



**Department of
Youth & Community
Development**

Jeanne B. Mullgrav
Commissioner

November 20, 2012

ADDENDUM #1

Re: Summer Youth Employment Program (SYEP)
Request for Proposals
PIN: 26013SYEPRFP

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 26013SYEPRFP.

I. ADDENDUM ITEM

- 1. Section II, Summary of the Request for Proposals, page 12, B, Service Options and Competitions:** The chart on the top of page 12 is amended to include Bronx 4 as a Targeted CD. Bronx 4 has an employment rate that is the same as the last CD selected for inclusion in the Bronx according to the method outlined on page 11 of the RFP.
- 2. Section III, Scope of Services, page 17, B, Assumptions Regarding Organizational Capability:** The last bulleted item is deleted and replaced with the following:
 - The contractor would have designated computers that would be accessible to potential participants to complete applications online.
- 3. Section III, Scope of Services, page 17, C, DYCD's Assumptions Regarding Contractor and Staff Qualifications and Experience:** The first sentence of the third bulleted item is deleted and replaced with the following:
 - The contractor and key staff would have at least two years of experience within the last five years providing youth development or workforce development services for youth.
- 4. Section III, Scope of Services, page 18, D1, Target Population:** The first sentence of the second paragraph is deleted and replaced with the following:

For Service Option 3, vulnerable youth aged 14-24, eligible youth must, in addition to the above, have one or more of the following characteristics: be a court-involved youth (defined on page 10 in footnote 30), a runaway and homeless youth, a foster care youth (defined on page 10 in footnote 31), or a youth in a family that is receiving preventive services through ACS.

5. **Section IV, Format and Content of the Proposal, page 32, A2b, Staff Experience and Qualifications:** The first bulleted item under #2 is deleted and replaced with the following: bulleted item:

- Key staff would have at least two years within the last five years of experience providing youth development or workforce development services for youth.

6. **Section IV, Format and Content of the Proposal, page 36, B1, Proposal Package Contents (Checklist):** The first sentence is deleted and replaced with the following:

The proposal package should include one original hard copy set of the documents listed below and one exact electronic copy of the documents listed below compatible with Adobe Acrobat Reader format (PDF) contained in a compact disk or USB drive.

II. CLARIFICATIONS

1. **Section III, Scope of Services, page 19, D2, Anticipated Annual Levels of Service:** It is anticipated that there will be more than one contract awarded in each service option. Proposers may propose the number of participants to be served subject to the minimum requirements of 100 participants for Service Option 1 and 200 participants for Service Option 2. There are no minimum requirements for Service Options 3 and 4. There are no maximum requirements for any of the four service options.
2. **Section III, Scope of Services, pages 21-22, D4, Participant Services:** For Service Options 1, 2, and 3, the orientation is mandatory and must take place prior to the start of employment. Any participant who does not complete an orientation will not receive a job placement. The orientation may be held in one, two, or more days, at the provider's discretion. However, DYCD does not encourage providers to hold the orientation all in one day. If a participant is unable to attend a scheduled session, the provider may choose to provide a makeup which must also take place prior to the start of employment.
3. **Section III, Scope of Services, page 23, D4, Participant Services:** For Service Option 4, DYCD encourages contractors to develop a variety of job placements outside their own organizations, which are matched to the strengths and interests of individual participants. Contractors would be expected to avoid in-house placements or provide justification for such placements, including specific job descriptions that include the skill-building opportunities and supervision the placements would offer.

III. NOTE

The curriculum currently being used for the educational component of the SYEP program is available on DYCD's website for information purposes only at www.nyc.gov/dycd.



Michael Owh
Interim Agency Chief Contracting Officer