

January 22, 2010

ADDENDUM #1

Re: Out-of-School Youth (OSY) Workforce Development Programs
Request for Proposals
PIN: 26010OSYPRFP

Dear Prospective Proposer:

Pursuant to Sections 3-02 (i) and 3-03 (f) (2) of the Procurement Policy Board (PPB) Rules, the Department of Youth and Community Development (DYCD) is issuing **Addendum #1** to the Out-of-School Youth (OSY) Workforce Development Programs Request for Proposals (RFP) PIN 26010OSYPRFP.

ADDENDUM ITEM

1. **Section II, Summary of the Request for Proposals, page 6, C, DYCD's Program Vision:** The section, Strategic Collaborations, is amended by deleting that section and replacing it with the following:

Strategic Collaborations: DYCD has observed that the most successful current programs have developed strong ties with employers, training programs, or educational entities in order to provide the full complement of services needed. Each program would enlist at least one strategic collaborator to enrich the program and support participant outcomes.

The contractor would provide the core services (occupational training, educational services, and support services, including follow-up) either directly or through a subcontract arrangement. **In addition**, the contractor would develop at least one strategic collaboration with a key stakeholder organization, whose contribution to the program would enhance and complement the core services. The strategic collaborator would provide such services through a linkage agreement or subcontract. The strategic collaborator would be an employer, trade association, labor union, advanced occupational training provider within the same industry sector or occupational cluster, post-secondary educational institution, or an organization providing supportive services.

Where a core service is delivered by a subcontractor, the prime contractor may also develop a strategic collaboration with that subcontractor, provided the strategic collaboration contribution is clearly defined and separate from the core service. **For example only**, a contractor that provides GED preparation and support services may subcontract occupational training services to a community college. As a strategic collaborator, the community college may also offer automatic enrollment in an advanced post-secondary training to all participants who complete the initial occupational training.

In addition to securing strategic collaborations, programs are encouraged to cooperate with other organizations to further enhance the range and quality of services for participants.

2. **Section II, Summary of the Request for Proposals, page 8, H, Contractor Qualifications:** The second sentence is deleted and replaced with the following:

With the exception of public, post-secondary educational institutions, **federal, State,** and City government entities and their related affiliates, including, but not limited to, public libraries, public schools, and other **federal, State,** and City agencies, are not eligible to receive direct contract awards from this RFP.

3. **Section III, Scope of Services, page 10, B, DYCD's Assumptions Regarding Organizational Capability:** The last sub-bulleted item under the seventh bulleted item is deleted and replaced with the following:

- ◆ A computer system that employs hierarchical password protection to define and restrict access to specified users who are OSY program staff members is required.

4. **Section III, Scope of Services, page 11, C3, Experience and Qualifications:** the second sub-bulleted item under the third bulleted item is deleted and replaced with the following:

- ◆ a staff member who is a **Licensed Master Social Worker (LMSW)**, credentialed counselor, or other certified mental health professional

5. **Section III, Scope of Services, page 11, C4, Program Facility:** The section is amended to include the following bulleted item:

- For the citywide competition, the facility would be in any borough.

6. **Section III, Scope of Services, page 12, C5a, Recruitment, Registration, Referral, and Orientation:** The section is amended to include the following bulleted items:

- For the citywide competition, a proposer would conduct recruitment efforts in all five boroughs.
- For borough competitions, the contractor would recruit participants who reside in the proposed borough. However, no eligible youth would be denied participation, if space is available.

7. **Section IV, Format and Content of the Proposal, page 16, Instructions:** The fourth bulleted item is deleted and replaced with the following:

- Proposals should not exceed **15** pages (7 sheets front and back, plus one additional page), excluding requested attachments.

8. **Section IV, Format and Content of the Proposal, page 16, A2a, Experience and Qualifications:** The first sentence of the first bulleted item is deleted and replaced with the following:

- Describe the proposer's **and any subcontractor's** successful experience providing employment and educational services to out-of-school youth, aged 16-21.

9. **Section IV, Format and Content of the Proposal, page 18, Ac7, Program Design:** The first bulleted item is deleted and replaced with the following:

- Recruitment strategies within a borough (for borough competitions) or within each of the five boroughs (for citywide competition), registration, referral, and orientation

10. Section IV, Format and Content of the Proposal, page 19, A3, Price Proposal: The first bulleted item is deleted and replaced with the following:

- Completed Proposal Budget Summary Form (**Attachment 4R**) for a 12-month contract period, **including follow-up services.**

11. Section IV, Format and Content of the Proposal, page 20, B1, Proposal Package Contents (“Checklist”): The section is deleted and replaced with the following:

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 proposals to DYCD.

1. The Proposal package should include **one original set and four duplicate sets** of all documents listed below, in the following order:

- Proposal Summary Form (**Attachment 1**)
- Program Proposal
 - Table of Contents
 - Narrative
 - Resumes or Job Descriptions or both for Key Staff Positions
 - Organizational Chart
 - Corporate Governance Certification (**Attachment 2**)
 - Audit Report or Certified Financial Statement or a statement as to why no report or statement is available
 - References for the Proposer
 - Linkage Agreement Form(s) (**Attachment 3**)
- Price Proposal
 - Narrative
 - Budget Forms (**Attachment 4R**)

2. One original and one duplicate of the Doing Business Data Form (**Attachment 5**) should be placed in a sealed inner envelope.

3. Nondiscrimination and Americans with Disabilities Compliance Certification (**Attachment 7**)

4. Acknowledgment of Addenda Form (**Attachment 6**)

5. For each proposal submitted, enclose the documents listed above in a sealed envelope and hand deliver to DYCD Office of Contract Procurement, attention: Daniel Symon, Agency Chief Contracting Officer. Label the envelope with the following:

- The title and PIN of this RFP
- The competition
- The proposer’s name and address
- The name and telephone number of the proposer’s contact person

12. Attachment 2, Corporate Governance Certification, page 39: If the proposer is a for-profit organization, please cross out the phrase “not-for-profit” in the first sentence of the form following the instructions.

13. **Attachment 4, Proposal Budget Summary Form, page 42:** Attachment 4 is replaced by Attachment 4R which is appended to this addendum.
14. **Attachment 4, Proposal Budget Summary Category Definitions, Non-Staff Services, page 43:** Under the subheading, 2200 Subcontractors, the word “nonprofit” is deleted from the first sentence.
15. **Attachment 7, Nondiscrimination and Americans with Disabilities Compliance Certification** has been added and is appended to this addendum.

II. CLARIFICATIONS

1. **Section II, Summary of the Request for Proposals, page 6, C, DYCD’s Program Vision:** For guidance on what constitutes a single occupation, refer to the O*NET listing of occupations (<http://online.onetcenter.org>). A single occupation would be the subject of a single training course and would result in the same certificate for all participants.
2. **Section II, Summary of the Request for Proposals, page 7, Anticipated Available Funding/Competitions:** Total available funding and funding allocations cited are annual amounts.
3. **Section II, Summary of the Request for Proposals, page 8, E, Per Participant Cost:** The cost per participant range is an annual range.
4. For a definition of **advanced training** see the “Training and Employment Guidance Letter” (TEGL) 17-05: http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2195
5. The current State achievement rates established with the U.S. Department of Labor for the WIA Common Measures for Title 1B youth are as follows:

Placement in Employment or Education:	52% or greater
Attainment of a Degree or Certificate:	40% or greater
Literacy and Numeracy Gains:	35% or greater

Note: DYCD reserves the right to increase the above achievement rates for programs funded through this RFP.



Daniel Symon
Agency Chief Contracting Officer

Proposal Budget Summary Form

RFP TITLE: Out-of-School Youth (OSY) Programs

PIN: 26010OSYPRFP

Organization:		EIN:	
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Account Code	Category	DYCD Funding Request:
Personnel Services		
1100	Salaries and Wages	\$
	Full Time:	\$
	Part Time:	\$
1200	Fringe Benefits	\$
1300	Central Insurance Program	\$
	Total Personnel Services:	\$
Non-Staff Services		
2100	Consultants	\$
2200	Subcontractors	\$
2300	Stipends	\$
2400	Vendors	\$
	Total Non-Staff Services:	\$
Other Than Personnel Services		
3100	Consumable Supplies	\$
3200	Equipment Purchases	\$
3300	Equipment Other	\$
3400	Space Costs	\$
3500	Travel	\$
3600	Utilities & Telephone	\$
3700	Other Operational Costs	\$
	Fee for Profit (applicable to for-profit-organizations, not to exceed 10% of the Total DYCD Funding Request)	\$
	Other Costs:	\$
	Indirect Costs:	\$
3800	Fiscal Agent Services	\$
	Total Other Than Personnel Services:	\$
	Total DYCD Funding Request:	\$

NONDISCRIMINATION AND AMERICANS WITH DISABILITIES COMPLIANCE CERTIFICATION

Out-of-School Youth (OSY) Programs RFP

PIN 26010OSYPRFP

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

1. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
2. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
3. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on basis of age;
4. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;
5. Americans with Disabilities Act (P.L. 101-336) which prohibits discrimination based on disabilities in the areas of employment, public services, transportation, public accommodations and telecommunications. It requires all affected entities (businesses) provide “reasonable accommodation” to persons with disabilities; and
6. The U.S. Department of Labor’s regulations at 29 CFR, Parts 31, 32, 34 and 37.

The proposer hereby agrees that the provisions of the Americans with Disabilities Act Amendments Act of 2008 (hereafter referred to as “the Act”), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made part of this document.

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

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

Signature of Proposer’s Authorized Representative

Date

Print Name and Title of Signatory