option II covers Transition to Adulthood programs for low-income students in Grades 11 and 12 under the federal Workforce Investment Act (WIA). Within each service option there will be a separate competition for each borough. Proposers may submit proposals under both service options and for more than one borough. **However, a complete and separate proposal must be submitted for each proposed service option in each borough.** Where a proposer is eligible for award of more than one contract, DYCD reserves the right to determine, based on a proposer's demonstrated organizational capability and the best interests of the City, how many and for which proposed programs(s) and at what level of services a contract will be awarded, as well as the dollar value of each contract.

### C. Contract term

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 Service Option II Transition to Adulthood programs will include follow-up services only.

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<sup>1</sup> See for example, *The Silent Epidemic*. A Report by Civic Enterprises in association with Peter D. Hart Research Associates for the Bill and Melinda Gates Foundation. John M. Bridgeland, John J. DiLulio Jr., Karen Burke Morison. [www.silentepidemic.org/pdfs/thesilentepidemic306.pdf](http://www.silentepidemic.org/pdfs/thesilentepidemic306.pdf); Chance of a Lifetime. Center for an Urban Future. May 2006. [www.nycfuture.org](http://www.nycfuture.org)

<sup>2</sup> New York City Department of Education Multiple Pathways Initiative Summary Findings: The Parthenon Group Presentation to New York State Regents and Commission, State Education Department, October 23, 2006. [http://www.ytfg.org/documents/Presentation\\_to\\_Regents\\_Broad\\_Distribution.pdf](http://www.ytfg.org/documents/Presentation_to_Regents_Broad_Distribution.pdf)

<sup>3</sup> Ready for Work. Advocate Series Action Brief #2, The Forum for South Investment, September 1, 2006.

## D. Anticipated Annual Funding

Service Option I will be funded through the City Tax Levy; Service Option II will be funded through WIA and all relevant WIA requirements will apply. The total anticipated annual maximum funding for each year of the contract period is:

- Service Option I: **\$2.3 million per year**
- Service Option II: **\$4.2 million per year**

Funding in each service option will be allocated across boroughs as indicated below. The borough allocations in Service Option I are proportionate to each borough's share of the citywide total of Grade 9 students (who ranked below Level 4 on the Grade 8 ELA tests) and failed to be promoted to Grade 10.

### Service Option I

<b>Borough</b>	<b>Allocation \$</b>	<b>% of Total</b>
Bronx	529,000	23
Brooklyn	713,000	31
Manhattan	437,000	19
Queens	529,000	23
Staten Island	92,000	4
<b>Total</b>	<b>2,300,000</b>	<b>100%</b>

The borough allocations in Service Option II are proportionate to each borough's share of the City's students in Grades 11 and 12 who qualify for the free and reduced cost lunch program.

### Service Option II

<b>Borough</b>	<b>Allocation \$</b>	<b>% of Total</b>
Bronx	945,000	22.5
Brooklyn	1,192,800	28.4
Manhattan	957,600	22.8
Queens	961,800	22.9
Staten Island	142,800	3.4
<b>Total</b>	<b>4,200,000</b>	<b>100%</b>

#### Note:

- The final allocation amounts depend on the availability of funds and are subject to change.
- DYCD reserves the right to modify such allocation percentages in the best interests of the City.
- DYCD reserves the right to award less than the full amount of funding requested by proposers.
- Proposers are encouraged to enhance programs through additional funding from other sources.
- The amounts listed for Service Option II do not include participant wages for the required summer employment component. If the contractor develops worksites under the DYCD Summer Youth Employment Program (SYEP), wages will be paid by and through the SYEP system. If participants are placed in summer jobs outside the SYEP system, wages will be paid directly by the employers to the participants.

## E. Minimum Qualification Requirements

Proposals submitted by organizations that do not meet the below requirements (including any proposed subcontractors) will be deemed non-responsive and will not be further considered.

### Service Option I

- 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 proposer must be incorporated as a not-for-profit organization as documented by the Certificate of Incorporation or show proof of filing for such status with the State Department of State, as documented by a copy of the application, by 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.)
- Proposers must complete, sign, and submit the applicable **School Partnership Agreement (Attachment 3A for school-based programs or Attachment 3B for center-based programs)** for every public school from which the proposed program will recruit participants.

### Service Option II

There are no minimum qualification requirements.

## F. Maximum Annual Price per Participant

- Service Option I: \$900 for school-year programs; \$1,350 for year-round programs.
- Service Option II: \$2,300 to \$2,700.

DYCD will consider a higher price per participant for programs serving students with disabilities (physical, emotional, behavioral, and/or cognitive impairments) if the proposer demonstrates that the program design justifies such a higher price per participant.

## G. Anticipated Payment Structure

It is anticipated that payments in both service options will be based on line-item budget reimbursement with a portion payable only upon achievement of performance targets specified in Section III- Scope of Services as follows:

- **Service Option I:** The performance based amount of up to 20 percent of the total budget will be paid following verification of achievement of the performance target for the program cohort as specified below on Page 12 of the RFP. At the option of DYCD, the performance-based payment structure may begin in the first or second year of the term.
- **Service Option II:** The performance based amount of 20 percent of the total budget will be paid as individual participants achieve the WIA-mandated outcomes specified below on Page 17.

## H. Subcontracting

Subcontracting is allowed subject to the following conditions:

- All subcontractors must be identified in the proposal and meet the same minimum qualifications requirements as prime contractors.
- All subcontractors and subcontracts will be subject to DYCD approval before any expenses are incurred and payment made.
- A prime contractor may not subcontract any administrative functions including, but not limited to, data entry and record keeping, nor allow program services to be performed by entities with which there is no DYCD-approved subcontract.

- Service Option I Transition to High School programs: no more than 35 percent of the total value of the contract may be subcontracted.
- Service Option II Transition to Adulthood programs: no more than 35 percent of the total value of the contract may be subcontracted.

## I. Program Facility

The program facility in both Service Option I and Service Option II would be:

- School-based or center-based.
- Near public transportation and accessible to the population that the contractor is proposing to serve.
- Safe, secure, and welcoming.
- Appropriate in size and design to adequately accommodate program staff, participants, and services.

## J. Regulatory Framework

**Non-discrimination and Equal Opportunity Provisions.** The contractor would fully comply with federal non-discrimination and equal opportunity provisions and New York City equal opportunity provisions as stated in Executive Order No. 50 and the rules and regulations promulgated thereunder. (See **Appendix B** and **Attachment 6**.)

**Personnel Investigation/Arrest Notification.** Upon receipt of an award, the contractor would comply with the regulations, policies and procedures of DYCD, and, if school-based, of the New York City 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 OST program. In addition, the OST program would report any conviction or subsequent arrest of any staff member (paid or volunteer) of which it becomes aware to DYCD, and if school-based, to the DOE Office of Personnel Investigation as well.<sup>4</sup>

**Fingerprinting.** Contractors with programs located in public schools would comply with the DOE regulations on fingerprinting.<sup>5</sup> Contractors with center-based programs would comply with applicable New York State and federal regulations, including 42 U.S.C. §5119. It is anticipated that fingerprinting procedures will be developed by DYCD and that such procedures will include reimbursement of costs under the contracts.

**Liability Insurance.** The City requires that all human service contractors maintain, at a minimum, the following insurance:

- Commercial general liability of \$1 million per occurrence and \$2 million aggregate minimum
- Motor vehicle liability insurance of \$5 million, if applicable
- Workers' Compensation Insurance, in accordance with City regulations

The contractor would demonstrate the possession of necessary insurance coverage by providing prior to contract registration an **original** certificate of insurance naming DYCD, and DOE in cases where programs take place at a DOE facility, and the City as additional insured. DYCD will not release funds to any proposer awarded a contract until it has obtained the necessary insurance coverage.

**ADA Requirements.** Program facilities would be easily accessible for people with disabilities and meet all requirements of the Americans with Disabilities Act (ADA). If they do not, DYCD-approved alternative measures, such as access to other suitable space, would be used to make activities accessible to youth with disabilities.

**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.

<sup>4</sup> New York City Department of Education – Division of Human Resources Office of Personnel Investigation  
65 Court Street, Brooklyn, New York 11201 <http://schools.nyc.gov/Offices/DHR/DHRForms/default.htm>.

<sup>5</sup> Information about DOE fingerprinting requirements and services can be found online at:  
<http://schools.nyc.gov/Offices/DHR/Fingerprinting+Employee+ID+Smart+Cards.htm>.

## SECTION III – SCOPE OF SERVICES

### A. Goals and Objectives (Service Options I and II)

DYCD's general goals and objectives for this RFP are as follows:

- To provide a healthy and safe environment.
- To foster consistent and positive relationships with adults and peers and a sense of community.
- To support healthy behavior and physical well-being.
- To facilitate access to key resources such as counseling and mental health services.
- To foster high expectations, a sense of self-efficacy, and a culture of learning.
- To support the exploration of interests and development of skills and creativity and educate participants about career and higher education options.
- To build academic, personal, workplace and other skills essential for success in the 21<sup>st</sup> century.

### B. Assumptions Regarding Organizational Capability (Service Options I and II)

- The contractor would be fiscally sound and capable of managing the proposed program.
- The contractor's Board of Directors would remain free of conflicts of interest and exercise active oversight of (a) program management, including regular reviews of executive compensation, audits, and financial controls; and (b) program operations and outcomes.
- The contractor would be capable of starting program operations by September 1, 2009.
- The contractor would successfully integrate the proposed program into its overall operations.
- The contractor would have an effective internal monitoring system to identify and address program, personnel, and fiscal issues.
- The contractor would have a continuous quality improvement process that includes quality assurance measures for all aspects of the program.
- For the purpose of conducting business with DYCD and entering required program and participant data, the contractor would ensure that all key staff members have access to computers and the Internet.
- The contractor would have an effective computerized system for data collection and management that meets, at a minimum, the following specifications:
  - Microsoft Internet Explorer 6 or greater
  - Microsoft Word, Excel, Access and Adobe Acrobat applications
  - A minimum connection speed of 512 kb/s download speed (basic DSL) is required. Dial-up modems are not sufficient
  - Up-to-date antivirus software
  - Firewall software or hardware
  - A computer system that limits access to authorized program staff.

#### Additional Assumption for Service Option II Only

The contractor would maintain participant files that include documentation demonstrating WIA program eligibility.

### C1. Service Option I: Assumptions Regarding Contractor Approach

#### Program Description

High School Transition programs would be located in public high schools or community-based facilities. They would be designed as one-year interventions for students entering Grade 9 and include the following key components: cohort structure; counselor-advocate key staff position; orientation and supportive activities; and parent involvement. The primary objectives of the programs are to help students with the transition to high school and address, in a timely manner, any educational, personal, and social challenges that arise.<sup>6</sup> Contractors would make special efforts to help participants adjust to the demands of high school early in the school year. Accordingly, orientation activities would be critical to the program design.

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<sup>6</sup> Research suggests that 9<sup>th</sup> grade promotion rates strongly suggest whether or not a student will graduate. See, for example, Roderick, M. (2006). Closing the aspirations-attainment gap: Implications for high school reform. Chicago MDRC. The Consortium on Chicago School Research. <http://www.mdr.org/publications/427/full.pdf#9> of 53

The key staff role in the High School Transition program is that of the Counselor-Advocate (see further below) whose task it is to identify student issues and facilitate access to relevant supports, both inside and outside school. The Counselor-Advocate would maintain regular contact with school personnel as well as with individual participants and the cohort as a whole.

From the outset, the High School Transition programs would highlight school expectations, assist participants with the organization and management of their school work, and foster parental and peer group support and a culture of learning. Staff would adhere to youth development principles, but program content would be explicitly designed to help students stay on track to maximize their chances of promotion to Grade 10 at the end of the school year. Programs would have the support and approval of the school or schools from which participants are recruited, evidenced by the School Partnership Agreement submitted with the proposal. Programs that intend to recruit students from more than one school must submit School Partnership Agreements signed by each principal.

High School Transition programs can be used to supplement existing programs for high school students, and contractors would be permitted to use incentives, including modest payments, to encourage enrollment and retention in the program.

### **Target Population and Service Levels**

- Program participants would be students in DOE public schools entering Grade 9 who achieved a Level 1, 2, or 3 on the New York State Grade 8 standardized test in English Language Arts. Programs would serve students in schools where promotion rates are below average and need to be improved.
- Programs would serve between 25 and 75 students attending the same public school or public schools located at the same site or in the same neighborhoods.
- The maximum Counselor-Advocate to student ratio would be 1 to 30.
- Since the program is based on a cohort model, contractors would not be permitted to replace participants who drop out.

### **Participant Outcomes and Performance Targets**

In the High School Transition programs, there is only one performance outcome: promotion of all cohort participants to Grade 10 at the end of the school year. To ensure that participants stay on track to achieve this outcome, contractors would keep abreast of the progress of each student in the cohort and any challenges he or she encounters, based on information provided by the student, school personnel, or parents/guardians.

The performance target is defined as follows: a rate of promotion to Grade 10 at the end of the academic year (prior to summer school) for the cohort that is at least 5 percent higher than the promotion rate achieved by comparable 9<sup>th</sup> graders at the same school in the prior academic year.

As noted above in Section II of the RFP, up to 20 percent of the value of the contract will be contingent upon the contractor's achievement of the performance target.

### **Annual Price per Participant**

The maximum annual price per participant will depend on the number of program hours proposed:

- School-year programs offering a **minimum of 120 hours:**  
**Maximum price per participant: \$900**
- Year-round programs offering a **minimum of 200 hours:**  
**Maximum price per participant: \$1,350**

### **Program Hours and Duration**

- Program hours would normally be outside the regular school day, including evenings and weekends.
- Proposers would offer either (1) a school-year program with a **minimum of 120 program hours**; or (2) a year-round program, including the summer, with a **minimum of 200 program hours**.
- For school-year and year-round programs, program hours must include a minimum of 30 hours for the orientation, activities that promote parent involvement, activities that build the cohort as a functioning peer support group, and other group activities. Contractors would apply the remaining minimum required program hours either to group activities or services for individual participants. While the hours of participation by

individual students will vary, **all** participants would be expected to attend the orientation, cohort activities, and, as appropriate, events and meetings involving parents/guardians.

- In the summer, DOE school sites would be available free of charge only if the school is scheduled to be open for instructional services and program services are provided between the hours of 9:00 AM and 12:00 PM.

## **Core Program Elements**

### *Cohort Structure*

Entering 9th graders would be enrolled at the start of the school year and move through the program as a group. (In Year 2 of the contract, with the agreement and cooperation of the school, contractors could start the program prior to the new school year.) The purpose of the cohort structure is to foster peer bonding, develop a culture of learning, and provide maximum support for students who, in many cases, will need to forge new relationships as they settle into the high school environment. Contractors would pay special attention to the need to establish supports for participants as early in the school year as possible, when students are especially vulnerable.

### *Counselor-Advocate*

The main purpose of the High School Transition program is to provide participants with guidance and support and to advocate on their behalf and ensure they gain access to services that can help them succeed in Grade 9. All participants would be assigned to a Counselor-Advocate responsible for keeping track of their progress (academic, social, and emotional) and helping them to address specific issues that might impede their progress. The Counselor-Advocate would be pro-active in identifying any problems faced by participants and would be the first person to whom they would turn for assistance.

### *Orientation and Supportive Activities and Services*

The program cohort(s) would be established during the orientation period. Orientation and supportive activities and services would include retreats, workshops, advisories, and presentations designed to teach students how to manage the demands and maximize the benefits of high school. They would seek to promote student confidence and build peer support networks. Programs would seek to include parents/guardians in some activities in order to bolster family support for participants. Programs would also facilitate access to any services needed to help students stay on track. In addition to counseling and mental health services to help participants address social and personal issues, these services would include tutoring in core academic areas to ensure that they accumulate the correct number of credits and pass all required Grade 9 courses in a timely manner. Programs may include additional activities/services such as post-secondary educational options and college prep.

### *Parent Involvement*

All programs would include activities designed to foster a supportive family environment. The aim would be to help parents/guardians to appreciate the demands of high school, the responsibilities of Grade 9 students, and graduation requirements. At enrollment, program staff would secure a commitment from parents/guardians to support their child's participation in the program and to participate themselves in the activities involving family members, including orientation activities.

All meetings with parents or events attended by parents (for example, parent involvement classes) would count toward the required minimum program hours. These might include events organized by the school or meetings with the school guidance counselor and teachers.

## **Reporting Requirements**

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 participant enrolled in their program and enter participant and program data into the a DYCD online OST enrollment and tracking system. (The OSIS number is the Student Information System nine-digit student identification number assigned to New York City public school students.) Contractors will also report to DYCD the number and percentage of individuals in the cohort who are promoted to Grade 10 at the end of the academic year.

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

- The contractor would have at least five years successful experience providing services to high school age youth and working cooperatively with high school personnel (principals, teachers, guidance counselors, and parent coordinators).

- Key staff would have at least two years of successful experience within the past five years providing services to high school age youth and working cooperatively with high school personnel (principals, teachers, guidance counselors, and parent coordinators).
- The contractor and all program staff would know the backgrounds and cultures of program participants and be able to integrate this information into their service delivery.
- The Counselor-Advocate would have, at a minimum, a **four-year college degree** in a relevant field and appropriate experience to work effectively with program participants, school personnel (such as teachers, guidance counselors, and parent coordinators), external service providers, and parents/guardians to assist each individual student under his/her charge. In addition, the Counselor-Advocate would have working knowledge of DOE requirements regarding credit accumulation for on-time promotion to Grade 10.

### **Training and Professional Development**

- The contractor would ensure that the Counselor-Advocate and other key program staff are qualified and appropriately trained in areas including, but not limited to, youth development, DYCD's core competencies for youth workers,<sup>7</sup> cultural diversity, and course and attendance requirements that ensure promotion from Grade 9 to Grade 10.<sup>8</sup> Technical assistance to support effective implementation of a High School Transition program will be available through DYCD.
- The contractor would provide opportunities for ongoing professional development of all program staff.

### **School Partnership Agreement (Attachment 3A and 3B)**

Completed and signed School Partnership Agreements must be submitted with all proposals for High School Transition program. **This is one of the minimum qualifications for Service Option I.** If a proposer intends to recruit participants for the program from more than one school, a School Partnership Agreement signed by each school principal must be submitted with the proposal.

The School Partnership Agreement will verify that the proposer has reviewed its program design with the school leadership and secured the support and commitment of the principal and assistant principal, at a minimum, to the following:

#### School-based and Center-based programs

- Proposed program and services
- Assistance with enrollment of students in the program
- Provision of the OSIS number of each participant enrolled in the program
- A protocol for selecting and removing students as program participants
- Regular meetings with school staff and other personnel who interact with the participants: teachers, school guidance counselors, and parent coordinators
- Timely access by the proposer to student achievement information and data for the purpose of monitoring progress and responding quickly to specific issues

#### Additional provisions for School-based programs only

- Adequate dedicated space for the program within the school
- Access to the school library and computer room

### **Linkage Agreements (Attachment 5)**

- Contractors would have relationships with other service providers within or outside their organization to ensure that program participants have access to support services that they need to stay on track through Grade 9. Relationships with external providers would be documented in Linkage Agreements and submitted with the proposal. In some instances, for example, academic tutoring, support services might be covered under the School Partnership Agreement.

<sup>7</sup> The core competencies are posted on the agency's website at [http://www.nyc.gov/html/dycd/downloads/pdf/core\\_competencies\\_for\\_yw\\_professionals.pdf](http://www.nyc.gov/html/dycd/downloads/pdf/core_competencies_for_yw_professionals.pdf)

<sup>8</sup> For information about course requirements, see, for example <http://schools.nyc.gov/RulesPolicies/GraduationRequirements/dt20151.htm>.

## C2. Service Option II: Assumptions Regarding Contractor Approach

### Program Description

The Transition to Adulthood programs would be designed to provide eligible high school juniors and seniors with skill building activities and job experience supplemented with 12 months of follow-up services following exit from the program. Programming would be tailored to the needs and interests of individual participants and incorporate the elements and outcomes required by WIA.<sup>9</sup>

The purpose of the Transition to Adulthood programs is to help low-income high school youth build vital academic, personal, and workplace skills, explore their interests, and gain exposure to a range of career and higher educational options. Programs would promote the importance of education in long-term career advancement and help participants to successfully complete high school. The three primary program areas are educational services; career and higher education awareness and workplace experience; and life skills and leadership development. Activities may fall into more than one area, and programs should emphasize the interrelationships between them: for example, through contextualized learning approaches basic skills achievement can be connected to employment and post-secondary education goals. School-year program activities would focus on educational proficiencies, work-readiness skills, and personal development; summer activities would focus on employment opportunities that build on school-year experiences. The aim of the Transition to Adulthood programs is to ensure that participants graduate from high school or achieve another outcome specified under WIA and outlined below under the heading “Participant Outcomes and Program Performance Targets.”

### Target Population and Service Levels

Transition to Adulthood programs would serve City public school juniors and seniors who are:

- Legally authorized to work in the United States;<sup>10</sup> and
- “Low Income” as defined under WIA 29 USCS § 2801 (25); and
- Fall within one or more of the following categories of vulnerable youth:
  - Deficient in basic literacy skills;
  - Homeless, a runaway or a foster child;
  - Pregnant or parenting;
  - An offender;
  - Require additional assistance to complete an educational program, or to secure and hold employment, including youth with disabilities.

Each Transition to Adulthood program would serve a **minimum of 50 participants** and **maintain a participant population of 50 percent juniors and 50 percent seniors**. School-based programs would recruit program participants from the host school.

### Participant Outcomes and Program Performance Targets

There are four participant outcomes in the Transition to Adulthood programs:

1. Remaining in school from semester to semester
2. Attaining a high school diploma, General Education Degree (GED), or advanced occupational training certificate by the date of exit from the program
3. Attaining a WIA positive outcome defined as placement in full or part-time unsubsidized employment, the military, post-secondary education, a certified apprenticeship, or advanced training/occupational skills training that culminates in a certificate in the first quarter after exit<sup>11</sup>

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<sup>9</sup> See: Training and Employment Guidance Letter No. 17-05 at <http://wdr.doleta.gov/directives/attach/TEGL17-05.pdf>; and Training and Employment Guidance Letter No. 17-05 Change 1 at <http://wdr.doleta.gov/directives/attach/TEGL/TEGL17-05c1.pdf> Programs would include 12 months of follow-up services following exit from the program. For the Workforce Investment Act of 1998, 29 USCS 2801 et seq., go to <http://www.doleta.gov/usworkforce/wia/act.cfm>; See also, <http://www.doleta.gov/usworkforce/wia/finalrule.txt>

<sup>10</sup> Undocumented immigrants are not eligible.

<sup>11</sup> For further details on WIA outcomes, see Training and Employment Guidance Letter 17-05 (TEGL 17-05) <http://wdr.doleta.gov/directives/attach/TEGL17-05.pdf>.

4. Attaining a WIA positive outcome defined as placement in full or part-time unsubsidized employment, the military, post-secondary education, a certified apprenticeship, or advanced training/occupational skills training that culminates in a certificate in the third quarter after exit

DYCD will define performance targets for each of the above outcomes. The program performance targets will be set as a percentage of participants enrolled in the program (outcomes 1 and 2) or who exit the program (outcomes 3 and 4) and achieve the outcome.

As noted above in Section II of the RFP, 20 percent of the value of the contract (5 percent for each outcome) will be contingent upon the contractor's achievement of the performance targets.

### **Annual Price per Participant**

The annual price per participant range is **\$2,300 - \$2,700**. The price per participant excludes wages for summer employment. (See below under "Summer Activities" for additional details.)

### **Program Hours and Duration**

- Contractors would offer services year-round. During the school-year, services would be provided during after-school hours or on weekends. During the summer, services would be scheduled to accommodate participants' employment placements and other activities such as summer school.
- Proposers would offer a **minimum of 250 program hours** during the school year, and for each participant, a **minimum of 175 hours of work experience** during the summer (an anticipated seven-week period).
- Participants enrolled as high school juniors would receive up to 24 months of program services. Participants enrolled as high school seniors would receive 12 months of program services. All participants would receive an additional 12 months of follow-up services after exit from the program.
- The last year of the renewal term would be for follow-up services only.

### **Core Program Elements**

The core program elements outlined below meet the requirements stipulated by WIA, 29 USCS § 2854 (c). (See **Appendix C**)

#### *Recruitment, Registration, Referral and Orientation*

- The contractor would develop and implement an effective outreach and recruitment plan to identify and register eligible youth. Outreach and recruitment would include, but not be limited to, identifying potentially eligible youth, working with parents and guardians to secure necessary documentation, and communicating with schools and community organizations to recruit youth likely to meet eligibility requirements. The contractor would determine eligibility solely according to WIA criteria and register all participants.
- The contractor would maintain participant files that include documentation of eligibility for each participant enrolled in the program.
- The contractor would provide information to youth determined to be eligible but who do not ultimately enroll, or to eligible youth who cannot be served, regarding the full array of services available through qualified local programs. To meet the individual needs of such youth, contractors would link and share information with other youth-serving organizations.
- As part of orientation, the contractor would provide participants with information on all available services, including programs or activities provided through linkages with other organizations. Orientation would also include information about program policies regarding matters such as drug and alcohol abuse, attendance, and behavior. In addition, the youth development principles embraced by the contractor would be explained as well as the fact that services and outcomes will be tailored to individual needs.

#### *Assessment, Development of Individual Service Strategies, and Case Management*

- As part of enrollment, the contractor would assess each participant to determine academic, work readiness and occupational skills, work experience, assets, interests and supportive service needs. Assessments would be repeated at appropriate intervals throughout the program to document participant progress.
- Based on the initial assessment and participant input, **case managers** would develop an **individual service strategy (ISS)** for each participant that would include both short-term and long-term education and career goals. The participant would receive a copy of his or her individual service strategy, and case managers would document whether or not the goals are met. Participants assessed as basic skills deficient would be offered basic skills remediation as part of their individual service strategy.

- Case managers would motivate participants and coordinate services and information to prepare them for post-secondary educational opportunities, academic and occupational learning, and career exploration and work opportunities, as appropriate.

#### *Educational Services*

- The contractor would offer educational services to support and enhance basic math, reading, writing, and oral English skills, and encourage regular school attendance.
- Educational activities would be expected to augment, not replicate, school-day activities using alternative learning strategies. Activities may include, but are not limited to, tutoring, homework assistance, reading clubs, and computer-assisted and project-based learning. DYCD encourages contextualized learning in which academic attainment is linked to career opportunities and expects contractors to use materials that support occupational learning.
- The contractor would help participants achieve their high school diploma or GED and would be allowed to offer Regents exam or SAT preparation or both as part of this effort.
- The contractor would make alternative secondary school services available to participants, as appropriate.

#### *Career and Higher Education Awareness and Workplace Experience*

- The contractor would provide activities that engage participants in relevant workplace experiences and expose them to the range of career and higher education opportunities, including certified occupational skills training programs.
- The contractor would provide work readiness training that utilizes the curriculum provided by DYCD. This curriculum includes, but is not limited to: self awareness, personal health, improvement of self-image, knowledge of personal strengths and values, world of work awareness, labor market knowledge, job search techniques and positive work habits, attitudes and behavior.
- The contractor would identify a range of suitable summer job opportunities for program participants to enable them to fulfill the minimum 175 hours of employment experience. As noted above, if the job placements meet the requirements for SYEP jobs, participant wages would be paid by DYCD via the SYEP payroll system. (See **Appendix C** for further details.) Otherwise, employers would pay participant wages directly.
- For each participant, the contractor would secure and maintain a work site agreement with the participant's employer that is signed by the employer and summarizes the terms and information pertaining to the job placement. DYCD will provide a work site agreement form to contractors. Contractors would then enter work site information into the SYEP online database system and submit the work site agreements to DYCD for review and approval.
- The contractor would provide job placement follow-up support to participants throughout their summer employment period. Follow-up activities include monitoring the work site, resolving conflicts, and, where necessary, job replacement.

#### School-year activities:

- Activities would develop workplace competencies and promote work readiness.
- Contractors would provide work-related experiences, such as paid or unpaid internship placements, job shadowing, and mentoring.
- Activities such as college application and financial aid workshops, college tours, and speakers would convey the message that post-secondary education is a practical, attainable goal.
- Participants would be encouraged to explore a variety of careers and vocational training opportunities through activities such as field trips and speakers.

#### Summer activities:

- The contractor would offer a minimum of 175 hours of paid employment opportunities over a period of 7 weeks to each participant.
- Summer job placements would correspond to each participant's interests and school-year activities: for example, placements may build on internships completed during the academic-year. For participants who will graduate from high school as they complete the program, placements should provide for continuing employment following graduation.
- Participants may continue educational services during the summer in addition to fulfilling their summer employment requirements.
- The contractor would identify and offer job placements in high growth employment sectors with strong opportunities and a variety of entry-level positions and potential for career progression.

- The contractor may elect to develop, monitor, and administer worksites under the DYCD SYEP. If so, training on all aspects of the SYEP program and procedures will be provided by DYCD, and participant wages will be paid by and through the SYEP system.<sup>12</sup> Alternatively, the contractor may find private employment placements for participants, in which case participant wages will be paid directly by the private employers.

#### *Life Skills and Leadership Development Opportunities*

- The contractor would provide activities that encourage positive social behaviors and personal responsibility, as well as foster self-esteem and confidence.
- Activities may include exposure to post-secondary educational opportunities, service learning projects, peer-centered activities, organizational and team work training, training in decision-making, citizenship training, and life skills training, including financial literacy.
- Life skills/leadership development activities may also include, but are not limited to, physical recreation, creative arts, and cultural activities.
- Innovative instructional methods, such as portfolio development, peer mentoring, and peer tutoring are encouraged.

#### *Supportive Services, Guidance and Counseling, and Mentoring*

- Supportive services would be provided according to need. They would include, but not be limited to: linkages to community services; assistance with transportation, child care, dependent care, and housing; referrals to medical services; and assistance with uniforms, other work attire, and work-related tools.
- The contractor would provide guidance and counseling to all participants, including substance abuse treatment and counseling, as needed.
- The contractor would offer individualized support to participants through adult mentoring relationships, during program participation and follow-up, for a period of no less than 12 months. Efforts would be made to recruit adults from business and professional communities as mentors.
- Support services would be provided directly or through referrals to other organizations. DYCD encourages on-site delivery of support services whenever possible.
- The contractor would track all referrals to services, whether they are provided on-site or by an outside agency.

#### *Follow-Up Services*

- The contractor would provide **all** participants with at least 12 months of follow-up support after program exit. Follow-up services must be provided by the same contractor that provided case management during participation.
- The contractor would maintain, at a minimum, monthly contact with the participants, their families and their teachers in order to help them achieve their career and educational goals, serving as a resource to identify and address challenges faced by participants in employment or educational placements.
- Follow-up services may include leadership development, supportive services and mentoring.
- The contractor would document and report on the follow-up services that participants receive and their results.
- At least 10 percent of the program budget would be allocated to provide the follow-up services provided after participants exit the program.

#### *Participant Retention Services*

- The contractor would have a strategy for retaining participants until successful completion of program activities.
- The contractor may offer modest monetary incentives, including weekly stipends, transportation allowances, or achievement awards. Non-monetary incentives, such as tickets to special events, merchandise, or gift certificates from local merchants, may also be provided.

### **Reporting Requirements**

- The contractor would collect and report data on outcomes for the WIA Common Measures. (See **Appendix C**.)
- The contractor would submit a monthly financial report (MFR) and monthly program report (MPR) to DYCD on-line by the 5<sup>th</sup> of every month for the previous month, as well as a quarterly program report documenting performance to date. The quarterly report would address the following:
  - Description of the program activities provided during the quarter;
  - Significant accomplishments;

<sup>12</sup> Participant salaries will be based upon an hourly rate of \$7.25, the minimum wage in New York State as of July 1, 2009.

- Noted programmatic, administrative and fiscal challenges;
- Actions to resolve issues with linkage organizations;
- Updates regarding linkage organizations;
- Brief description of goals and activities planned for the next quarter; and
- Technical assistance requests.

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

- The contractor and its key staff would have at least two years of successful experience within the last five years providing services to high school age youth and in working cooperatively with high school personnel (principals, teachers, counselors, and parent coordinators).
- Program staff would be professionals equipped to work with high school youth. Staff would include case managers who motivate and support participants in addition to coordinating the services and information needed to enable participants to achieve the specified WIA outcomes.
- At least one key staff member would be responsible for ensuring that the administrative and fiscal obligations of the contract are satisfactorily met.
- At least one program staff member would have a master’s degree in education or a teaching certificate and experience in reading or math instruction.

### **Training and Professional Development**

- The contractor would ensure that all staff - paid and volunteer - are qualified and appropriately trained in areas including but not limited to, youth development, education, and employment; and DYCD’s Core Competencies for youth workers, including cultural competency. (See footnote 7, p.15 above.)
- The contractor would ensure that program staff attend relevant training offered by DYCD and provide opportunities for ongoing professional development.

### **Linkage Agreements (Attachment 5)**

- The contractor would have established linkages with each school the program participants attend and would demonstrate through a Linkage Agreement submitted with the proposal the support of each school’s principal and access to participants’ teachers, student data, school programs and facilities, as appropriate.
- To support career awareness and summer employment, the contractor would have strong linkages with employers in industry sectors or niches that could afford access to meaningful workplace experiences for participants. These linkages must be demonstrated through a signed Linkage Agreement specifying the contributions that the employer is willing to make to the program.
- The contractor would have established linkages with other educational and cultural institutions, such as community colleges, museums or libraries, in order to enhance its program activities. These linkages would be demonstrated through signed Linkage Agreements specifying the contributions to the program to be made by each linked organization.

## **D. Compliance with Local Law 34 of 2007 (Service Options I and II)**

Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any “person” that has “business dealings with the city” as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, **vendors responding to this solicitation are required to complete the attached Doing Business Data Form (Attachment 7) and return it with this proposal**, and should do so in a separate envelope. (If the responding vendor is a proposed joint venture, the entities that comprise the proposed joint venture must each complete a Data Form.)

If the City determines that a vendor has failed to submit a Data Form or has submitted a Data Form that is not complete, the vendor will be notified by the agency and will be given four (4) calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to the agency. Failure to do so will result in a determination that the proposal is non-responsive. Receipt of notification is defined as the day notice is e-mailed or faxed (if the vendor has provided an e-mail address or fax number), or no later than five (5) days from the date of mailing or upon delivery, if delivered.

## SECTION IV - FORMAT AND CONTENT OF THE PROPOSAL

### A. Proposal Format

Proposers should provide all of the information requested in the format indicated below. Proposals should meet the following specifications:

- Type should be 12-point font size.
- The proposal preferably should be **no more than 26 pages**, excluding requested attachments.
- The proposal should be typed on both sides of 8 ½" x 11" white paper.
- Lines should be **double-spaced** with no less than 1" margins.
- Pages, including attachments, should be numbered sequentially from 1 through to the end and include a header or footer identifying the proposer.
- The proposal should include a table of contents.
- 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.

### B. Proposal Summary Form

The Proposal Summary Form (Attachment 1) transmits the proposer's Proposal Package to DYCD. An authorized representative of the proposer must sign and date the completed Proposal Summary.

**Service Option I only-** Appropriate documentation to demonstrate the proposer's compliance with **all** applicable Minimum Qualification Requirements should be attached to Attachment 1.

- 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 proposer must be incorporated as a not-for-profit organization as documented by the Certificate of Incorporation or show proof of filing for such status with the State Department of State, as documented by a copy of the application, by 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.)
- Proposers must complete, sign, and submit the applicable **School Partnership Agreement (Attachment 3A for school-based programs or Attachment 3B for center-based programs)** for every public school from which the proposed program will recruit participants.

**Proposals submitted by organizations that do not meet these requirements (including any proposed subcontractors) will be deemed non-responsive and will not be further considered.**

### C. Program Proposal

The Program Proposal is a clear, concise narrative that addresses the following:

#### 1. **Organizational Capability** (Preferable page limit: 5 pages, excluding requested attachments)

Demonstrate the proposer's organizational capability (programmatic, managerial, and financial) to carry out the program described in Section III-1 Scope of Services. Specifically, include the following:

- Describe the active oversight of the Board of Directors in (a) program management, including regular reviews of executive compensation, audits, and financial controls, and (b) program operations and outcomes.
- Complete and submit with the proposal the Corporate Governance Certification (**Attachment 2**).
- Describe the steps that will be taken to ensure that program operations begin by September 1, 2009.
- Demonstrate the organization's capability to integrate the proposed program into its overall operation. Attach an organizational chart for the proposer's organization and the proposed program. Describe how the proposed program and program staff will relate to the overall organization.
- Describe the organization's internal monitoring system and demonstrate its effectiveness in identifying program, personnel, and fiscal issues.
- Describe the quality improvement protocol that the contractor would implement to ensure continuous improvement of program delivery and participant outcome achievement.
- Describe the computerized system for data collection and management and demonstrate that system meets the specifications set out in Section IIB.
- If the proposer is required to file with the federal Office of Management and Budget pursuant to Circular A-133, attach a hard copy of the latest report filed with that office, indicating the period covered. If not, provide as a hard-copy attachment the most recent audit or audited financial statement 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.
- Indicate whether or not the proposer has submitted more than one proposal in response to this RFP. If so, demonstrate the organization's capability (programmatic, managerial, and financial) to successfully provide all the proposed programs, as indicated on the Proposal Summary Form (Attachment 1), concurrently.
- **SERVICE OPTION II only:** Describe the system for maintaining participant files, including documentation of program eligibility.

## 2. *Experience* (Preferable page limit: 5 pages, excluding requested attachments)

- Describe the successful, relevant experience of the proposer in providing services to high school age youth and in working cooperatively with high school personnel (principals, teachers, counselors, and parent coordinators). Where possible, provide quantitative measures of success, particularly, participant outcomes achieved in relation to funders' expectations.
- Describe the successful, relevant experience of the key staff within the past five years in providing services to high school age youth and in working cooperatively with high school personnel (principals, teachers, guidance counselors, and parent coordinators). Where possible, provide quantitative measures of success, particularly, participant outcomes achieved in relation to the funders' expectations.
- For each key staff position, attach job descriptions, including required qualifications, together with resumes for staff already identified. **For Service Option I, identify description and include resume for Counselor Advocate position.**
- Attach a list of **at least two relevant references from funding sources** other than DYCD, including the name of the reference entity, and a brief statement describing the relationship between the proposer or proposed subcontractor, as applicable, and the reference entity. Indicate the name, title, and telephone number of a contact person at the reference entity for the proposer and each proposed subcontractor, if any. If there are no funding sources other than DYCD, other relevant references may be listed.

## 3. *Program Approach* (Preferable page limit: 10 pages, excluding requested attachments)

Describe in detail how the proposer will provide the proposed activities and services and demonstrate that the approach will fulfill the program goals set out in Section III-Scope of Services. Specifically, include the following:

### a). **SERVICE OPTION I:**

#### Target Population

- Describe the program participants, including the number of youth to be served annually, age range, and characteristics (*e.g.*, gender, demographic information, ethnicity).
- Demonstrate that program participants will be students who ranked below Level 4 on the Grade 8 ELA tests.

- For the schools attended by targeted students, demonstrate that the promotion rate to Grade 10 is below the citywide average. List the school or schools and the neighborhoods from which participants will be recruited.
- Discuss how the program design and proposed services will build on a young person's strengths and address areas in need of improvement.
- Describe the proposer's recruitment strategy.

### Program Facility

- Specify whether the program facility will be school-based or center-based. Provide the name and address of the school or center in which the program will be based. In the case of school-based sites, include the DOE school district, borough, and number (DBN).
- Provide the name and address of the school or center in which the program will be based. In the case of school-based sites, include the DOE school district, borough, and number (DBN).
- Demonstrate that the proposer will have access to the proposed site (whether school-based or center-based) for at least the duration of the initial contract term.
- Describe the proposed program facility and demonstrate that it is adequate to accommodate all program activities.
- Demonstrate that the proposed program facility is accessible by public transportation.
- State whether or not the facility is accessible in accordance with the ADA Accessibility Guidelines for Buildings and Facilities; if not, describe how the proposer will make services accessible to persons with disabilities.

### Staffing

- Indicate the number of salaried and non-salaried, if any, staff positions that will be utilized to provide the program, and demonstrate that the program is sufficiently staffed to assist participants to achieve the program goals.
- State the proposed Counselor-Advocate to participant ratio. (Note: the minimum ratio prescribed in the RFP is 1 to 30 participants.)
- Describe the staffing pattern, indicating the relationship among supervisors, line staff, and volunteers.
- Demonstrate that the qualifications (credentials and experience) of the Counselor-Advocate and any other key staff meet the requirements set forth in Section III-Scope of Services.

### Consultant/Subcontractor Services

Describe the nature of any consultant or subcontractor services and how they will help the proposer successfully implement the proposed program. Submit a statement indicating the scope of the consultant or subcontractual agreement signed by authorized representatives of the applicant and the consultant or subcontractor.

### Staff Development and Training

- 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, cultural diversity, and DOE's minimum Grade 9 course requirements.
- Describe any additional areas in which staff will be trained.

### Core Program Elements

Describe in detail how each Core Program Element and related program activities described in Section III-Scope of Services, will be implemented. Specifically address the following points:

- How the minimum program hours will be allocated across group versus individual services
- The cohort structure and cultivation of the peer support network throughout the program year
- Orientation and supportive activities and services
- How the Counselor-Advocate will manage his/her cohort portfolio, including case management and intervention
- Parent involvement and activities designed to foster parental support for participants throughout Grade 9

## School Partnership Agreement

Complete and attach the applicable School Partnership Agreement (**Attachment 3A for school-based programs or Attachment 3B for center-based programs**) signed by the principal of each school from which the program intends to recruit participants for the program.

## Linkages

- Identify and describe each proposed linkage with other service providers and demonstrate how each will help achieve participant outcomes.
- Complete and attach a Linkage Agreement Form (**Attachment 5**) for each proposed linkage.

## ***b.) SERVICE OPTION II:***

### Target Population

- Describe the program participants, including the number of youth to be served annually, age range, and characteristics (*e.g.*, gender, demographic information). List the school(s) and neighborhoods from which participants will be recruited.
- Discuss the proposer's assumptions about the population to be served and demonstrate how the proposed services will build on a young person's strengths and address the areas in need of improvement.

### Program Facility

- Specify whether the program facility will be school-based or center-based. Provide the name and address of the school or center in which the program will be based. In the case of school-based sites, include the DOE school district, borough, and number (DBN).
- Demonstrate that the proposer will have access to the proposed site (whether school-based or center-based) for at least the duration of the initial contract term.
- Describe the proposed program facility and demonstrate that it is adequate to accommodate program activities.
- Demonstrate that the proposed program facility is accessible by public transportation.
- State whether or not the facility is accessible in accordance with the ADA Accessibility Guidelines for Buildings and Facilities; if not, describe how the proposer will make services accessible to persons with disabilities.

### Staffing

- Indicate the number of salaried and non-salaried, if any, staff positions that will be utilized to provide the program, and demonstrate that the program is sufficiently staffed to assist participants to achieve the program goals.
- Describe the staffing pattern, indicating the relationship among supervisors, line staff, and volunteers.
- Demonstrate that the qualifications (credentials and experience) of the key staff meet the requirements set forth in Section III-Scope of Services.

### Consultant/Subcontractor Services

Describe the nature of any consultant or subcontractor services and how they will help the proposer successfully implement the proposed program. Submit a statement indicating the scope of the consultant or subcontractual agreement signed by authorized representatives of the applicant and the consultant or subcontractor.

### Staff Development and Training

- 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, cultural diversity, and DOE's minimum Grade 9 course requirements.
- Describe any additional areas in which staff will be trained.

## Core Program Elements

Describe in detail how each Core Program Element and related program activities described in Section III-Scope of Services, will be implemented, specifically:

- Recruitment, registration, referral, and orientation
- Assessment, development of individual service strategies, and case management
- Educational services
- Career and higher education awareness and workplace experience (including school-year and summer activities)
  - Work readiness training
  - Exposure and preparation for college
  - Job development strategies
  - Ensuring quality job placements
  - Matching job placements to participant interests
- Life skills and leadership development opportunities
- Supportive services, guidance and counseling, and mentoring
- Follow-up services
- Participant retention services

## Linkages

- Identify and describe each proposed linkage with employers, educational and cultural institutions, and other service providers and demonstrate how each will help achieve participant outcomes.
- Complete and attach a Linkage Agreement Form (**Attachment 5**) for each proposed linkage.

## **D. Price Proposal (ALL SERVICE OPTIONS)**

The Price Proposal is the funding request for providing the services described in Section III – Scope of Services. It includes the proposal Budget Forms and Budget Justification.

- Completed Budget Forms (**Attachment 4**) for a 12 month contract period.
- Budget Justification (Preferable page limit: 6 pages)

Justify how requested funds would be used to deliver program services. Proposers should ensure that the budget and budget justification are consistent with the proposed program. Specifically, justify the expenses under each major budget category by addressing the points listed below.

### Personnel

- For each position listed in the budget, indicate which resume or job description is intended to fill that position.

### Non-staff Services (as applicable)

- For each consultant and subcontractor listed in the budget, explain how you arrived at the cost of their assigned work for the program as described in your proposal's Program Approach narrative.
- If the program design includes payment of stipends, describe how the stipends will be awarded and the rationale for awarding the stated amounts.
- For each type of service purchased from a vendor, describe the nature of that service, why it is needed for the program, and how the costs related to purchasing that service were determined.

### Other Than Personnel Services (as applicable)

- For consumable supplies, describe the type and quantity of supplies to be purchased and explain how the costs for these items were determined.
- Explain why each piece of equipment and equipment related expenses are necessary for the proposed program.

- Describe the spaces involving a rental expense, their importance in the proposed program, and how costs were determined.
- For travel expenses, describe the purpose of the travel and justify the cost.
- For utilities, telephones, and other operational expenses, list each item and how the cost for each item was determined.

Cash Contributions (as applicable)

- For each cash contribution, identify the source of funding.
- List all program staff whose time is donated and not charged to the DYCD budget. For each staff member listed, indicate the amount of time devoted to the program and which resume or job description applies to that staff member.

**E. Other Required Documents (ALL SERVICE OPTIONS)**

The Nondiscrimination and Americans with Disabilities Compliance Certification (**Attachment 6**) and the Doing Business Data Form (**Attachment 7**) must be completed and submitted with the proposal.

**F. Acknowledgment of Addenda (ALL SERVICE OPTIONS)**

The Acknowledgment of Addenda (**Attachment 8**) 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, as set forth in Section I (C) above.

## G. 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.

1. A sealed inner envelope labeled “Program Proposal,” containing **one original set and four (4) duplicate sets** of the documents listed below in the following order:
  - Proposal Summary Form (**Attachment 1**)
  - ***SERVICE OPTION 1 only:*** Documentation showing that the proposer is (1) incorporated by New York State as a not-for-profit entity or has filed for such status, (2) a federally tax exempt organization or has filed for such status, and (3) the applicable **School Partnership Agreement(s) (Attachment 3A for school-based programs or Attachment 3B for center-based programs)** for every school from which participants are to be recruited. **If this documentation (1-3) is not attached, the proposal will be deemed non-responsive and will not be considered.**
  - Program Proposal
    - ✓ Narrative
    - ✓ Corporate Governance Certification (**Attachment 2**)
    - ✓ References for the Proposer and, if applicable, each subcontractor
    - ✓ Resumes and/or Description of Qualifications for Key Staff Positions
    - ✓ Letters of Support
    - ✓ Organization Chart
    - ✓ Audit Report or Certified Financial Statement or a statement as to why no report or statement is available
    - ✓ Linkage Agreement (s) ( **Attachment 5**)
    - ✓ Nondiscrimination and Americans with Disabilities Compliance Certification (**Attachment 6**)
  - Price Proposal
    - ✓ Budget Forms (**Attachment 4**)
    - ✓ Budget Justification Narrative
  - Acknowledgement of Addenda (**Attachment 8**)
2. In a sealed, inner envelope, **one original** and **one duplicate set** of the **Doing Business Data Form (Attachment 7)** should be included in the proposal package.

For each proposal submitted, enclose the documents listed above in a sealed envelope and deliver to Daniel Symon, Agency Chief Contracting Officer, Office of Contract Procurement. If more than one proposal is submitted, each must be in a separate envelope, with the following: Label the envelope with the proposer’s name and address, “Out-of-School Time (OST) Programs for High School Youth,” “PIN 26009OSHSRFP,” and indicate the service option, either: “Service Option I: Transition to High School,” **OR** “Service Option II: Transition to Adulthood,” and the name and telephone number of the proposer’s contact person.

## SECTION V - PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES

### A. Evaluation Procedures

All proposals accepted by DYCD will be reviewed to determine whether they are responsive or non-responsive to the requisites of this RFP. Proposals that are determined by DYCD to be non-responsive will be rejected. DYCD's Evaluation Committee will evaluate and rate all remaining proposals based on the Evaluation Criteria prescribed below. DYCD reserves the right to conduct site visits or interviews or both and to request that proposers make presentations or demonstrations, as DYCD deems applicable and appropriate. A site visit after award, but prior to contract execution may occur. Although discussions may be conducted with proposers submitting acceptable proposals, DYCD reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the proposer's initial proposal should contain its best programmatic and price terms.

### B. Evaluation Criteria

- Demonstrated level of organizational capability 30%
- Demonstrated quantity and quality of successful relevant experience 40 %
- Quality of proposed approach 30 %

### C. Basis for Contract Award

Contracts will be awarded to the responsible proposers whose proposals are determined to be the most advantageous to the City, taking into consideration the price and such other factors or criteria which are set forth in this RFP. Within each competition pool, proposals will be ranked in descending order of their overall technical scores. All technically viable proposals with a price per participant at or below the range set forth in the RFP will be considered for award. For both service options, DYCD will consider technically viable proposals with a higher price per participant for programs serving students with disabilities only with adequate justification.

- DYCD reserves the right to make contract awards to ensure: 1) appropriate distribution of necessary services and programs across geographic areas, taking into account the location of OST and Beacon Community Center or other high school after-school programs, grade levels, and target populations; and 2) program diversity (*e.g.*, program type, size, and duration).
- If a proposer is eligible for more than one contract award from this RFP, DYCD reserves the right to determine, based on the proposer's demonstrated organizational capability and the best interests of the City, how many, for what level of services and for which competition the proposer will be awarded a contract, and the dollar value of each such contract.
- DYCD reserves the right to award less than the full amount of funding requested by each proposer.
- Contract award would be subject to the timely completion of contract negotiations between DYCD and the selected proposers.

## SECTION VI - 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, 1 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 "PART II - GENERAL PROVISIONS GOVERNING CONTRACTS WITH DIRECTLY AND INDIRECTLY FUNDED CONTRACT AGENCIES." 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: 26009OSHSRFP) for Out-of-School Time Programs for High School Youth will not directly result in the displacement of any New York City employee.



Agency Chief Contracting Officer

3.18.09

Date

**Message from the New York City Vendor Enrollment Center**  
**Get on mailing lists for New York City contract opportunities!**  
Submit an NYC-FMS Vendor Application – Call (212) 857-1680

**NON-DISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS**

Contractors must comply with the federal and local non-discrimination and Equal Opportunity provisions referenced below. Part 1 lists WIA-specific non-discrimination and Equal Opportunity provisions, Part 2 lists general federal provisions, and Part 3 lists the Equal Opportunity provisions, which apply to New York City.

**Part 1**

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I- financially assisted program or activity;
- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I- financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

**Part 2**

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, or disability. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated fairly during employment, without regard to their race, color, religion, sex, national origin, age or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

2. The Contractor will, in all solicitations or advancements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, or disability.

3. The Contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the Contractor's commitments under section 202 of Executive Order No. 11246 of

September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment

4. The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

5. The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the Secretary of Labor of the United States for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

6. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this Agreement or with any of such rules, regulations, or orders, this Agreement may be cancelled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

7. The Contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

### **Part 3**

This contract is subject to the requirements of Executive Order No. 50 (1980) as revised ("E.O. 50") and the Rules and Regulations promulgated thereunder. No contract will be awarded unless and until these requirements have been complied with in their entirety. By signing this contract, the contractor agrees that it:

- (1) will not engage in any unlawful discrimination against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability, marital status or sexual orientation with respect to all employment decisions including, but not limited to, recruitment, hiring, upgrading, demotion, downgrading, transfer, training, rates of pay or other forms of compensation, layoff, termination, and all other terms and conditions of employment;
- (2) the contractor agrees that when it subcontracts it will not engage in any unlawful discrimination in the selection of subcontractors on the basis of the owner's race, color, creed, national origin, sex, age, disability, marital status or sexual orientation;
- (3) will state in all solicitations or advertisements for employees placed by or on behalf of the contractor that all qualified applicants will receive consideration for employment without unlawful discrimination based on race, creed, color, national origin, sex, age, disability, marital status or sexual orientation, or that it is an equal employment opportunity employer;
- (4) will send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or memorandum of understanding, written notification of its equal employment opportunity commitments under E.O. 50 and the rules and regulations promulgated thereunder; and
- (5) will furnish all information and reports including an Employment Report before the award of the contract which are required by E.O. 50, the rules and regulations promulgated thereunder, and orders of the Director of the Bureau of Labor Services ("Bureau"), and will permit access to its books, records and

accounts by the Bureau for the purposes of investigation to ascertain compliance with such rules, regulations, and orders.

The contractor understands that in the event of its noncompliance with nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, such noncompliance shall constitute a material breach of the contract and noncompliance with the E.O. 50 and the rules and regulations promulgated thereunder. After a hearing held pursuant to the rules of the Bureau, the Director may direct the imposition by the contracting agency held of any or all of the following sanctions:

- (i) disapproval of the contractor;
- (ii) suspension or termination of the contract;
- (iii) declaring the contractor in default; or
- (iv) in lieu of any of the foregoing sanctions, the Director may impose an employment program.

The Director of the Bureau may recommend to the contracting agency head that a Board of Responsibility be convened for purposes of declaring a contractor who has repeatedly failed to comply with E.O. 50 and the rules and regulations promulgated thereunder to be nonresponsible.

The contractor agrees to include the provisions of the foregoing paragraphs in every subcontract or purchase order in excess of \$50,000 to which it becomes a party unless exempted by E.O. 50 and the rules and regulations promulgated thereunder, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Director of the Bureau of Labor Services as a means of enforcing such provisions including sanctions for noncompliance.

The contractor further agrees that it will refrain from entering into any contract or contract modification subject to E.O. 50 and the rules and regulations promulgated thereunder with a subcontractor who is not in compliance with the requirements of E.O. 50 and the rules and regulations promulgated thereunder.

WORKFORCE INVESTMENT ACT: PROGRAM REQUIREMENTS AND PERFORMANCE MEASURESI. WIA PROGRAM REQUIREMENTS**WORKFORCE INVESTMENT ACT OF 1998****29 USCS § 2854<sup>13</sup>**

## (c) Local Elements and Requirements.

(1) Program design. Funds allocated to a local area for eligible youth under paragraph (2) (A) or (3), as appropriate, of section 128(b) shall be used to carry out, for eligible youth, programs that-

(A) provide an objective assessment of the academic levels, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant, except that a new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program;

(B) develop service strategies for each participant that shall identify an employment goal (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted pursuant to subparagraph (A), except that a new service strategy for a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent service strategy developed for the participant under another education or training program; and

(C) provide --

(i) preparation for postsecondary educational opportunities, in appropriate cases;

(ii) strong linkages between academic and occupational learning;

(iii) preparation for unsubsidized employment opportunities, in appropriate cases; and

(iv) effective connections to intermediaries with strong links to-

(I) the job market; and

(II) local and regional employers.

(2) Program elements. The programs described in paragraph (1) shall provide elements consisting of--

(A) tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies;

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<sup>13</sup> The Workforce Investment Act of 1998 and the Final Rule to WIA can be viewed in their entirety at <http://www.doleta.gov/usworkforce/wia/act.cfm>.

- (B) alternative secondary school services, as appropriate;
- (C) summer employment opportunities that are directly linked to academic and occupational learning;
- (D) as appropriate, paid and unpaid work experiences, including internships and job shadowing;
- (E) occupational skill training, as appropriate;
- (F) leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate;
- (G) supportive services;
- (H) adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
- (I) follow-up services for not less than 12 months after the completion of participation, as appropriate; and
- (J) comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.

(3) Additional requirements.

(A) Information and referrals. Each local board shall ensure that each participant or applicant who meets the minimum income criteria to be considered an eligible youth shall be provided-

- (i) information on the full array of applicable or appropriate services that are available through the local board or other eligible providers or one-stop partners, including those receiving funds under this subtitle; and
- (ii) referral to appropriate training and educational programs that have the capacity to serve the participant or applicant either on a sequential or concurrent basis.

(B) Applicants not meeting enrollment requirements. Each eligible provider of a program of youth activities shall ensure that an eligible applicant who does not meet the enrollment requirements of the particular program or who cannot be served shall be referred for further assessment, as necessary, and referred to appropriate programs in accordance with subparagraph (A) to meet the basic skills and training needs of the applicant.

RELEVANT WIA PERFORMANCE MEASURES (COMMON MEASURES)

1. **Placement in Employment or Education** – *Of those who are not in post-secondary education, employment, or the military at the date of participation:*

The number of participants who are employed and scheduled to work at least 20 hours per week, in the military or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter divided by the number of youth participants who exit during the quarter. (Participants who are in secondary school at exit are included in this measure.)

2. **Attainment of a Degree or Certificate** – *Of those enrolled in education (at the date of participation or at any point during the program):*

The number of participants who attain a diploma, GED, or certificate by the third quarter after exit divided by the number of youth participants who exited. (Participants who are in secondary school at exit are included in this measure.)

## 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 ( School Year  Year-round)  
 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 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
- 21<sup>st</sup> 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:** \_\_\_\_\_

**CORPORATE GOVERNANCE CERTIFICATION**

**OST Programs for High School Youth RFP**

**PIN: 26009OSHSRFP**

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 Notary Public.

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**



## School Partnership Agreement for Service Option I School-Based Programs

**RFP Title: OST Programs for High School Youth**

**PIN: 26009OSHSRFP**

We confirm that \_\_\_\_\_

(Name and DBN of the School) located at \_\_\_\_\_

(Address of School) **supports the proposal** being submitted to the Department of Youth and Community Development by \_\_\_\_\_ (Proposer)

and **agrees to host the proposed Transition to High School program** for Grade 9 students at the School.

The School and the Proposer confirm their agreement to the following points:

1. The School will provide adequate dedicated space and access to the school library, computer room and other resources essential for effective implementation of the program. The Proposer will conform to school rules and protocols regarding the use of school space and resources.
2. The School will assist the Proposer in identifying potential participants for the program. The School will provide the Proposer with the OSIS number of each participant enrolled in the program.
3. The Proposer and the School will jointly draft a protocol for selecting and removing students as program participants.
4. The Proposer and the School will work collaboratively to resolve any issues relating to the program or its participants, communicating concerns promptly and attending/convening regular meetings between program staff and school personnel, including teachers, guidance counselors, parent coordinators, and the Principal and Assistant Principal.
5. The School will ensure timely access to student achievement information and other data to enable program staff to monitor participant progress and respond quickly to issues that arise.
6. The Proposer will comply with all applicable federal, New York State, and City rules and regulations relating to matters such as health, safety, and emergency procedures and reporting of incidents or accidents.
7. The Proposer will comply with all DOE and New York State requirements concerning screening for program staff and volunteers including background checks and fingerprinting.

Are there any additional points that the School and the Proposer would like to add?  Yes  No

If "Yes," please describe each additional point in the text box below.

Signed by:

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

\_\_\_\_\_  
(Executive Director of the Proposer) (Date)

**School Partnership Agreement for  
Service Option I Center-Based Programs**

**RFP Title: OST Programs for High School Youth**

**PIN: 26009OSHSRFP**

We confirm that \_\_\_\_\_

(Name and DBN of the School) located at \_\_\_\_\_

(Address of School) **supports the proposal** being submitted to the Department of Youth and Community

Development by \_\_\_\_\_ (Proposer)

and will collaborate in the implementation of the proposed **Transition to High School program** for Grade 9 students as specified below.

The School and the Proposer confirm their agreement to the following points:

1. The School will assist the Proposer in identifying potential participants for the program. The School will provide the Proposer with the OSIS number of each participant enrolled in the program.
2. The Proposer and the School will jointly draft a protocol for selecting and removing students as program participants.
3. The Proposer and the School will work collaboratively to resolve any issues relating to the program or its participants, communicating concerns promptly and attending/convening regular meetings between program staff and school personnel, including teachers, guidance counselors, parent coordinators, and the Principal and Assistant Principal.
4. The School will ensure timely access to student achievement information and other data to enable program staff to monitor participant progress and respond quickly to issues that arise.
5. The Proposer will comply with all applicable federal, New York State, and City rules and regulations relating to matters such as health, safety, and emergency procedures and reporting of incidents or accidents.
6. The Proposer will comply with all DOE and New York State requirements concerning screening for program staff and volunteers including background checks and fingerprinting.

Are there any additional points that the School and the Proposer would like to add?  Yes  No

If "Yes," please describe each additional point in the text box below.

Signed by:

\_\_\_\_\_

(Principal or Authorized Signatory for the School)

\_\_\_\_\_ (Date)

\_\_\_\_\_

(Executive Director of the Proposer)

\_\_\_\_\_ (Date)

## RFP BUDGET INSTRUCTIONS

### BUDGET FACE SHEET IDENTIFYING INFORMATION – Page 1 of 4

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 resources (cash, services, space, and equipment) 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- Page 2 of 4**

**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 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).

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 – Page 3 of 4**

- 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% or exceed 30% of total salaries. If the contractor uses the Fiscal Agent, the minimum rate for Fringe Benefits is 12.65%.
- 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% 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) - Page 4 of 4**

- 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% 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

**Department of Youth and Community Development  
REQUEST FOR PROPOSAL  
PIN: 26009OSHSRFP  
OST HIGH SCHOOL BUDGET SUMMARY**

**ATTACHMENT 4**

Form Revised 12/06

**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
Account Code		TOTAL FUNDING REQUEST	CASH CONTRIBUTION	TOTAL PROGRAM COST
<u>PERSONNEL SERVICES</u>				
1100	Salaries and Wages			
1200	Fringe Benefits*			
1300	Central Insurance Program (CIP) **			
<b>TOTAL PERSONNEL SERVICES</b>				
<u>NON STAFF SERVICES</u>				
2100	Consultants			
2200	Sub-Contractors			
2300	Stipends			
2400	Vendors			
<b>TOTAL NON-STAFF SERVICES</b>				
<u>OTHER THAN PERSONNEL SERVICES</u>				
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)


2200 **SUB-CONTRACTORS (Total)**

(Total of all Consultants)

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


2300 **STIPENDS (Total)**

Description (If additional space is required submit attachments)


2400 **VENDORS (Total)**

Description (If additional space is required submit attachments)


**FUNDING  
 REQUESTED**

Acct Code

**OTHER THAN PERSONNEL SERVICES**

3100	<b>CONSUMABLE SUPPLIES</b> Office , Program and Maintenance Supplies	<input type="text"/>
3200	<b>EQUIPMENT PURCHASES*</b> <i>*Attach description or itemized equipment list.</i> Copiers, Computers, Printers, and Furniture Etc.  _____ _____ _____ _____	<input type="text"/>
3300	<b>EQUIPMENT OTHER</b> Maintenance, Repairs, Rentals, & Computer Software	<input type="text"/>
3400	<b>SPACE RENTAL (Total of Lines 3410 &amp; 3420)</b>	<input type="text"/>
	3410 Public School	<input type="text"/>
	3420 Rent / Other	<input type="text"/>
3500	<b>T R A V E L</b> 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> Postage, Admission tickets, Printing and Publications Bank Charges, Training and Conferences, Audit Fee, Internet Fee Food and Refreshments, Participant Costs, and Liability Ins, Etc.	<input type="text"/>
	3710 Other Costs	<input type="text"/>
	3720 Indirect Costs * <u>  %  </u> _____	<input type="text"/>
3900	<b>FISCAL AGENT SERVICES</b> 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	JR	JOB READINESS COUNSELOR
AB	ASSISTANT BOOKKEEPER	LA	LITERARY ARTIST
AC	ACCOUNT SPECIALIST	LC	LATCHKEY COORDINATOR
AD	ADMINISTRATOR	LD	LEADERSHIP DEVELOPMENT SPECIALIST
AE	ASSISTANT EXECUTIVE DIRECTOR	LG	LIFEGUARD
AI	ARTISTIC INSTRUCTOR	LS	LEADERSHIP SPECIALIST
AP	AFTER SCHOOL PROGRAM DIRECTOR	MA	MAINTENANCE
AR	ART SPECIALIST – ARTS PARTNER	MC	MEDIATOR COUNSELOR
AS	ACTIVITY SPECIALIST	ME	MENTOR
AT	ATTENDANT	MI	MUSIC INSTRUCTOR
AX	ACTOR	MS	MSW CASE PLANNER
BA	BA CASE PLANNER	OM	OFFICE MANAGER
BK	BOOKKEEPER	OW	OUTREACH WORKER
BM	BUDGET MANAGER	PA	PROGRAM DIRECTOR ASSISTANT
BS	BILINGUAL SPECIALIST	PB	PHYSICIAN'S ASSISTANT
CA	COACHES	PC	PROGRAM COORDINATOR
CC	CHILD CARE PROVIDER	PD	PROGRAM DIRECTOR
CI	CAMP INSTRUCTOR	PE	PARENT AIDE
CK	COOK	PJ	PROJECT COORDINATOR
CL	CLERK	PL	PARALEGAL
CM	CONTRACT MANAGER	PM	PROGRAM DIRECTOR (MD LICENSE)
CO	COUNSELOR	PO	DIRECTOR OF PROGRAM OPERATIONS
CP	CASE PLANNER	PR	PROGRAM AIDE
CR	COORDINATOR	PS	PROGRAM SUPERVISOR
CS	COUNSELING SPECIALIST	PT	PROGRAM DIRECTOR (TEACHER LICENSE)
CT	CONTROLLER	RC	RECEPTIONIST
CU	CUSTODIAN	RD	REGIONAL DIRECTOR
CW	CASE WORKER	RE	RELIEF
CZ	COMPUTER SPECIALIST	RN	REGISTERED NURSE
DC	DRUG COUNSELOR	RR	RECREATION COORDINATOR
DD	DEPUTY DIRECTOR	RS	RECREATION SPECIALIST
DE	DIRECTOR	SA	STAFF ATTORNEY
DF	DIRECTOR OF FINANCE	SC	SERVICES COORDINATOR
DI	DANCE INSTRUCTOR	SE	SECRETARY
DP	DIRECTOR OF PERSONNEL	SF	ADMINISTRATIVE SECRETARY
DR	DOCTOR	SG	SECURITY GUARD
DS	DEVELOPMENT SPECIALIST	SI	SHOP INSTRUCTOR
DT	DIRECTOR OF PROGRAM AND JOB DEVELOPMENT	SN	SENIOR ACCOUNTANT
DV	DRIVER	SS	SUMMER STAFF
EA	EDUCATIONAL ADVISOR	ST	STREET WORKER
EC	EDUCATION COORDINATOR (TEACHER LICENSE)	SU	SUPERVISOR
ED	EXECUTIVE DIRECTOR	SW	SOCIAL WORKER (M.S.W.)
EI	EDITOR	TA	TEACHER AIDE
EP	EXHIBITION PREPARER	TE	TEACHER (TEACHER LICENSE)
ES	EMPLOYMENT/EDUCATION SPECIALIST	TH	THERAPIST
FA	FACILITATOR	TL	TEAM LEADER
FC	FAMILY COUNSELOR	TM	TRAINING MONITOR
FD	FOSTER CARE DIRECTOR	TS	TRAINING SPECIALIST
FO	FISCAL OFFICER	TU	TUTOR
FW	FAMILY WORKER	TY	TYPIST/TEACHER AIDE
GL	GROUP LEADER	UD	UNIT DIRECTOR
GW	GROUP WORKER	UH	URBAN HOUSING SPECIALIST
HC	HEALTH COUNSELOR	VA	VISUAL ARTIST
HM	HOUSE MANAGER	VC	VOLUNTEER COORDINATOR
HP	HOUSE PARENT	WF	WORKSHOP FACILITATOR
HS	HOUSING/HOMELESS SPECIALIST	WI	WRITING INSTRUCTOR
IC	IMMIGRATION COORDINATOR	WL	WORKSHOP LEADER
IN	INSTRUCTOR	WS	WATER SAFETY INSTRUCTOR
IS	IMMIGRATION SPECIALIST	YC	YOUTH COUNSELOR
JA	JANITOR	YE	YOUTH EMPLOYMENT COORDINATOR
JC	JUVENILE COORDINATOR	YW	YOUTH WORKER
JD	JOB DEVELOPER		

**RFP Title: OST Programs for High School Youth**

**PIN: 26009OSHSRFP**

**LINKAGE AGREEMENT**

**INSTRUCTIONS:** This agreement is a demonstration of a commitment to integrate service delivery through working relationships with other organizations. It is not a consultant agreement. Provide one Linkage Agreement for each organization with which you will be working. Duplicate this form as needed.

Pursuant to the proposal submitted by \_\_\_\_\_ in response to the Out-of-School Time  
(Proposing Organization)

Programs for High School Youth Request for Proposals from the Department of Youth and Community

Development, the proposer, if funded, will establish a programmatic linkage with \_\_\_\_\_  
(Linked Organization)

in the form and manner described below.

Describe the proposed programmatic linkage, including how referrals and follow-up services for individuals will be maintained. (Attach additional pages if necessary.)

**Proposing Organization:**

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Linked Organization:**

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

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Work Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RFP Title: OST Programs for High School Youth**

**PIN: 26009OSHSRFP**

**NONDISCRIMINATION AND AMERICANS WITH DISABILITIES COMPLIANCE CERTIFICATION**

As a condition to the award of a contract from DYCD, the proposer assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws, rules and regulations:

1. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on basis of race, color, and national origin;
2. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
3. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on basis of age;
4. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;
5. Americans with Disabilities Act (P.L. 101-336) which prohibits discrimination based on disabilities in the areas of employment, public services, transportation, public accomodations and telecommunications. It requires all affected entities (businesses) provide "reasonable accommodation" to persons with disabilities; and
6. The U.S. Department of Labor's regulations at 29 CFR, Parts 31, 32, and 34.

The proposer hereby agrees that the provisions of the Americans with Disabilities Act of 1990 (hereafter referred to as "the Act"), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made part of this document.

The proposer shall cooperate with any City, state or federal reviews aimed at determining compliance with nondiscrimination laws and regulations.

The proposer shall indemnify, protect, and hold harmless the City, its agents, servants, and employees from and against all suits, claims, losses, demands, or damages of whatever kind of nature arising out of or claimed to arise out of the alleged violation.

\_\_\_\_\_  
Signature of Proposer's Authorized Representative Date

\_\_\_\_\_  
Print Name and Title of Signatory

**RFP Title: OST Programs for High School Youth**

**PIN: 26009OSHSRFP**

**DOING BUSINESS DATA FORM**

# Doing Business Data Form

To be completed by the City Agency prior to distribution			
Agency: _____		Transaction ID: _____	
<b>Check One:</b>	<b>Transaction Type (check one):</b>		
<input type="checkbox"/> Proposal	<input type="checkbox"/> Concession	<input type="checkbox"/> Contract	<input type="checkbox"/> Economic Development Agreement
<input type="checkbox"/> Award	<input type="checkbox"/> Franchise	<input type="checkbox"/> Grant	<input type="checkbox"/> Pension Investment Contract

Any entity receiving, applying for or proposing on an award or agreement must complete a Doing Business Data Form (see Q&A sheet for more information). Please either type responses directly into this fillable form or print answers by hand in black ink, and be sure to fill out the certification box on the last page. **Submission of a complete and accurate form is required for a proposal to be considered responsive or for any entity to receive an award or enter into an agreement.**

This Data Form requires information to be provided on principal officers, owners and senior managers. The name, employer and title of each person identified on the Data Form will be included in a public database of people who do business with the City of New York; no other information reported on this form will be disclosed to the public. **This Data Form is not related to the City's VENDEX requirements.**

**Please return the completed Data Form to the City Agency that supplied it.** Please contact the Doing Business Accountability Project at [DoingBusiness@cityhall.nyc.gov](mailto:DoingBusiness@cityhall.nyc.gov) or 212-788-8104 with any questions regarding this Data Form. Thank you for your cooperation.

## Section 1: Entity Information

Entity Name: \_\_\_\_\_  
 Entity EIN/TIN: \_\_\_\_\_

### **Entity Filing Status (select one):**

- Entity has never completed a Doing Business Data Form. *Fill out the entire form.*
- Change from previous Data Form dated \_\_\_\_\_. *Fill out only those sections that have changed, and indicate the name of the persons who no longer hold positions with the entity.*
- No Change from previous Data Form dated \_\_\_\_\_. *Skip to the bottom of the last page.*

Entity is a Non-Profit:       Yes       No

Entity Type:     Corporation (any type)     Joint Venture       LLC       Partnership (any type)  
                    Sole Proprietor                     Other (specify): \_\_\_\_\_

Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone : \_\_\_\_\_ Fax : \_\_\_\_\_  
 E-mail: \_\_\_\_\_

Provide your e-mail address and/or fax number in order to receive notices regarding this form by e-mail or fax.

**Section 2: Principal Officers**

Please fill in the required identification information for each officer listed below. If the entity has no such officer or its equivalent, please check "This position does not exist." If the entity is filing a Change Form and the person listed is replacing someone who was previously disclosed, please check "This person replaced..." and fill in the name of the person being replaced so his/her name can be removed from the *Doing Business Database*, and indicate the date that the change became effective.

**Chief Executive Officer (CEO) or equivalent officer** This position does not exist

The highest ranking officer or manager, such as the President, Executive Director, Sole Proprietor or Chairperson of the Board.

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

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

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

 This person replaced former CEO: \_\_\_\_\_ on date: \_\_\_\_\_**Chief Financial Officer (CFO) or equivalent officer** This position does not exist

The highest ranking financial officer, such as the Treasurer, Comptroller, Financial Director or VP for Finance.

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

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

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

 This person replaced former CFO: \_\_\_\_\_ on date: \_\_\_\_\_**Chief Operating Officer (COO) or equivalent officer** This position does not exist

The highest ranking operational officer, such as the Chief Planning Officer, Director of Operations or VP for Operations.

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

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

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

 This person replaced former COO: \_\_\_\_\_ on date: \_\_\_\_\_

**Section 3: Principal Owners**

Please fill in the required identification information for all individuals who, through stock shares, partnership agreements or other means, **own or control 10% or more of the entity**. If no individual owners exist, please check the appropriate box to indicate why and skip to the next page. If the entity is owned by other companies, those companies do **not** need to be listed. If an owner was identified on the previous page, fill in his/her name and write "See above." If the entity is filing a Change Form, list any individuals who are no longer owners at the bottom of this page. If more space is needed, attach additional pages labeled "Additional Owners."

**There are no owners listed because (select one):**

- The entity is not-for-profit
- There are no individual owners
- No individual owner holds 10% or more shares in the entity
- Other (explain): \_\_\_\_\_

**Principal Owners (who own or control 10% or more of the entity):**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

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

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

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

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

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

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

**Remove the following previously-reported Principal Owners:**

Name: \_\_\_\_\_ Removal Date: \_\_\_\_\_

Name: \_\_\_\_\_ Removal Date: \_\_\_\_\_

Name: \_\_\_\_\_ Removal Date: \_\_\_\_\_

**Section 4: Senior Managers**

Please fill in the required identification information for all senior managers who oversee any of the entity's relevant transactions with the City (e.g., contract managers if this form is for a contract award/proposal, grant managers if for a grant, etc.). Senior managers include anyone who, either by title or duties, has substantial discretion and high-level oversight regarding the solicitation, letting or administration of any transaction with the City. **At least one senior manager must be listed, or the Data Form will be considered incomplete.** If a senior manager has been identified on a previous page, fill in his/her name and write "See above." If the entity is filing a Change Form, list individuals who are no longer senior managers at the bottom of this section. If more space is needed, attach additional pages labeled "Additional Senior Managers."

**Senior Managers:**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

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

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

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

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

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

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

**Remove the following previously-reported Senior Managers:**

Name: \_\_\_\_\_ Removal Date: \_\_\_\_\_

Name: \_\_\_\_\_ Removal Date: \_\_\_\_\_

**Certification**

I certify that the information submitted on these four pages and \_\_\_\_\_ additional pages is accurate and complete. I understand that willful or fraudulent submission of a materially false statement may result in the entity being found non-responsible and therefore denied future City awards.

Name: \_\_\_\_\_

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

Entity Name: \_\_\_\_\_

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

**Return the completed Data Form to the agency that supplied it.**

For information or assistance, call the Doing Business Accountability Project at 212-788-8104.



**ACKNOWLEDGEMENT OF ADDENDA**

**Proposer:** \_\_\_\_\_

**PIN #: 26009OSHSRFP**

**RFP TITLE: Out-of-School Time Programs for High School Youth**

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

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

**ADDENDUM #1      DATED: \_\_\_\_\_, 20\_\_**

**ADDENDUM #2      DATED: \_\_\_\_\_, 20\_\_**

**ADDENDUM #3      DATED: \_\_\_\_\_, 20\_\_**

**ADDENDUM #4      DATED: \_\_\_\_\_, 20\_\_**

**ADDENDUM #5      DATED: \_\_\_\_\_, 20\_\_**

**ADDENDUM #6      DATED: \_\_\_\_\_, 20\_\_**

**ADDENDUM #7      DATED: \_\_\_\_\_, 20\_\_**

**ADDENDUM #8      DATED: \_\_\_\_\_, 20\_\_**

**PART II: \_\_\_ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFP**

**DATE** \_\_\_/\_\_\_/\_\_\_

**PROPOSER (NAME):** \_\_\_\_\_

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