

**OUT-OF-SCHOOL TIME (OST) TECHNICAL ASSISTANCE
REQUEST FOR PROPOSALS (RFP)
PIN: 26009OSTARFP**

RFP RELEASE DATE: Monday, May 18, 2009

DEADLINE FOR PROPOSALS: **2:00pm, Tuesday, June 16, 2009**

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

ATTENTION: Daniel Symon
Agency Chief Contracting Officer

PRE-PROPOSAL CONFERENCE: 3:00pm, Tuesday, June 2, 2009

**PRE-PROPOSAL CONFERENCE
LOCATION:** Department of Youth and Community Development
156 William Street, 2nd Floor
New York, New York 10038

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. If you obtained a copy of this RFP from any other source, you are not registered as a potential proposer and will not receive addenda DYCD may issue after release of this RFP, which may affect the requirements and/or terms of the RFP.



**THE CITY OF NEW YORK
DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT
PIN: 260090STARFP**

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AUTHORIZED AGENCY CONTACT PERSONS

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NOTE ON E-MAIL INQUIRIES: Proposers must enter “Technical Assistance OST– PIN 26009OSTARFP” in the subject line of their email message.

The Department of Youth and Community Development (DYCD) cannot guarantee a timely response to phoned-in and written questions regarding this RFP that are received less than one week prior to the RFP due date.

Proposers should note that any telephone or written response that may constitute a change to the RFP will not be binding unless DYCD subsequently issues such a change as a written addendum to the RFP.

SECTION I - TIMETABLE

A. Release Date: May 18, 2009

B. Pre-proposal Conference:

Date: June 2, 2009

Time: 3:00pm

Location: 156 William Street, 2nd Floor, New York, New York 10038

Attendance by proposers is optional but recommended by DYCD.

C. Proposal Due Date, Time, and Location:

Date: Tuesday, June 16, 2009

Time: 2:00pm

Location: Hand-deliver proposals to: Office of Contract Procurement
Attention: Daniel Symon
Agency Chief Contracting Officer
156 William Street, 2nd 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 the RFP

Through this RFP, the New York City (City) Department of Youth and Community Development (DYCD) is seeking appropriately qualified vendors to provide technical assistance (TA) to direct service providers (contractors) in DYCD's Out-of-School Time Initiative (OST). Launched in September 2005, OST is the largest municipally-funded after school initiative in the nation. It comprises a wide range of academic, recreational, and cultural activities for elementary, middle and high school youth in neighborhoods throughout the City. OST currently serves more than 85,000 students through more than 600 programs that take place during after-school hours, holidays and the summer. The OST programs are operated by approximately 200 community-based not-for-profit contractors; while many contractors operate one OST program under a single contract, a significant number operate programs at more than one site under multiple contracts.

The success of OST depends critically on the capacity of its contractors to implement and maintain high-quality programming; and the fundamental rationale for providing TA is to increase that capacity for the benefit of program participants. DYCD's approach to TA is both comprehensive and strategic. It aims to address general organizational development and specific programmatic issues and to strengthen organizational leadership as well as increase knowledge and skills among front-line staff.

DYCD will encourage TA that is tailored to the needs of individual contractors and delivered through the most effective modality (or combination of modalities) for the task. The range of modalities will include on-site consultations, train-the-trainer and line-staff sequential workshops, and peer exchange and networking sessions. However they are structured, TA interventions must deliver measurable improvements in program quality and build capacity in a way that endures, regardless of staff turnover and changes in organizational leadership. One crucial aspect of this approach is the articulation of short-term and long-term outcomes and related measures that enable both the TA vendors and DYCD to monitor and assess the impact of the services delivered.

In all its TA efforts, DYCD embraces a strength-based, capacity-building approach in which vendors and the recipients of DYCD-funded TA services form a community of learners that is based on flexibility, mutual commitment, and support. Consequently, organizations that are awarded TA contracts will be expected to operate collaboratively to build DYCD's network of contractors and enhance their service delivery systems. DYCD will identify priorities and select TA interventions that are most likely to have maximum impact.

B. TA Service Options

This RFP comprises three separate service options:

- (1) Building Organizational Capacity
- (2) Training for OST Frontline Staff
- (3) Information Technology and Data Management

Detailed descriptions of each service option are set out below in Section III - Scope of Services of the RFP.

Proposers may propose to provide more than one service option. However, a separate and complete proposal must be submitted for each service option being proposed. If a proposer submits multiple proposals and becomes eligible for more than one award, DYCD reserves the right to determine how many and for which service option(s) contracts will be awarded based on the proposer's demonstrated organizational capability and the best interests of the City.

C. Contract Term

It is anticipated that the term of the contracts awarded from this RFP will be **two** years, from September 1, 2009 to August 31, 2011, with an option for DYCD to renew for up to three additional years.

D. Anticipated Annual Funding

It is anticipated that the total annual funding for contracts awarded from this RFP will be \$600,000, distributed as indicated in the chart below.

Service Option	Annual Allocation Amount	Anticipated Number of Contracts
Building Organizational Capacity	\$200,000	1
Training for OST Frontline Staff	\$200,000	1
Information Technology	\$200,000	1
TOTAL	\$600,000	3

E. Anticipated Payment Structure

The anticipated payment structure for contracts awarded from this RFP will be based on a Full Day Expense (FDE) rate representing seven hours of consulting time. Personnel costs and all other expenses relating to delivery of the TA services would be covered by the FDE rate. These expenses would include costs incurred for pre-service assessments, preparation for training or consulting sessions, consultation projects, workshops, follow-up activities, equipment, training materials, travel, and space.

In all competitions, the maximum FDE rate that DYCD will pay is **\$1,300**.

Payments will be linked to specific deliverables and short-term outcomes.

Vendors will be responsible for certifying that the work has been completed in accordance with work plans and that the short-term outcomes have been achieved. (See Section III – Scope of Services.)

F. Subcontractors and Consultants

Subcontracting is allowed, subject to the following conditions:

- Subcontractors would have proven track records as providers of TA in the relevant service option area, as well as *current capacity* to deliver such services in all the modalities in which they will be engaged. They will also have demonstrated experience and ability to undertake pre-service organizational assessments and to define and track outcomes in TA services.
- All subcontractors and subcontracts would be subject to DYCD approval before work plans are finalized.
- A vendor may not subcontract more than **50** percent of its DYCD contract value nor allow TA services to be performed by entities with which there is no DYCD-approved subcontract.

Consultants may be used, subject to the following conditions:

- Consultants would have relevant experience as providers of the TA services for which they are hired.
- All consultants would be subject to DYCD approval before work plans are finalized.

SECTION III - SCOPE OF SERVICES¹

A. Goals for this RFP

DYCD's goals for this RFP are:

- To increase the capacity of OST contractors to achieve positive outcomes for youth, families, and communities;
- To increase program quality by building knowledge and skills among front-line, supervisory staff, and senior leaders;²
- To ensure that OST program models are faithfully implemented by front-line staff;
- To increase the use of effective management practices;
- To increase the effectiveness of service quality and delivery through improvement of organizational infrastructure; and
- To foster continuous quality improvement through data-driven and results-oriented management and decision-making.

B. Assumptions Regarding Organizational Capability

The vendor would be fiscally sound and capable of managing the proposed program.

- The vendor would demonstrate successful joint efforts with other organizations and agencies in providing TA services and other related services.
- The vendor would demonstrate capacity to integrate the proposed TA into its existing operation.
- The vendor would describe its internal monitoring system and demonstrate its effectiveness in identifying program, personnel, and fiscal issues, and the organization's corrective action procedures.
- The vendor would describe customer management and quality assurance processes.
- The vendor would describe professional development, including orientation to the proposer's customer management approach, service delivery model, and dissemination of new research on TA practices, provided to staff and consultants to promote high quality services.
- The vendor would describe how the organization leverages resources or uses existing relationships within the TA field and specialization area to enhance service delivery.
- The vendor would describe the number of administrative, program, and consultant staff to be assigned to the contract and their job titles.

C. Assumptions Regarding Vendor Approach

DYCD's assumptions regarding which approach will most likely achieve the goals and objectives set out above are:

1. Vendor/Staff Qualifications and Experience³

- The vendor would have as its primary mission the delivery of TA in the service option in which it is applying **OR** have an existing TA unit within its organization that provides TA in the service option.
- The vendor would have an effective customer and project management process.
- The vendor would have the qualifications as well as relevant experience to deliver TA in all the modalities. (See below under "TA Design.")
- Staff assigned to the contract, whether employees or consultants of the vendor or any subcontractor, would have demonstrated expertise in delivery of the types of TA specified in the relevant service option below.

¹ Unless otherwise noted, the goals and assumptions outlined below apply to all service options.

² DYCD has developed a set of core competencies and corresponding indicators for youth workers, to serve as a guide and standard reference for hiring and training quality youth workers in DYCD-funded programs. The core competencies are posted on DYCD's website at http://www.nyc.gov/html/dycd/downloads/pdf/core_competencies_for_yw_professionals.pdf.

³ The term "vendor" should be understood to include, if applicable, any proposed subcontractor.

- The vendor and key staff (including consultants) assigned to the contract would have five years of demonstrated successful experience as a provider of TA to nonprofit organizations in the relevant service option.

2. Training Facility and Equipment

- The vendor would provide a training facility, as necessary, that is adequate in size and design.
- The vendor would have site control of a training facility by the contract start date and for the duration of the contract term.
- The vendor would have adequate and appropriate technology and equipment to conduct trainings and presentations and to disseminate information, as necessary.
- The training facility would be easily accessible by public transportation and people with disabilities. The facility would comply with the requirements of the Americans with Disabilities Act (ADA).

3. Service Options

TA services would be tailored to the needs of contractors and include four key components: pre-service assessment, intervention services, follow-up services, and short-term outcome evaluation. In all cases, DYCD would review requests for TA and determine priorities based on challenges identified by DYCD staff or through pre-service assessments conducted by the TA vendor.

TA interventions would be delivered through four modalities: organizational consultations, train-the-trainer workshops, other workshops, and peer exchange and networking. (For details, see below under “TA Design.”)

Service Option 1: Building Organizational Capacity (Maximum total annual funding: \$200,000)

TA under Service Option 1 would assist a wide range of OST contractors serving elementary, middle and high school youth from different communities, cultures, and socio-economic backgrounds. The TA vendor would address all issues relating to the management and organizational development of the organizations operating OST programs. The vendor would, therefore, be equipped to assist contractors with program-level as well as organizational-level challenges. Under Service Option 1, a significant proportion of the contract would be devoted to TA services for contractors who have multiple OST contracts

The TA services would address organizational and managerial challenges as well as program implementation challenges. The primary aim would be to equip organizational leaders and managers with the necessary understanding and skills to raise program quality and achieve program goals. TA services would cover systems and processes designed to ensure continuous quality improvement and enable organizations to sustain and build on practices introduced through TA.⁴ TA services designed to build organizational capacity would therefore include, but not be limited to, the following:

- Leadership development;
- Strategies for successful program implementation, particularly across multiple sites;
- Goals- and results-oriented decision-making consistent with DYCD priorities;
- Accountability for tracking personnel and organizational performance;⁵
- Successful contractor-school partnerships;

⁴ There is an emerging consensus as to how programs can best manage continuous quality improvements. For recent examples on after-school programming, see Heather B. Weiss and Priscilla M.D. Little. *Strengthening Out-Of-School Time Nonprofits: The Role of Foundations in Building Organizational Capacity*, http://www.wallacefoundation.org/wallace/whitepaper_weiss.pdf, The Wallace Foundation, May 2008 and Sheldon, J. and Hopkins, L. *Supporting Success: Why and How to Improve Quality in After-School Programs*, http://www.ppv.org/ppv/youth/youth_initiatives.asp?section_id=8, Public/Private Ventures, February 2008. Also see Wilson-Ahlstrom, A., Yohalem, N., and Pittman, K.: *Building Quality Improvement Systems: Lessons from Three Emerging Efforts in the Youth-Serving Sector*, <http://www.forumfyi.org/qc/resources>, Forum for Youth Investment, March 2007.

⁵ The TA contractor would be familiar with the New York State Afterschool Network (NYSAN) Quality Assessment Tool which DYCD has adopted. See <http://www.nysan.org/content/document/detail/1991/>

- Fiscal management including implementation of DYCD policies and procedures and selection of fiscal software programs;
- Effective human resource management including development of systems for staff recruitment, supervision and training, performance evaluations and development of appropriate retention incentives, benefit packages and career ladders.

The TA vendor would use a carefully designed mix of train-the-trainer and coaching modalities to help supervisors and senior staff members gain the skills they need to implement and manage their programs successfully. The vendor would tailor its services to the needs of DYCD contractors and adopt the modality (or modalities) most likely to effectively and efficiently achieve the desired outcomes.

The vendor would set and monitor progress towards short-term goals, making adjustments to the adopted TA strategy in response to changing needs. DYCD would assess longer-term outcomes through periodic site visits and evaluations. Where a single organization has multiple DYCD contracts and common problems are identified across programs, the vendor would work both with the contractor’s individual program directors and senior management to achieve broader organizational solutions.

The TA services would build the capacity of contractors as not-for-profit service providers, focusing on common organizational challenges such as staff recruitment, retention, supervision and professional development; engagement and retention of diverse groups of participants; and implementation of best practices in youth development and educational programming across the agency. The TA vendor would be expected to help the contractor achieve consistency in its approach to areas such as staff management of participant behavior; cultural competency; sensitivity to issues of sexual orientation and gender; and compliance with health, safety, and ADA requirements. In contrast to training for frontline staff under Service Option 2, below, the aim here would be to establish organizational systems that promote staff compliance with agency policies and legal requirements, and foster commitment to program quality, continuous quality improvement, and professional development.

Service Option 2: Training for OST Frontline Staff (maximum total funding: \$200,000)

Under Service Option 2, the TA would focus on (1) junior program staff and supervisors in OST elementary and middle school programs; and (2) key staff in the “OST Transition to High School” programs scheduled to launch in September 2009.⁶

(1) OST Elementary and Middle School Programs

The TA contractor would have a clear understanding of the youth development approaches that inform all DYCD OST programs and have a working knowledge of DYCD’s *Core Competencies for Youth Workers*. The primary training modality would be sequential workshops for frontline staff, including train-the-trainer workshops for supervisory staff. (For further details, see below under “Modalities.”)

The TA services would comprise training and support on a range of topics including the following:

- Development of activities appropriate to the OST program design;
- Behavior and classroom management;
- Conflict resolution and peer mediation;
- Implementation of well-known curricula such as KidzLit/Kidzmath used in OST programs;
- Effective design and implementation of “Homework Help” programming;
- Serving children with special needs;
- Requirements of New York State’s Office of Children and Family Services School Age Child Care (SACC) Regulations;
- Identifying and reporting of child abuse.

⁶ TA for the OST “Transition to Adulthood” program (a job readiness and workforce experience program for high school juniors and seniors) will be separately provided through an existing TA provider and therefore, is not included in the scope of services for this RFP.

(2) OST High School Transition Programs

The TA vendor would provide services that ensure effective implementation of the OST High School Transition program, a new one-year intervention for high school youth scheduled to begin in September 2009.⁷ The vendor would take account of the fact that, as with all new initiatives, contractors are likely to require more TA support in the first year of program implementation than subsequently.

The purpose of the OST High School Transition program is to ensure that students entering Grade 9 remain on track and gain on-time promotion to Grade 10. The model is designed to help participants manage the demands and maximize the benefits of high school by fostering peer bonding and supportive family environments, and facilitating access to relevant services. OST High School Transition programs will offer orientation sessions and provide a range of activities such as retreats, workshops, presentations and advisories. The programs are also expected to incorporate activities that help parents/guardians understand the demands of high school, student responsibilities, and graduation requirements.

The pivotal staff role in the OST High School Transition program model is that of the Counselor-Advocate who has responsibility for keeping track of the progress of each participant through communications with cohort students, school personnel, and parents or guardians. The Counselor-Advocate must be pro-active in identifying and addressing educational, personal, and social issues that may jeopardize student success and ensure their prompt access to appropriate support services - for example, tutoring in core academic areas, counseling, and mental health services. The maximum staff-to-participant ratio is one Counselor-Advocate for 30 students.

The TA vendor would have a detailed understanding of the OST High School Transition program model and working knowledge of the Department of Education Grade 9 requirements necessary for students to gain promotion to Grade 10. TA services would utilize the modalities most likely to be effective. These might include on-the-job coaching or consultations as well as workshops for groups of Counselor-Advocates on a range of topics relevant to effective implementation of the program model. This would include helping contractors to:

- Implement effective systems for monitoring participant progress;
- Identify student needs and facilitate access to relevant support services;
- Foster peer support networks and supportive family environments;
- Build effective relationships with school personnel.

Service Option 3: Information Technology (maximum total annual funding: \$200,000)

The Information Technology (IT) TA services would be designed with three distinct purposes in mind: first, to ensure that OST contractors accurately report their data to DYCD, using DYCD's electronic data management system (System), as required under their contracts; second, to train contractors in the use of the System as an effective management tool for improving the internal management of their OST programs; third, to enable OST contractors operating multiple programs with support from multiple funding streams to comply with diverse data reporting requirements and utilize their data to inform all decisions relating to services and program quality.

The TA vendor would ensure that all individual staff members who receive their services acquire the technical proficiency needed to use the System efficiently, report data accurately and communicate what they learned to other staff members, so that their technical knowledge and skills are transferred to the organization.

It is anticipated that the IT TA services would involve a mix of monthly trainings, on-site support, train-the-trainer sessions, and trouble-shooting or help desk services, tailoring services to the varying needs of different contractors.

⁷ For a detailed description of the model, see the OST High School RFP posted on DYCD's website at http://www.nyc.gov/html/dycd/downloads/pdf/ost_high_school_rfp_26009oshsrfp.pdf

IT TA services would include, but not be limited to, provision of training on the following key topics:

- Operation of the System for the purpose of compliance with DYCD reporting requirements. This training would cover all aspects of the System, including its capacity to track the number of youth being served through the OST programs, where they are being served, and what activities they attend; and, in the case of the OST High School Transition program, the capacity to track participant attendance and program outcomes.
- Use of the System as a versatile tool for managing contractor schedules, monitoring individual participant attendance, gaining access to and analyzing a mass of real-time data through the generation of a variety of reports, quickly identifying programmatic issues (for example, poor recruitment and attendance), trouble-shooting, use of data to inform decisions about delivery of OST services and program enhancements.
- Training on the use of the System as a tool for the management of multiple contracts simultaneously, including collection and reporting of data where funder requirements differ (for example, where there is financial support from funders other than DYCD such as 21st Century Community Learning Centers program or United Way of New York City).
- Use of electronic data systems to institutionalize decision-making informed by reliable information in order to achieve continuous quality improvement.

4. TA Design

All TA contracts would involve the four key components referred to above: pre-service assessment, intervention services, follow-up services, and short-term outcome evaluation. While each of these components is important, it is anticipated that the allocations of contract time would be as follows: pre-service assessment: 25 percent; intervention: 55 percent; follow-up services: 15 percent; and short-term evaluation: 5 percent. However, DYCD recognizes that there might be circumstances where variations in these percentages would be justifiable.

Target Customers

The Vendor would provide TA to OST contractors and DYCD staff.

TA Modalities

DYCD has identified four principal modalities: organizational consultations, train-the-trainer workshops, other workshops, and peer exchange and networking. The percentage of the vendor's contract allocated to different modalities would vary according to the needs of the contractors and the nature of the TA services provided. The vendor would not begin an intervention prior to DYCD approval of a detailed Work Plan. (See further below under "Work Plans.")

a. Organizational Consultations

Organizational consultations are TA services provided *to an individual contractor*. While contractors may request this form of assistance, priority would be given to contractors referred by DYCD staff, including referrals that are part of a corrective action.⁸ DYCD anticipates that a substantial portion of contract time under Service Option 1 would involve organizational consultations for contractors with multiple OST contracts.

Organizational consultations would respond to presenting issues and, as necessary, to any underlying challenges facing the contractor. They would vary in duration and scope according to need and available resources. As part of the consultation, the vendor would conduct a "pre-service assessment" of one-half day to one full day. This would comprise a general organizational assessment and a more detailed assessment tailored to specific challenges facing the contractor. On the basis of the pre-service assessment, the vendor would create a **work plan** (described below).

⁸ A corrective action is a plan for specific steps to be taken by a contractor to remedy a contractual or programmatic deficiency identified by DYCD.

Organizational consultations would encompass on-site and off-site meetings, telephone communications, on-the-job coaching, and other direct services provided by the vendor to individual contractors. The consultations, although listed as a separate modality, might incorporate other modalities (for example, on-site or off-site train-the-trainer workshops on specific topics) as part of the intervention. On-the-job coaching would entail relationship-building designed to enhance contractor knowledge, skills, and experience. It would support professional and organizational development and incorporate goal-setting, observation, modeling, and positive strategic feedback.

Following the consultation, the vendor and the contractor would both sign a statement confirming that the work was satisfactorily completed and verifying that short-term outcomes were achieved in accordance with the work plan.

b. Train-the-Trainer Workshops

A train-the-trainer workshop is an interactive, group session *for contractor staff who will train other staff in their agencies*. The train-the-trainer workshops would be designed to help organizations develop effective in-house staff training systems and sound supervision structures, promote best practices, raise program standards, and influence organizational habits and culture. These workshops would typically be sequenced: that is, individual sessions would form part of a series that together cover a topic. Individual workshops would comprise half-day or full-day presentations. They would allow trainees to demonstrate the knowledge and practice newly-acquired training skills in a safe environment and include follow-up monitoring and support. The size of train-the-trainer workshops would vary according to the circumstances, including the identified needs of the contractors to be addressed and desired outcomes.

At the conclusion of each workshop session, the vendor would assess the knowledge and skills learned by participants. Follow-up services would include telephone assistance and visits and an assessment of the extent to which the sequenced workshops enabled participants to effectively train staff in their agencies.

c. Other Workshops

A workshop is an interactive, group session *for organizational and programmatic staff of contractors*. Vendors would offer single or multiple-session workshops on a topic as appropriate. DYCD anticipates that each workshop would be attended by approximately 20 participants. Multiple-session workshops would be sequenced: that is, individual sessions would form part of a series designed to cover an entire topic. Individual workshops would comprise half-day or full day presentations. The vendor would assess the extent of knowledge and skills learned at the conclusion of each session.

For all workshops, the vendor would provide follow-up services (for example, a helpline) for a period of three to six months to answer questions and assess the extent to which sequenced workshops have enabled participants to effectively implement best practices.

d. Peer Exchange and Networking

These meetings would include half-day or full-day presentations or panel discussions or both that enable contractor representatives to build self-sustaining support networks, share experiences and best practices in programmatic and organizational development, and discuss how they have successfully overcome implementation challenges. Peer exchange and networking would take place under all three service options.

Work Plans

The following process would be used to determine the TA interventions and modalities to be provided under the TA contract:

- DYCD would discuss the needs of its direct service providers with the vendor. Thereafter, within a time-frame specified by DYCD, the vendor would present a work plan for approval prior to the start of any TA intervention. The work plan, informed by a pre-service assessment, would also specify and justify the modality/modalities chosen to address identified organizational or programmatic challenges for a specific TA intervention.
- In all cases, the work plan would also
 - Articulate measurable short-term and long-term outcomes to be achieved through the proposed TA;
 - Describe the TA activities to be undertaken, including the number and sequencing of sessions, meetings, and location(s);
 - Delineate responsibilities between the contractor and the vendor in relation to specified outcomes;
 - Identify the level(s) or type(s) of contractor staff targeted (for example, line staff, program directors, executive directors);
 - State the names and qualifications of staff to be assigned to carry out the work;
 - Describe follow-up activities, including the anticipated start and end dates of such activities;
 - Describe tools to be used to assess the impact of the TA services in each proposed modality; and
 - Provide a budget with the projected number of FDEs.
- Upon approval of a work plan by DYCD, the vendor would be responsible for delivery of TA and follow-up services described in the work plan, whether employees, consultants, or subcontractors undertake the work. The vendor would monitor the results of services being provided under the work plan and submit any proposed revisions for approval to DYCD.
- The vendor may propose revisions to approved work plans, as necessary, to respond to changing TA needs and fulfill specified goals and objectives. All revisions of the original work plan would require approval by DYCD.

Assessing Outcomes and Reporting to DYCD

- Upon completion of a TA intervention, the vendor would use appropriate tools to assess the impact of the TA and the extent to which short-term outcomes specified in the work plan were achieved. The vendor would also administer a DYCD survey to determine customer satisfaction.
- The vendor would prepare a monthly report of all activities undertaken for each TA intervention. The monthly report would include details such as outcomes achieved and documentation related to assessment, service delivery, and evaluation.
- Upon completion of all follow-up services the vendor would submit a final report on each TA intervention to DYCD.

D. Participation by Minority Owned and Women Owned Business Enterprises in City Procurement

The contract resulting from this Request for Proposals will be subject to Local Law 129 of 2005, the Minority-Owned and Women-Owned Business Enterprise (M/WBE) program. Please refer to Attachments 3 and 4 for information on the M/WBE requirements established for this solicitation and instructions on how to complete the required forms.

Please note that the M/WBE requirement does not apply to proposals submitted by certified not-for-profit organizations. Therefore, certified not-for-profit organizations are not required to submit a completed “Subcontractor Utilization Plan” nor the request form for a Pre-Award Waiver of the DYCD’s established Target Subcontracting Percentage for this procurement, all of which are included in the attached Schedule B. Please be aware that the proposer must still comply with any and all additional City, State, and federal laws and regulations applicable to this procurement.

Note: If a proposer is not a certified not-for-profit organization, as fully explained in the Notice to Prospective Contractors -- part of Attachment 3 -- and it intends to file a waiver of the Target Subcontracting Percentage, the waiver must be submitted to DYCD at least seven days prior to the proposal due date and time in order to be timely considered.

E. Compliance with Local Law 34

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 name of any "person" who 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 and return it with this proposal, and should do so in a separate envelope.** 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 DYCD and will be given four calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to DYCD. Failure to do so will result in a determination that the proposal is nonresponsive. 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 not later than five days from the date of mailing or upon delivery, if delivered.

SECTION IV - FORMAT AND CONTENT OF THE PROPOSAL

Instructions: Proposers should provide all information required in the format below. The proposal should be typed on both sides of 8 1/2" x 11" paper. The City of New York requests that all proposals be submitted on paper with no less than 30% post-consumer 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/cpg/products/printing.htm>). Pages should be paginated. The proposal will be evaluated on the basis of its content, not length. Failure to comply with any of these instructions will not make the proposal non-responsive.

A. Proposal Format

1. Proposal Summary

The Proposal Summary form (Attachment 1) transmits the Proposal Package to DYCD. It should be completed, signed, and dated by an authorized representative of the proposer. Completing this form fully and accurately assists DYCD in the evaluation of proposals.

2. Technical Assistance Proposal

The Proposal is a clear, concise narrative. It will set forth the experience, capability, and service approach of the proposer and should include the following:

a. Experience (Preferable page limit: 8 pages, excluding requested attachments)

Describe and demonstrate the successful relevant experience of the proposer, each proposed subcontractor (if any), and the proposed key staff (whether employees, consultants, or subcontractor employees) in providing the work described in Section III of this RFP. Evidence of successful experience would include, but not be restricted to the following: successive or repeat contracts for delivery of TA to not-for-profit contractors operating OST or similar programs; TA outcomes that met or exceeded the funder or customer expectations; external evaluations of the TA intervention that indicate positive findings; recognition awards received for the TA provided; and articles describing past successes from peer-reviewed journals or other publications.

Specifically demonstrate the successful relevant experience of the proposer relating to:

- Provision of the types of TA services specified under the relevant service option, to not-for-profit organizations and delivery of TA services in each of the TA modalities referred to in the RFP: namely, organizational consultations, train-the-trainer workshops, other workshops, and peer exchange and networking. The narrative should explain the rationale for choosing a particular modality for a particular task or contract as well as a description of the assessment tools used and how the impact of the TA intervention was measured. If available, include findings from external evaluations demonstrating improved program effectiveness following delivery of the TA intervention.
- Hiring, management, and evaluation of individual consultants.
- The experience of the staff whom the proposer would assign to the DYCD contract. Evidence of successful experience would include, but not be restricted to the following: TA outcomes that met or exceeded the funder or customer expectations, recognition awards received for the TA provided, letters of recommendation from former funders or customers.

In addition:

- Attach letters from at least two relevant funders (excluding DYCD) and at least two customers to whom the proposer has provided relevant TA services within the last five years. For each organization, include the name of the organization as well as the name, title, and telephone number of a contact person. The letters should describe the TA services provided and their positive impact(s).

- Describe how the mission of the proposer (and any proposed subcontractor) relates to delivery of TA services for the selected service option. Indicate whether it is the organization's primary mission or the mission of a unit within the organization.
- Attach resumes for staff who will be assigned to the contract, whether they are employees, consultants, or subcontractor employees. Where staff has not yet been identified, describe the staff position(s) and confirm that resumes will be provided to DYCD prior to the conclusion of contract negotiations.

b. Organizational Capability (Preferable page limit: 5 pages, excluding requested attachments)

Demonstrate the proposer's organizational, managerial, and financial capability to carry out the services described above in Section III – Scope of Services, specifically addressing the following points:

- Provide the name, address, and contact information for all proposed subcontractors, if applicable.
- Demonstrate successful joint efforts with other organizations and agencies in providing TA services and other related services.
- Demonstrate the proposer's capacity to integrate the proposed TA into its existing operation. Attach an organizational chart indicating how the staff members who will deliver the proposed TA service relate to the overall organization.
- Describe the proposer's internal monitoring system and demonstrate its effectiveness in identifying program, personnel, and fiscal issues, and the organization's corrective action procedures.
- Describe the proposer's customer management and quality assurance processes. Include a description of how staff and consultants are selected for projects, customer complaints are handled, and service delivery is monitored.
- Describe the professional development, including orientation to the proposer's customer management approach, service delivery model, and dissemination of new research on TA practices, provided to staff and consultants to promote high quality services.
- Describe how the organization leverages resources or uses existing relationships within the TA field and specialization area to enhance service delivery.
- Describe the number of administrative, program, and consultant staff to be assigned to the contract and their job titles. If the organization intends to recruit new staff, describe proposed recruitment strategies to ensure that these staff will be appropriately qualified.
- 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. If no audit has been performed, attach the most recent financial statement indicating the period covered AND an explanation of why no audited financial statement is available.
- State whether the proposer has submitted more than one proposal in response to this RFP and, if so, demonstrate the proposer's organizational capability to successfully provide services simultaneously in all the areas proposed. Specifically demonstrate that planned staffing patterns, supervision and oversight, and customer management would be adequate.

c. Proposed Approach (Preferable page limit: 10 pages, excluding requested attachments)

Describe the proposer's approach and its underlying rationale. Explain in detail how the services described in

the relevant parts of Section III –Scope of Services of the RFP would be provided and how the approach would fulfill DYCD’s goals and objectives. The narrative should indicate the anticipated proportion of total contract time that would be allocated to (1) pre-service assessment, (2) intervention services, (3) follow-up services, and (4) short-term outcome evaluation, and provide a clear justification for the proposed allocations.

i. Staffing

- Describe all positions of salaried and non-salaried staff who would provide the proposed TA services and demonstrate that such staffing is sufficient to provide the services outlined in Section III – Scope of Services.
- Demonstrate that all individuals to be assigned to the contract would be sensitive to the characteristics and needs of the contractors and staff who receive the TA services.

ii. Assessment

- Provide an outline and description of a pre-service organizational assessment of TA needs.
- Attach a copy of the assessment tool(s) to be used in the pre-service organizational assessment.

iii. Training Facility

- Describe the proposed training facility, including conference and workshop rooms, and demonstrate that it will be adequate in size and design to accommodate vendor’s staff, TA participants, and TA activities.
- Describe the technology and equipment that will be used to conduct trainings and presentations and to disseminate information.
- Attach a lease or other document that demonstrates availability of the facility for use by the vendor by the contract start date and for the duration of the contract term.
- Demonstrate that the facility will be easily accessible to public transportation and people with disabilities, and that the facility meets all Americans with Disabilities Act (ADA) requirements.

iv. Publications

Submit one article, written by key staff of the proposer and preferably published in a peer-reviewed journal, that focuses on issues relevant to the service option to which the proposal relates.

v. Exercise

This exercise is requested for the sole purpose of evaluating proposals and does not represent a commitment by DYCD to incorporate any proposer’s exercise in any contract award.

Illustrate through a brief narrative (preferable page limit: 2 pages) how the proposer’s capacity-building approach would successfully meet the challenge specified below under “Exercise Topics” for the service option to which the proposal relates. Proposers should design an intervention that requires 10 FDE’s and addresses all the following points:

- Measurable outcomes to be achieved;
- TA activities to be undertaken, modalities to be employed, and the justification for the chosen activities and modalities;
- Respective responsibilities of the contractor and vendors in relation to specified outcomes;
- Level(s) or type(s) of contractor staff that to be targeted by the intervention (for example, line staff, program directors, executive directors);
- Qualifications and experience of staff to be assigned to do the work;
- Proposed follow-up services;
- Tools to be used to assess the impact of the TA services.

Exercise Topics

Service Option 1 *Building Organizational Capacity:* Human Resource Management

Improving program quality by institutionalizing effective strategies for staff training and supervision

Service Option 2 *Training for OST Frontline Staff:* Behavior Management

Implementing effective behavior management strategies

Service Option 3 *Information Technology and Data Management:* Managing Multiple Contracts

Effective use of electronic data systems to manage and report on multiple contracts simultaneously.

3. Price Proposal

The Price Proposal should include each of the following for providing the Scope of Services described in Section III of this RFP:

- a. Prepare and submit a one-page budget that includes the following information
 - The proposed rate per FDE (equal to 7 hours of consulting time)
 - The proposed total number of FDEs;
 - The total DYCD funding request (rate per FDE x total number of FDEs);
 - If subcontractors are proposed, the estimated share of total FDEs to be provided by subcontractors and the TA services to be assigned to each subcontractor; and
 - If consultants are proposed, the estimated share of total FDEs to be provided by consultants and the TA services assigned to be assigned to each consultant.

- b. **Budget Justification Narrative:** Demonstrate that the proposed FDE is comparable to FDEs which the proposer previously charged other public entities for comparable services. If the rate being proposed is not comparable to previously charged FDEs, justify the proposed difference. In addition, provide the following information on organizations/funders for which the proposer provided comparable services: the FDE rate, name of the organization/funder(s), contact person name(s), and telephone number(s).

4. Other Required Documents

Complete and submit the Doing Business Data form (Attachment 2).

5. Acknowledgement of Addenda

The Acknowledgement of Addenda form (Attachment 5) serves as the proposer's acknowledgement of the receipt of addenda to this RFP that may have been issued by DYCD prior to the Proposal Due Date and Time. The proposer should complete this acknowledgement as instructed on the form.

B. 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 proposal to DYCD.

1. A sealed inner envelope labeled “Proposal,” containing one original set and four (4) duplicate sets of the documents listed below in the following order:
 - **Proposal Summary Form (Attachment 1)**
 - **Technical Assistance Proposal**
 - a. Narrative
 - b. Letters of reference
 - c. List of subcontractors (if applicable)
 - d. Job descriptions/qualifications, organizational chart for staff positions, and resumes, as appropriate
 - e. Organizational assessment tool(s)
 - f. Audit Report or Certified Financial Statement or a statement as to why no report or statement is available
 - g. Lease or other document demonstrating vendor’s access to training facility
 - h. Acknowledgement of Addenda (Attachment 5)
 - **Price Proposal**
 - a. One-page Budget
 - b. Budget Justification Narrative
2. A sealed inner envelope labeled “Doing Business Data Form,” containing one original of the completed Doing Business Data Form (Attachment 2).
3. For organizations who are **not** certified not-for-profits **only**.

A sealed inner envelope labeled “M/WBE Documents,” containing one original set of the required documentation related to M/WBE:

 - “Subcontractor Utilization Plan” (Attachment 4, Schedule B, Part II) [IF APPLICABLE] or;
 - Approved Waiver of Target Subcontracting Percentage (Attachment 4, Schedule B, Part III) [IF APPLICABLE] or;
 - “Subcontractor Utilization Plan” (Attachment 4, Schedule B, Part II) and Approved ***Partial*** Waiver of Target Subcontracting Percentage (Attachment 4, Schedule B, Part III) [IF APPLICABLE]

For each proposal submitted, enclose the documents listed above in a sealed envelope and hand deliver to Daniel Symon, Agency Chief Contracting Officer, Office of Procurement. Label the envelope with the proposer’s name and address, “TA” and “PIN 26009OSTARFP,” the service option being proposed, 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 DYCD determines to be non-responsive will not be further considered. DYCD's Evaluation Committee will evaluate and rate all remaining proposals based on the Evaluation Criteria prescribed below. DYCD reserves the right to make site visits, conduct interviews, or request that proposers make presentations as DYCD deems applicable and appropriate. Although DYCD may conduct discussions with proposers submitting acceptable proposals, it reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the proposer's initial proposal should contain its best technical and price terms.

B. Evaluation Criteria

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

C. Basis for Contract Award

DYCD will award contracts to the responsible proposers whose proposals are determined to be the most advantageous to the City, taking into consideration the price and other factors or criteria set forth in this RFP. Within each competition pool, proposals will be listed in descending order of their overall average technical score and a competitive range or technically viable proposals will be established. Award selection within each competition will be based on the best technically rated proposal whose price does not exceed the maximum FDE rate of \$1,300 set forth in the RFP. In the case that a proposer is eligible for award to provide TA in more than one service option, DYCD reserves the right to determine, based on the proposer's demonstrated organizational capability and the best interests of the City, respectively, for how many and which service option(s) the proposer will be awarded a contract(s).

Contract award shall be subject to timely completion of contract negotiations between DYCD and the selected proposer(s). DYCD reserves the right to award less than the full amount of the funding requested by proposers, and to modify the allocation of funds among the service options in the best interests of the City.

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) 669-3000. 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. Applicable Laws.** 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 PPB at (212) 788-7820.
- C. General Contract Provisions.** Contracts shall be subject to New York City's general contract provisions, in substantially the form that they appear in "Appendix A—General Provisions Governing Contracts for Consultants, Professional and Technical Services" or, if the Agency utilizes other than the formal Appendix A, in substantially the form that they appear in the Agency's general contract provisions. A copy of the applicable document is available through the Authorized Agency Contact Person.
- D. Contract Award.** Contract award is subject to each of the following applicable conditions and any others that may apply: New York City Fair Share Criteria; New York City MacBride Principles Law; submission by the proposer of the requisite New York City Department of Business Services/Division of Labor Services Employment Report and certification by that office; submission by the proposer of the requisite VENDEX Questionnaires/Affidavits 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 the Agency 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. The Agency 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 the Agency prior to contract award but after the expiration of 90 days after the opening of proposals. This shall not limit the discretion of the Agency 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 of 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. All information not so identified may be disclosed by the City.
- 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 Agency has determined that the contract(s) to be awarded through this Request for Proposals will not directly result in the displacement of any New York City employee.



Agency Chief Contracting Officer

5.18.09

Date

Message from the New York City Vendor Enrollment Center
Get on mailing lists for New York City contract opportunities!
Submit a NYC-FMS Vendor Application - Call 212/857-1680

Proposal Summary Form

RFP TITLE: Technical Assistance

PIN: 26009OSTARFP

Organization: _____ EIN: _____

Address: _____

_____ City State Zip Code

Contact Name: _____ Title: _____

Contact Email: _____

Telephone: _____ Fax: _____

Authorized Representative: _____ Title: _____

Signature: _____ Date: _____

Proposed Service Option (Check one)		
<input type="checkbox"/>	Service Option 1	Building Organizational Capacity
<input type="checkbox"/>	Service Option 2	Training for OST Frontline Staff
<input type="checkbox"/>	Service Option 3	Information Technology and Data Management

DYCD Annual Funding Request: \$ _____ Full Day Equivalent Rate \$ _____

Training Site: _____

Address: _____

_____ City State Zip Code

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

Doing Business Data Form

To be completed by the City Agency prior to distribution			
Agency: _____		Transaction ID: _____	
Check One:	Transaction Type (check one):		
<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 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.



NOTICE TO ALL PROSPECTIVE CONTRACTORS

PARTICIPATION BY MINORITY-OWNED AND WOMEN-OWNED BUSINESS ENTERPRISES IN CITY PROCUREMENT

ARTICLE I. M/WBE PROGRAM

Local Law No. 129 of 2005 added Section 6-129 to the Administrative Code of the City of New York. The local law creates a program for participation by minority-owned and women-owned business enterprises (MBEs and WBEs) in City procurement. As stated in the Section 6-129, the intent of the program is to address the impact of discrimination on the City's procurement process, and to promote the public interest in avoiding fraud and favoritism in the procurement process, increasing competition for City business, and lowering contract costs. The contract provisions contained herein are made pursuant to Local Law 129, and the rules of the Department of Small Business Services ("DSBS") promulgated thereunder.

If this Contract is subject to the Minority-Owned and Women-Owned Business Enterprise ("M/WBE") program created by Local Law 129, the specific requirements of M/WBE participation for this Contract are set forth in Schedule B of the Contract (entitled the "Subcontractor Utilization Plan"), and are detailed below.

The Contractor must comply with all applicable M/WBE requirements for this Contract.

Article I, Part A, below, sets forth provisions related to the participation goals for construction and professional services contracts.

Article I, Part B, below, sets forth miscellaneous provisions related to the M/WBE program.

PART A

PARTICIPATION GOALS FOR CONSTRUCTION AND PROFESSIONAL SERVICES CONTRACTS

1. The **Target Subcontracting Percentage** applicable to this Contract is set forth on Schedule B, Part I to this Contract (see Page 1, line (1)).

The "**Target Subcontracting Percentage**" is the percentage of the total Contract which Agency anticipates that the prime contractor for this Contract would in the normal course of business award to one or more subcontractors for amounts under \$1 million for construction and professional services.

A prospective contractor may seek a full or partial pre-award waiver of the **Target Subcontracting Percentage** in accordance with Local Law 129 and Part A, Section 10 below. To apply for the a full or partial waiver of the **Target Subcontracting Percentage**, a prospective contractor must complete Part III (Page 4) of Schedule B, and must submit such request no later than seven (7) days prior to the date and time the bids or proposals are due, in writing to the Agency by e-mail at _____ or via facsimile at (____) _____. Bidders/proposers who have submitted requests will receive a response by no later than two (2) calendar days prior to the date bids or proposals are due, provided, however, that if that date would fall on a weekend or holiday, a response will be provided by close-of-business on the business day before such weekend or holiday date.

2. The **Subcontractor Participation Goals** established for this Contract are set forth on Schedule B, Part I to this Contract (see Page 1, line (2) and/or line (3)).

The **Subcontractor Participation Goals** represent a percentage of the total dollar value of all construction and/or professional services subcontracts under this Agreement for amounts under \$1 million.

3. If **Subcontractor Participation Goals** have been established for this Contract, Contractor agrees or shall agree as a material term of the Agreement that, with respect to the total amount of the Agreement to be awarded to one or more subcontractors pursuant to subcontracts for amounts under \$1 million, Contractor shall be subject to the **Subcontractor Participation Goals**, unless the goals are modified by Agency in accordance with Local Law 129 and Part A, Section 11 below.

4. If **Subcontractor Participation Goals** have been established for this Contract, a prospective contractor shall be required to submit with its bid or proposal, as applicable, a completed Schedule B, Part II Subcontractor Utilization Plan (see Page 2-3) indicating: (a) the percentage of work it intends to subcontract; (b) the percentage of work it intends to award to subcontractors for amounts under \$1 million; (c) in cases where the prospective contractor intends to award subcontracts for amounts under \$1 million, a description of the type and dollar value of work designated for participation by MBEs and/or WBEs; and (d) the general time frames in which such work by MBEs and/or WBEs is scheduled to occur. In the event that this Subcontractor Utilization Plan indicates that the bidder or proposer, as applicable, does not intend to award the **Target Subcontracting Percentage**, the bid or proposal, as applicable, shall be deemed non-responsive, unless Agency has granted the bidder or proposer, as applicable, a pre-award waiver of the **Target Subcontracting Percentage** in accordance with Local Law 129 and Part A, Section 10 below.

THE BIDDER/PROPOSER MUST FULLY COMPLETE THE SUBCONTRACTOR UTILIZATION PLAN INCLUDED HEREIN (SCHEDULE B, PART II). BIDS/PROPOSALS WHICH DO NOT INCLUDE A COMPLETED SUBCONTRACTOR UTILIZATION PLAN WILL BE DEEMED TO BE NON-RESPONSIVE, UNLESS A FULL WAIVER OF THE TARGET SUBCONTRACTING PERCENTAGE IS GRANTED (SCHEDULE B, PART III). IN THE EVENT THAT THE SUBCONTRACTOR UTILIZATION PLAN (SCHEDULE B, PART II) INDICATES THAT THE BIDDER/PROPOSER DOES NOT INTEND TO AWARD THE TARGET SUBCONTRACTING PERCENTAGE, THE BID/PROPOSAL WILL BE DEEMED TO BE NON-RESPONSIVE, UNLESS THE AGENCY HAS GRANTED A WAIVER OF THE TARGET SUBCONTRACTING PERCENTAGE (SCHEDULE B, PART III).

5. Where a Subcontractor Utilization Plan has been submitted, the Contractor shall, within 30 days of issuance by Agency of a notice to proceed, submit a list of proposed persons or entities to which it intends to award subcontracts within the subsequent 12 months. In the case of multi-year contracts, such list shall also be submitted every year thereafter. In the event that the Contractor's selection of a subcontractor is disapproved, the Contractor shall have a reasonable time to propose alternate subcontractors.

6. M/WBE firms must be certified by DSBS in order for the Contractor to credit such firms' participation toward the attainment of the M/WBE participation goals. Such certification must occur prior to the firms' commencement of work as subcontractors. A list of M/WBE firms may be obtained from the DSBS website at www.nyc.gov/getcertified, by emailing DSBS at MWBE@sbs.nyc.gov, by calling the DSBS certification hotline at (212) 513-6311, or by visiting or writing DSBS at 110 William St., New York, New York, 10038, 7th floor. Eligible firms that have not yet been certified may contact DSBS (as indicated above) in order to seek certification.

7. Where a Subcontractor Utilization Plan has been submitted, the Contractor shall, with each voucher for payment, and/or periodically as Agency may require, submit statements, certified under penalty of perjury, which shall include, but not be limited to, the total amount paid to subcontractors (including subcontractors that

are not MBEs or WBEs); the names, addresses and contact numbers of each MBE or WBE hired as a subcontractor pursuant to such plan as well as the dates and amounts paid to each MBE or WBE. The Contractor shall also submit, along with its voucher for final payment, the total amount paid to subcontractors (including subcontractors that are not MBEs or WBEs); and a final list, certified under penalty of perjury, which shall include the name, address and contact information of each subcontractor that is an MBE or WBE hired pursuant to such plan, the work performed by, and the dates and amounts paid to each.

8. If payments made to, or work performed by, MBEs or WBEs are less than the amount specified in the Contractor's Subcontractor Utilization Plan, Agency shall take appropriate action, in accordance with Local Law 129 and Article II below, unless the Contractor has obtained a modification of its Subcontractor Utilization Plan in accordance with Local Law 129 and Part A, Section 11 below.

9. Where a Subcontractor Utilization Plan has been submitted, and the Contractor requests a change order the value of which exceeds 10 percent of the Agreement, Agency shall establish participation goals for the work to be performed pursuant to the change order.

10. Pre-award waiver of **Target Subcontracting Percentage**. Agency may grant a full or partial waiver of the **Target Subcontracting Percentage** to a bidder or proposer, as applicable, who demonstrates—before submission of the bid or proposal—that it has legitimate business reasons for proposing the level of subcontracting in its Subcontractor Utilization Plan. In making its determination, Agency shall consider factors that shall include, but not be limited to, whether the bidder or proposer, as applicable, has the capacity and the bona fide intention to perform the Contract without any subcontracting, or to perform the Contract without awarding the amount of subcontracts for under one million dollars represented by the **Target Subcontracting Percentage**. In making such determination, Agency may consider whether the Subcontractor Utilization Plan is consistent with past subcontracting practices of the bidder or proposer, as applicable, and whether the bidder or proposer, as applicable, has made good faith efforts to identify portions of the Contract that it intends to subcontract.

11. Modification of Subcontractor Utilization Plan. A Contractor may request a modification of its Subcontractor Utilization Plan (**Subcontractor Participation Goals**) after award of this Contract. The Agency may grant such request if it determines that the Contractor has established, with appropriate documentary and other evidence, that it made reasonable, good faith efforts to meet the **Subcontractor Participation Goals**. In making such determination, Agency shall consider evidence of the following efforts, as applicable, along with any other relevant factors:

(a) The Contractor advertised opportunities to participate in the Contract, where appropriate, in general circulation media, trade and professional association publications and small business media, and publications of minority and women's business organizations;

(b) The Contractor provided notice of specific opportunities to participate in the Contract, in a timely manner, to minority and women's business organizations;

(c) The Contractor sent written notices, by certified mail or facsimile, in a timely manner, to advise MBEs and WBEs that their interest in the Contract was solicited;

(d) The Contractor made efforts to identify portions of the work that could be substituted for portions originally designated for participation by MBEs and/or WBEs in the Subcontractor Utilization Plan, and for which the Contractor claims an inability to retain MBEs or WBEs;

(e) The Contractor held meetings with MBEs and/or WBEs prior to the date their bids or proposals were due, for the purpose of explaining in detail the scope and requirements of the work for which their bids or proposals were solicited;

(f) The Contractor made efforts to negotiate with MBEs and/or WBEs as relevant to perform specific subcontracts;

(g) Timely written requests for assistance made by the Contractor to Agency's M/WBE liaison officer and to DSBS;

(h) Description of how recommendations made by DSBS and Agency were acted upon and an explanation of why action upon such recommendations did not lead to the desired level of participation of MBEs and/or WBEs.

Agency's M/WBE officer shall provide written notice to the Contractor of the determination.

12. If **Subcontractor Participation Goals** have been established for this Contract, Agency shall evaluate and assess the Contractor's performance in meeting those goals, and such evaluation and assessment shall become part of the Contractor's overall contract performance evaluation.

PART B

MISCELLANEOUS

1. The Contractor shall take notice that, if this solicitation requires the establishment of a Subcontractor Utilization Plan, the resulting contract may be audited by DSBS to determine compliance with Section 6-129. See 6-129(e)(10). Furthermore, such resulting contract may also be examined by the City's Comptroller to assess compliance with the Subcontractor Utilization Plan.

2. Pursuant to DSBS rules, construction contracts that include a requirement for a Subcontractor Utilization Plan shall not be subject to the law governing Locally Based Enterprises set forth in Administrative Code Section 6-108.1.

3. DSBS is available to assist contractors and potential contractors in determining the availability of MBEs and WBEs to participate as subcontractors, and in identifying opportunities that are appropriate for participation by MBEs and WBEs in contracts.

4. Prospective contractors are encouraged to enter into joint ventures with MBEs and WBEs.

5. By submitting a bid or proposal the Contractor hereby acknowledges its understanding of the M/WBE requirements set forth herein and the pertinent provisions of Local Law 129 of 2005, and any rules promulgated thereunder, and if awarded this Contract, the Contractor hereby agrees to comply with the M/WBE requirements of this Contract and pertinent provisions of Local Law 129 of 2005, and any rules promulgated thereunder, all of which shall be deemed to be material terms of this Contract. The Contractor hereby agrees to make all reasonable, good faith efforts to solicit and obtain the participation of M/WBE's to meet the required **Subcontractor Participation Goals**.

ARTICLE II. ENFORCEMENT

1. If Agency determines that a bidder or proposer, as applicable, has, in relation to this procurement, violated Section 6-129 or the DSBS rules promulgated pursuant to Section 6-129, Agency may disqualify such

bidder or proposer, as applicable, from competing for this Contract and the Agency may revoke such bidder's or proposer's prequalification status, if applicable.

2. Whenever Agency believes that the Contractor or a subcontractor is not in compliance with Section 6-129 or the DSBS rules promulgated pursuant to Section 6-129, or any provision of this Contract that implements Section 6-129, including, but not limited to any Subcontractor Utilization Plan, Agency shall send a written notice to the Contractor describing the alleged noncompliance and offering an opportunity to be heard. Agency shall then conduct an investigation to determine whether such Contractor or subcontractor is in compliance.

3. In the event that the Contractor has been found to have violated Section 6-129, the DSBS rules promulgated pursuant to Section 6-129, or any provision of this Contract that implements this Section 6-129, including, but not limited any Subcontractor Utilization Plan, Agency may determine that one of the following actions should be taken:

- (a) entering into an agreement with the Contractor allowing the Contractor to cure the violation;
- (b) revoking the Contractor's pre-qualification to bid or make proposals for future contracts;
- (c) making a finding that the Contractor is in default of the Contract;
- (d) terminating the Contract;
- (e) declaring the Contractor to be in breach of Contract;
- (f) withholding payment or reimbursement;
- (g) determining not to renew the Contract;
- (h) assessing actual and consequential damages;
- (i) assess liquidated damages or reduction of fees, provided that liquidated damages may be based on amounts representing costs of delays in carrying out the purposes of the program established by Section 6-129, or in meeting the purposes of the Contract, the costs of meeting utilization goals through additional procurements, the administrative costs of investigation and enforcement, or other factors set forth in the Contract;
- (j) exercise rights under the Contract to procure goods, services or construction from another contractor and charge the cost of such contract to the Contractor that has been found to be in noncompliance; or
- (k) take any other appropriate remedy.

4. Whenever Agency has reason to believe that an MBE or WBE is not qualified for certification, or is participating in a contract in a manner that does not serve a commercially useful function (as defined in Section 6-129), or has violated any provision of Section 6-129, Agency shall notify the commissioner of DSBS who shall determine whether the certification of such business enterprise should be revoked.

5. Statements made in any instrument submitted to Agency pursuant to Section 6-129 shall be submitted under penalty of perjury and any false or misleading statement or omission shall be grounds for the application of any applicable criminal and/or civil penalties for perjury. The making of a false or fraudulent statement by an MBE or WBE in any instrument submitted pursuant to Section 6-129 shall, in addition, be grounds for revocation of its certification.

6. The Contractor's record in implementing its Subcontractor Utilization Plan shall be a factor in the evaluation of its performance. Whenever a contracting agency determines that a contractor's compliance with a Subcontractor Utilization Plan has been unsatisfactory, the agency shall, after consultation with the city chief procurement officer, file an advice of caution form for inclusion in VENDEX as caution data.



THE CITY OF NEW YORK

ATTACHMENT 4

SCHEDULE B – Subcontractor Utilization Plan – Part I: Agency’s Target

This page to be completed by contracting agency

Contract Overview

Pin # 26009OSTARFP FMS Project ID#: _____

Project Title Technical Assistance

Contracting Agency Department of Youth and Community Development

Agency Address 156 William Street City New York State NY Zip Code 10038

Contact Person Daniel Symon Title Agency Chief Contracting Officer

Telephone # (212) 442-5982 Email acco@dycd.nyc.gov

Project Description *(attach additional pages if necessary)*

DYCD is seeking appropriately qualified vendors to provide Technical Assistance (TA) to direct service providers (contractors) in DYCD’s Out of School Time (OST) initiative. The fundamental purpose in providing technical assistance is to raise and sustain program quality for the benefit of the program participants.

(1) ✓ Target Subcontracting Percentage

Percentage of total contract dollar value that agency estimates will be awarded to subcontractors in amounts under \$1 million for construction and professional services.

30 %

Subcontractor Participation Goals

Complete and enter total for each Construction or Professional Services, or both (if applicable)

Group	Construction	Professional Services
Black American	_____ %	<u>9.0 %</u>
Hispanic American	_____ %	<u>5.0 %</u>
Asian American	_____ %	<u>No Goal</u>
Caucasian Female	<u>No Goal</u>	<u>16.5 %</u>
Total Participation Goals	(2) _____ %	(3) <u>30.5 %</u>

SCHEDULE B – Subcontractor Utilization Plan – Part II: Bidder/Proposer Subcontracting Plan

This page and the next (Part II herein) are to be completed by the bidder/proposer. AFFIRMATIONS; Bidder/proposer must check the applicable boxes below, affirming compliance with M/WBE requirements.

Bidder/proposer AFFIRMS or DOES NOT AFFIRM [statement below]

It is a material term of the contract to be awarded that, with respect to the total amount of the contract to be awarded, bidder/proposer will award one or more subcontracts for amounts under one million dollars, sufficient to meet or exceed the Target Subcontracting Percentage (as set forth in Part I) unless it obtains a full or partial waiver thereof, and it will award subcontracts sufficient to meet or exceed the Total Participation Goals (as set forth in Part I) unless such goals are modified by the Agency.

- Bidder/proposer AFFIRMS that it intends to meet or exceed the Target Subcontracting Percentage (as set forth in Part I); or
- AFFIRMS that it has obtained a full/partial pre-award waiver of the Target Subcontracting Percentage (as set forth in Part I) and intends to award the modified Target Subcontracting Percentage, if any; or
- DOES NOT AFFIRM

Section I: Prime Contractor Contact Information

Tax ID # _____ FMS Vendor ID # _____

Business Name _____ Contact Person _____

Address _____

Telephone # _____ Email _____

Section II: General Contract Information

- Define the industry in which work is to be performed.
 - Construction** includes all contracts for the construction, rehabilitation, and/or renovation of physical structures. This category does include CM Build as well as other construction related services such as: demolition, asbestos and lead abatement, and painting services, carpentry services, carpet installation and removal, where related to new construction and not maintenance.
 - Professional Services** are a class of services that typically require the provider to have some specialized field or advanced degree. Services of this type include: legal, management consulting, information technology, accounting, auditing, actuarial, advertising, health services, pure construction management, environmental analysis, scientific testing, architecture and engineering, and traffic studies, and similar services.
- a. Type of work on Prime Contract (*Check one*): b. Type of work on Subcontract (*Check all that apply*):
- Construction Professional Services Construction Professional Services Other
- What is the expected percentage of the total contract dollar value that you expect to award to all subcontracts? _____ %
 - Will you award subcontract(s) in amounts below \$ 1 million for construction and/or professional services contracts within the first 12 months of the notice to proceed on the contract? Yes No

Section III: Subcontractor Utilization Summary

IMPORTANT: If you do not anticipate that you will subcontract at the target level the agency has specified, because you will perform more of the work yourself, you must seek a waiver of the Target Subcontracting Percentage by completing p. 4).

Step 1: Calculate the percentage (of your total bid) that will go towards subcontracts under \$1M for construction and/or professional services	Subcontracts under \$1M (4) (construction/professional services)	Total Bid/Proposal Value	Calculated Target Subcontracting Percentage
	\$ _____	\$ _____	_____ %
	÷	x 100 =	

- Subcontracts under \$1M (construction/professional services):** Enter the value you expect to award to subcontractors in dollars for amounts under \$1 million for construction and/or professional services. This value defines the amount that participation goals apply to, and will be entered into the first line of Step 2.
- Total Bid/Proposal Value:** Provide the dollar amount of the bid/proposal.
- Calculated Target Subcontracting Percentage:** The percentage of the total contract dollar value that will be awarded to one or more subcontractors for amounts under \$1 million for construction and/or professional services. **This percentage must equal or exceed the percentage listed by the agency on page 1, at line (1).**

NOTE: The “Calculated Target Subcontracting Percentage” MUST equal or exceed the Target Subcontracting Percentage listed by the agency on Page 1, Line (1).

SCHEDULE B – PART III – REQUEST FOR WAIVER OF TARGET SUBCONTRACTING PERCENTAGE

Contract Overview

Tax ID # _____ FMS Vendor ID # _____
 Business Name _____
 Contact Name _____ Telephone # _____ Email _____
 Type of Procurement Competitive Sealed Bids Other Bid/Response Due Date _____
 PIN # (for this procurement) _____ Type of work on Prime Contract _____ Type of work on Subcontract (Check all that apply):
 (Check one):
 Construction Construction Other
 Professional Services Professional Services

SUBCONTRACTING as described in bid/solicitation documents (Copy this % figure from the solicitation)
 _____ % of the total contract value anticipated by the agency to be subcontracted for construction/professional services subcontracts valued below \$1 million (each)

ACTUAL SUBCONTRACTING as anticipated by vendor seeking waiver
 _____ % of the total contract value anticipated in good faith by the bidder/proposer to be subcontracted for construction/ professional services subcontracts valued below \$1 million (each)

Basis for Waiver Request: Check appropriate box & explain in detail below (attach additional pages if needed)

- Vendor does not subcontract construction/professional services, and has the capacity and good faith intention to perform all such work itself.
- Vendor subcontracts *some* of this type of work but at *lower* % than bid/solicitation describes, and has the capacity and good faith intention to do so on this contract.
- Other _____

References

List 3 most recent contacts/subcontracts performed for NYC agencies (if any)

CONTRACT NO. _____	AGENCY _____	DATE COMPLETED _____
CONTRACT NO. _____	AGENCY _____	DATE COMPLETED _____
CONTRACT NO. _____	AGENCY _____	DATE COMPLETED _____

List 3 most recent contracts/subcontracts performed for other agencies/entities
 (complete ONLY if vendor has performed fewer than 3 NYC contracts)

TYPE OF WORK _____	AGENCY/ENTITY _____	DATE COMPLETED _____
Manager at agency/entity that hired vendor (Name/Phone No.) _____		
TYPE OF WORK _____	AGENCY/ENTITY _____	DATE COMPLETED _____
Manager at agency/entity that hired vendor (Name/Phone No.) _____		
TYPE OF WORK _____	AGENCY/ENTITY _____	DATE COMPLETED _____
Manager at agency/entity that hired vendor (Name/Phone No.) _____		

VENDOR CERTIFICATION: I hereby affirm that the information supplied in support of this waiver request is true and correct, and that this request is made in good faith.

Signature: _____ Date: _____
 Print Name: _____ Title: _____

Shaded area below is for agency completion only

AGENCY CHIEF CONTRACTING OFFICER APPROVAL
 Signature: _____ Date: _____

CITY CHIEF PROCUREMENT OFFICER APPROVAL
 Signature: _____ Date: _____

RFP TITLE: Technical Assistance

PIN: 26009OSTARFP

ACKNOWLEDGEMENT OF ADDENDA

Proposer: _____

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: _____, 2009

ADDENDUM #2 DATED: _____, 2009

ADDENDUM #3 DATED: _____, 2009

ADDENDUM #4 DATED: _____, 2009

ADDENDUM #5 DATED: _____, 2009

ADDENDUM #6 DATED: _____, 2009

ADDENDUM #7 DATED: _____, 2009

ADDENDUM #8 DATED: _____, 2009

PART II: _____ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFP.

DATE ____/____/____

PROPOSER (NAME): _____

PROPOSER (SIGNATURE): _____