

November 7, 2008

**ADDENDUM #1**

Summer Youth Employment Program (SYEP)  
Request for Proposals, PIN: 26009SYEPRFP

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 Summer Youth Employment Program (SYEP) Request for Proposals (RFP) PIN 26009SYEPRFP.

**ADDENDUM ITEM**

**1. Section IV.A.2.c.(2) Program Facility, page 19:** This subsection has been revised as follows:

**(2) Program Facilities**

- Indicate the location of the proposed program facilities.
- Describe the program facilities and demonstrate that they are appropriate in size and design to adequately accommodate program staff, participants, and services they are intended to house.
- Demonstrate that the facilities are easily accessible to public transportation. (For out-of-city work sites and educational facilities, describe how safe, convenient, and free transportation for participants to and from the sites will be provided.)
- Demonstrate that the facilities are easily and readily accessible to persons with disabilities or, if not, adequate alternative measures will make facilities available to all potential participants, including persons with disabilities.

**2. Section IV.A.2.c.(3) Program Design, page 20:** In the first solid bullet, the reference to Section III (B) (6) is corrected as follows:

- Demonstrate that the proposed program's administration will be structured as described in Section III (C)(6).

**3. Attachment 4, Budget Instructions, Helpful Hints, pages 36 and 37:** In the first three sentences, references to the fiscal year are revised as follows:

**To calculate the annual salary for FY 2009 multiply the hourly rate by 1827 hours per year (35 hours per week).**

**To calculate the number of hours per year multiply the number of hours worked per day by the number of days per year. (FY 2009=261 days)**

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

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Agency Chief Contracting Officer