

**Contracts Agenda for the Meeting of the Panel for Educational Policy - Wednesday, May 22, 2024**

<b>Contract Type</b>	<b>PEP Description</b>	<b>Estimated Highest Annual Spending</b>	<b>Estimated Total Spending</b>	<b>Contract Term</b>	<b>Agenda Item</b>
Multiple Task Award Contract	Literacy Professional Development and Coaching Services (RA 18)	\$30,000	\$150,000	5 Years	1
Multiple Task Award Contract	Professional Development for School Leaders & Teachers (R1179 - RA 35)	\$250,000	\$1,250,000	5 Years	2
Multiple Task Award Contract	School Wellness Services RA11	\$30,000	\$150,000	5 Years	3
Multiple Task Award Contract	Social Studies Professional Development (RA 8)	\$180,000	\$900,000	5 Years	4
Multiple Task Award Contract	Student Support Services	\$120,000	\$600,000	5 Years	5
Negotiated Services	Professional Learning and Instructional Resources for NYC Middle and High School Leaders and Educators	\$250,000	\$250,000	1 Year	6
Amendments and Extensions	Allowance Amendments OCS - RA 3	\$3,189,436.28	\$9,568,308.85	3 Years	7
Amendments and Extensions	Amendment to UPK Vendors to provide extended hours of service to SDY Vendors	\$923,400	\$1,375,380	1 Year, 5 months	8
Amendments and Extensions	Community Schools Services RFP 1 - Year 3 Amendment (RA 3)	\$939,146	\$939,146	1 Year	9
Amendments and Extensions	Extension of Voting System for Community Education Councils	\$311,181.50	\$622,363	2 Years	10
Amendments and Extensions	Department-wide Auditing Services	\$6,516,758	\$6,516,758	1 Year	11
Amendments and Extensions	Food and Food Distribution Services	\$32,273,073	\$32,273,073	1 Year	12
Amendments and Extensions	Requirements Contract for Repair of Boiler Masonry	\$678,402	\$678,402	1 Year	13
MWBE PCM	Cloud Architect	\$228,046	\$456,092	2 Years	14
MWBE PCM	Dynamic Forms Systems Operations Support (Java Solutions Architect)	\$229,611.20	\$459,222.40	2 Years	15
MWBE PCM	Mini Bid B5856 IT Solutions & Delivery Software Renewals	\$623,568.04	\$623,568.04	1 Year	16
MWBE PCM	Network Operations Support (Senior Network Architect)	\$228,046	\$456,092	2 Years	17
Listing Application	Entire line of The Art of Education LLC Software and digital content	\$25,000	\$75,000	3 Years	18
Listing Application	Teaching Strategies LLC	\$2,956,750	\$8,870,250	3 Years	19
Listing Application	Textbook and Ancillary Materials	\$4,700,000	\$14,100,000	3 Years	20
Listing Application	Textbooks and Ancillary Materials - Estrellita Inc	\$177,917.11	\$533,751.34	3 Years	21
Discretionary, Grant, or Other Required Method	SCAN-Harbor - FY24-FY26 Crisis Management System	\$80,000	\$240,000	3 Years	22

Request for Authorization for Literacy Professional Development and Coaching Services – R1256 (RA 18)

**Procurement Method:** Multiple Task Award Contract per DOE Procurement Policy & Procedures, Section 3-04

**Estimated Highest Annual Amount:** \$30,000

**Estimated Total Amount:** \$150,000

**Funding Source:** Tax Levy & City/State Reimbursable

**Contract Retroactive?** No

**Contract Term:** 5 Years

**Options:** One, 3-Year

**Options Amount:** \$90,000

**Contract Type:** Requirements

**RA Number:** 11799

**Vendor Name:** Keys to Literacy LLC

**Vendor Address:** 319 Newburyport Turnpike Suite 205 Rowley, MA 01969

**Awarded Component:** 1

**Contract Manager:** Jessica Kaplan, Deputy Executive Director, Office of Curriculum, Instruction & Professional Learning

**Lead Contracting Officer:** Jessica Kaplan, Deputy Executive Director, Office of Curriculum, Instruction & Professional Learning

**Division of Contracts & Purchasing Contact:** Peter Le, Procurement Analyst, Instructional Service Procurement

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Division of Teaching and Learning (“DTL”) to contract with the above-named vendor to provide system-wide literacy professional development services. These programs will be provided at the discretion of participating schools, central offices operating on behalf of schools, or consortiums of schools.

### Discussion

To help ensure that its students achieve the highest standards in literacy and the implementation of the NY State Next Generation Learning Standards (“NGLS”), the DOE must acquire professional development services for its teachers, leaders, coaches, administrators, and support staff. These services will increase literacy content and pedagogical knowledge, support the implementation of NGLS-based literacy instruction, and align resources to improve student achievement. These services will also support schools and learning communities as they plan and conduct effective instruction and professional development in literacy.

Contracted vendors will provide high-quality, needs-based, and culturally responsive professional development and coaching services to support comprehensive NGLS-based literacy instruction for teachers and other staff covering Pre-kindergarten through 12th grade. Services will focus on literacy content, pedagogy, citywide curriculum programs, research, and best practices and will include institutes, workshops, seminars, course work, conferences, walk-throughs, and inter-visitations.

It is necessary to contract for these services because the DOE does not possess the capacity or expertise necessary to meet the objectives of this program.

Vendors proposed for one or more of the following focus areas: 1) Literacy Professional Development, and 2) Literacy Consultants/Coaches. Proposals were evaluated by a minimum of three evaluators. The evaluation committees included a director of literacy, director of academic intervention services, education administrator, and literacy instructional specialists. Proposals were scored based on program plan (25 points), organizational capacity (25 points), pricing (25 points), and demonstrated effectiveness (25 points). Successful vendors were required to achieve a minimum score of 80 points.

Thirty-two vendors were named in previous Requests for Authorizations (“RAs”), and one is named here.

The recommended vendor’s services introduce shifts in pedagogy and provide direction on efficient and effective ways to use student data to inform instructional practices and improve student achievement. Professional development offerings will provide specific support to schools and teachers for implementing all or some components of reading and other components of literacy instruction in ELA and other content areas within classrooms, including foundational literacy skills. Program delivery methods include customized workshops, support, and coaching.

Keys to Literacy (“KEYS”) offers to provide professional development workshops focused on evidence based instructional practices which consist of teaching activities in reading basics, oral language, phonological awareness, phonics, fluency, vocabulary, sentence and text structure, and comprehension. KEYS aims to focus on foundations of reading, spelling, writing, vocabulary instruction, and alignment.

Pricing for KEYS was determined to be fair and reasonable based on a comparison with hourly rates for like services by vendors contracted under similar solicitations.

The estimated annual contract amount for KEYS is based on the amount for new vendors with a literacy professional development services requirements MTAC contract of \$30,000 per awarded component.

The Multiple Task Award Contract process is the preferred procurement method as this process allows the DOE to award contracts for similar services to multiple vendors in order to meet demand for such services, and to offer a choice among vendors.

#### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

## Request for Authorization for Professional Development for School Leaders and Teachers – R1179 (RA 35)

**Procurement Method:** Multiple Task Award Contract (MTAC) per DOE Procurement Policy and Procedures, Section 3-04

**Estimated Highest Annual Amount:** \$250,000

**Estimated Total Amount:** \$1,250,000

**Funding Source:** Tax Levy & City/State Reimbursable

**Contract Retroactive?** No

**Contract Term:** 5 Years

**Options:** One; 3-Year

**Options Amount:** \$750,000

**Contract Type:** Requirements

**RA Number:** 11887

**Vendor Name:** See Table Below

**Vendor Address:** See Table Below

**Awarded Component:** See Table Below

**Contract Manager:** Ilene Altschul, Executive Director of the Division of Curriculum and Instruction, Division of Teaching and Learning

**Lead Contracting Officer:** Ilene Altschul, Executive Director of the Division of Curriculum and Instruction, Division of Teaching and Learning

**Division of Contracts and Purchasing Contact:** Daniel Morales, Procurement Analyst, Instructional Service Procurement

**Note:** Any document referenced in this RA will be provided to PEP members upon request.

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Division of Teaching and Learning (“DTL”) to contract with the below-named vendors to provide Professional Development (“PD”) for school leaders and teachers. These programs will be provided at the discretion of participating schools, central offices operating on behalf of schools, or consortiums of schools.

### Discussion

PD for school leaders and teachers is necessary to support instructional strategies that are designed to increase students’ learning and academic success. These PD services include developing educators’ expertise in integrating process and content for academic counseling services, sustainable leadership, postsecondary readiness, and improved teaching practices. The awarded vendors will provide PD to school leadership and instructional staff across content areas, with an overall focus on improving the classroom environment for learning and leadership development, while providing best and culturally responsive practices to prepare students for the challenges of postsecondary education and work. Awarded vendors will also assist administrators in understanding the concepts of sustainable leadership, particularly in an environment where principals have discretion in decision-making and are accountable for student success.

Vendors proposed for one or more of the following five (5) focus areas: 1) Leadership Development; 2) Curriculum Development; 3) Postsecondary Readiness; 4) Conflict Resolution and Classroom Management; and 5) Data-Driven Decision-Making and Teacher Effectiveness.

Proposals were received by an Evaluation Committee consisting of former teachers and principals, literacy coaches, math coaches, program directors, or operations staff from DOE central offices. To ensure consistency, a training session was conducted for all committee members where they received an overview of the process and scoring rubric. Proposals were scored based on: Program Plan (25 points); Organizational Capacity (25 points); Pricing (25 points); and Demonstrated Effectiveness (25 points). Successful vendors were required to achieve a minimum score of 80 points.

Eighty-one vendors were recommended for contract awards under previous Requests for Authorizations, and four are recommended here.

Recommended vendors offer instructional programs and job-embedded PD, including teacher and leader effectiveness training. These services help schools improve classroom instruction through focused conversations and data-driven inquiry and decision making. Program delivery methods include à la carte service packages, workshops, and coaching.

Learn It Systems LLC's ("Learn It") offers comprehensive professional development workshops emphasizing collaborative sharing and research-based methods. Learn It utilizes interactive and tailored workshops offered onsite and through webinars that covers data analysis, differentiation, curriculum development, and leadership skills.

National Summer School Initiative's ("NSSI") program focuses on teacher intellectual preparation and student work analysis. Through a mentor model, NSSI offers professional development, coaching, and curriculum during both summer and school-year sessions. The workshops equips teachers with effective teaching techniques and support to address differentiated learning.

Relay Graduate School of Education ("Relay") offers a customized professional development program for school leaders and teachers with emphasis on data-informed instruction, positive school culture, and inclusive practices. Through a combination of workshops, coaching, and immersive fellowship programs, Relay aims to enhance instructional capacity and foster inclusive environments to help improve academic and social-emotional outcomes for all learners.

The Eagle Academy Foundation, Inc. ("EAF") aims to equip school leaders and educators with evidence-based strategies to enhance educational outcomes, particularly for young men of color in urban settings. These multifaceted programs focus on shifting mindsets, implementing effective practices, and utilizing data-driven approaches to foster a culture of college and career readiness. Through tailored professional development educators are empowered to create supportive environments, address academic and personal behaviors, and promote postsecondary exploration and planning.

Pricing for all four vendors was determined to be fair and reasonable based on a comparison with hourly rates for like services by vendors contracted under similar solicitations.

The estimated annual contract amount for NSSI and Relay, is based on the minimum amount for new vendors for PD for School Leaders and Teachers requirements contracts of \$30,000 per service component, while the estimated annual amount for EAF and Learn It is based on prior expenditures under contract for similar services.

It is necessary to contract for these services because the DOE does not possess the capacity of expertise necessary to meet the objectives of this program.

The Multiple Task Award Contract process is the preferred procurement method as this process allows the DOE to award contracts for similar services to multiple vendors in order to meet demand for such services and to offer a choice among vendors.

Vendor Names and Addresses	Component(s)	Estimated Annual / Total Amount
Learn It Systems, LLC 6225 Smith Ave, Suit 100/1A Baltimore, MD 21209	1, 2, 4, & 5	\$30,000 / \$150,000
National Summer School Initiative, Inc. 147 Prince Street, 3/54 Brooklyn, NY 11201	5	\$30,000 / \$150,000
Relay Graduate School of Education 25 Broadway, 3 <sup>rd</sup> Floor New York, NY 10004	1 & 5	\$60,000 / \$300,000
The Eagle Academy Foundation Inc. 31 West 125 <sup>th</sup> Street New York, NY 10027	1, 3, 4, & 5	\$130,000 / \$650,000

### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible. Noteworthy information was found for the following vendor(s):

#### Learn-it Systems LLC

A review of Learn-It Systems’ LLC (LIS) PASSPort submission identified the following caution:

- In June 2019, the United States Department of Labor (US DOL) subpoenaed LIS’ 401(k) plan and investigated allegations of Employee Retirement Income Security Act (ERISA) violations. In May 2021, US DOL concluded that LIS’s former Vice President of Human Resources, breached fiduciary obligations and violated several ERISA provisions. The vendor advised that it took corrective actions in accordance with US DOL’s guidance and recommendations and paid penalties totaling \$26,927.07.

In light of the resolution of the matter, and the vendor’s satisfactory performance on prior DOE contracts, the DOE determines the vendor to be responsible.

## Request for Authorization for School Wellness Services – R1164 (RA 11)

**Procurement Method:** Multiple Task Award Contract (MTAC) per DOE Procurement Policy and Procedures, Section 3-04

**Estimated Highest Annual Amount:** \$30,000

**Estimated Total Amount:** \$150,000

**Funding Source:** Tax Levy & City/State Reimbursable

**Contract Retroactive?** No

**Contract Term:** 5 Years

**Options:** Two, 1-Year

**Options Amount:** \$60,000

**Contract Type:** Requirements

**RA Number:** 11860

**Vendor Name:** The Horticultural Society of New York

**Vendor Address:** 148 West 37<sup>th</sup> Street, 13<sup>th</sup> Floor

**Awarded Component:** 3

**Contract Manager:** Jennifer Davilla, Director, Budget & Human Resources Office of School Wellness Programs, Division of School Leadership

**Lead Contracting Officer:** Jennifer Davilla, Director, Budget & Human Resources Office of School Wellness Programs, Division of School Leadership

**Division of Contracts and Purchasing Contact:** Peter Le, Procurement Analyst, Instructional Service Procurement

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

#### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Office of School Wellness Programs (“OSWP”) to contract with the above-named vendor to provide supplemental school health and wellness-related services, programs, and professional development for students, staff, and/or families. These programs will be provided at the discretion of participating schools, central offices operating on behalf of schools, or consortiums of schools.

#### Discussion

School wellness programs are necessary to provide instructional support and professional learning opportunities that are designed to help create the conditions, structures, and environments for Physical Education (“PE”) and Health Education (“HE”) results to succeed. These services include developing HE and PE teachers and additional members of the school community in integrating a process and content for wellness programs, such as food and nutrition habits, physical activity opportunities, and engagement within the school and family environments. The awarded vendors will assist OSWP in extending the reach of wellness-related work and maximizing the potential for schools to meet these students’ health and wellness needs. Awarded vendors will supplement, but not supplant, the services provided by OSWP.

Vendors proposed for one or more of the following six (6) focus areas:

- 1) Physical Education Direct Student Support Services and Program Sustainability Development;
- 2) Health Education Direct Student Support Services and Program Sustainability Development;

- 3) Supplemental Health Ed-related and/or Physical Activity Wellness Programming Direct Student Services and Program Sustainability Development;
- 4) Professional Development for School Staff Teaching Physical Education;
- 5) Professional Development for School Staff Teaching Health Education; and,
- 6) Professional Development for Whole School Community – Supplemental Health Ed, Physical Activity, and/or Other.

Proposals were evaluated by a minimum of three evaluators. The Evaluation Committee consisted of content experts such as former teachers and principals, program directors, or operations staff from DOE central offices. Proposals were scored based on: Program Plan (25 points); Organizational Capacity (25 points); Pricing (25 points); and Demonstrated Effectiveness (25 points). Successful vendors were required to achieve a minimum score of 80 points.

Eighteen vendors were recommended for contract awards under previous Requests for Authorization, and one is recommended here.

The Horticultural Society of New York (“HSNY”) offers research-based programs that focus on improving students’ nutrition, physical health, and mental well-being through plant-related curriculum drawing on evidence showing the positive impact of therapeutic horticulture on academic performance, creativity, problem-solving, physical activity, nutrition, eyesight, and social relations. By engaging students in plant-based activities, the programs promote personal health, provide experiential learning, and foster environmental responsibility and awareness.

Pricing for HSNY was determined to be fair and reasonable based on comparison with hourly rates for like services by vendors contracted under this solicitation.

The estimated annual contract amount for HSNY is based on the minimum amount for new vendors for School Wellness Services requirements contracts of \$30,000 per component.

It is necessary to contract for these services because the DOE does not possess the capacity of expertise necessary to meet the objectives of this program.

The Multiple Task Award Contract process is the preferred procurement method as this process allows the DOE to award contracts for similar services to multiple vendors in order to meet demand for such services, and to offer a choice among vendors.

#### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible. Noteworthy information was found for the following vendor(s):

##### The Horticultural Society of New York

A review of The Horticultural Society of New York’s (Horticultural Society) PASSPort submission revealed the following caution:

- From 2019 to 2023, Horticultural Society was investigated by the New York City Department of Consumer Affairs and New York Division of Human Rights for allegations of age discrimination and a violation of New York’s safe and sick leave law. The vendor advised that the matters were either dismissed or resolved with no formal charges filed.

As the matters reported above have been resolved, and in light of the vendor’s satisfactory performance on prior DOE contracts, the DOE determines the vendor to be responsible.



## Request for Authorization for Social Studies Professional Development and Direct Student Services – R1255 (RA 8)

**Procurement Method:** Multiple Task Award Contract (MTAC) per DOE Procurement Policy and Procedures, Section 3-04

**Estimated Highest Annual Amount:** \$180,000

**Estimated Total Amount:** \$900,000

**Funding Source:** Tax Levy & City/State Reimbursable

**Contract Retroactive?** No

**Contract Term:** 5 Years

**Options:** One, 3-Year

**Options Amount:** \$540,000

**Contract Type:** Requirements

**RA Number:** 11855

**Vendor Name:** The New York Historical Society

**Vendor Address:** 170 Central Park West Education Room

**Awarded Component(s):** 1, 2

**Contract Manager:** Jessica Kaplan, Deputy Executive Director, Office of Curriculum, Instruction & Professional Learning, Division of Teaching and Learning

**Lead Contracting Officer:** Jessica Kaplan, Deputy Executive Director, Office of Curriculum, Instruction & Professional Learning, Division of Teaching and Learning

**Division of Contracts and Purchasing Contact:** Peter Le, Procurement Analyst, Instructional Services Procurement

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Division of Teaching and Learning (“DTL”) to contract with the above-named vendor for social studies, professional development, and direct services to students. These services will be provided at the discretion of participating schools, central offices operating on behalf of schools, or consortiums of schools.

### Discussion

The Chancellor wants to ensure that all New York City schools work collaboratively with parents, educators, school communities, and external stakeholders to improve student achievement and that every child graduates from high school prepared for college or a career. Toward that end, efforts in social studies are focused on raising the level of content understanding (U.S. History, World History, geography, economics, civics/citizenship, and government), integrating national social studies standards, the Next Generation Learning Standards (“NGLS”), the DOE’s Social Studies Scope and Sequence, and the New York State Social Studies Framework K-12, while ensuring student engagement, inquiry, and subject area literacy.

Vendors will provide professional development and direct student services in social studies to support the implementation of the DOE’s initiatives, engaging teachers and students in work that incorporates

social studies best practices, inquiry-based instruction, disciplinary literacy, and informed action around the topics of citizenship, leadership, and democracy.

It is necessary to contract for these services because the DOE does not possess the capacity of expertise necessary to meet the objectives of this program.

Vendors proposed for one or both of these focus areas: 1) Social Studies Professional Development, and 2) Social Studies Direct Student Services.

Proposals were evaluated by a minimum of three evaluators. The evaluation committee included 11 social studies instructional specialists from the Division of Teaching and Learning. Proposals were scored based on program plan (25 points), organizational capacity (25 points), pricing (25 points), and demonstrated effectiveness (25 points). Successful vendors were required to achieve a minimum score of 80 points.

Eight vendors were recommended in prior Requests for Authorization (“RAs”), and one is named here.

The New York Historical Society (“NYHS”) offers to provide professional development workshops that cover a broad range of history and arts topics and are custom-designed to meet the specific needs of schools and districts. NYHS’ workshops are focused on inquiry-based teaching and learning strategies, utilizing materials from current museum exhibitions, permanent collections, or the curriculum library. Teachers engage in hands-on activities with primary sources to enhance their content knowledge in American and New York history and strengthen students’ historical thinking skills.

NYHS also offers guided learning experiences that invite grades K-12 to learn about the history of New York and the nation through the study of the collections housed in the New York Historical Society Museum and Library. Led by museum educators, these programs incorporate skills and content outlined in the Social Studies Scope and Sequence and can be tailored to the specific developmental and curricular needs of student groups.

Pricing for the NYHS was determined to be fair and reasonable based on comparison with hourly rates for like services by vendors contracted under this solicitation.

The estimated annual contract amount for NYHS is based on their previous contract expenditures for similar services.

The MTAC process is the preferred procurement method as this process allows the DOE to award contracts for similar services to multiple vendors in order to meet demand for such services and to offer a choice among vendors.

#### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

Request for Authorization for Student Support Services – R1151 (RA 47)

**Procurement Method:** Multiple Task Award Contract per DOE Procurement Policy & Procedures, Section 3-04

**Estimated Highest Annual Amount:** \$120,000

**Estimated Total Amount:** \$600,000

**Funding Source:** Tax Levy & City/State Reimbursable

**Contract Retroactive?** No

**Contract Term:** 5 Years

**Options:** One, 3-Year

**Options Amount:** \$360,000

**Contract Type:** Requirements

**RA Number:** 11866

**Awarded Service Component(s):** See Table Below

**Vendor Name:** See List Below

**Vendor Addresses:** See Table Below

**Contract Manager:** Alex Lim, Senior Operations Manager, Office of Safety and Youth Development

**Lead Contracting Officer:** Robert J. Weiner, Chief Operating Officer, Office of Safety & Youth Development

**Division of Contracts & Purchasing Contact:** Bryan E. Hester, Procurement Analyst, Instructional Service Procurement

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Office of Safety and Youth Development (“OSYD”) to contract with the below-named vendors to provide direct student support services and increase opportunities for educational enrichment. These programs will be provided at the discretion of each participating school or central office operating on behalf of a school or consortium of schools.

### Discussion

Vendors proposed one or more of the following 19 components: 1) Leadership Development and Civic Engagement, 2) Individual Counseling, 3) Group Counseling, 4) Mentoring, 5) Recreation/sports, 6) College/post-secondary Planning, 7) Career Awareness and the World of Work, 8) Conflict Resolution/Peer Mediation, 9) Violence Prevention/Student Safety, 10) Bullying Prevention, 11) Substance Abuse and Problem Gambling Prevention and Intervention, 12) Internet Safety, 13) School Attendance Improvement, 14) Family Support Services, 15) Tutoring/homework Assistance, 16) Study/test-taking Skills, 17) Academic Skills Enhancement, 18) Thematic Projects, and 19) Family Literacy. Services may take place on- or off-site during the school day, after-school, or on non-school days. Non-school days include weekends, summer break, and vacation breaks during the school year.

Proposals were distributed to an Evaluation Committee that included former Principals, Assistant Principals, Teachers, Guidance Counselors, Instructional Specialists, Operations Analysts, Grant Managers and Directors from OSYD, Office of Post-Secondary Readiness, Office of Community Schools, the Office of School Wellness, and the Division of Family and Community Engagement. To ensure scoring consistency, a training session was conducted for all committee members where they received an overview of the process and scoring rubric. Proposals were scored based on the following criteria: Program Plan (35 points); Organizational Capacity (20 points); Pricing (25 points); and Demonstrated Effectiveness (20 points). Successful vendors were required to achieve a minimum score of 80 points.

One hundred twenty-one vendors were recommended under previous Requests for Authorization, and two are presented here.

A vendor can offer a single workshop for a component or offer an à la carte menu of services covering the 19 components listed.

Futures and Options, Inc. comprehensive programs focus on both career and college readiness and mentoring for high school students to best-position them for success. Services include a menu of multi-week college guidance, career essentials, and industry-specific career preparation workshops.

The Hudson Guild provides high school participants with a variety of workshops designed to assist them with the college selection and application process, including the exploration of financial aid options and engagement with local educational institutions. Their speaker series provides students with insights into various post-secondary pathways, including those in non-traditional careers.

Pricing for both vendors was determined to be fair and reasonable based on a comparison with hourly rates for like services by vendors contracted under similar solicitations.

The estimated annual contract amounts for both vendors are based on the amount for new vendors with a student support services requirements MTAC contract of \$30,000 for each awarded service component.

The Multiple Task Award Contract process is the preferred procurement method as this process allows the DOE to award contracts for similar services to multiple vendors in order to meet the demand for such services and to offer a choice among vendors.

Vendor Names & Addresses	Component(s)	Estimated Annual / Total Amount
Futures and Options, Inc. 111 Broadway, Suite 1602 New York, NY 10006	4, 6, 7	\$90,000 / \$450,000
The Hudson Guild 441 West 26 <sup>th</sup> Street New York, NY 10001	6	\$30,000 / \$150,000

### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible. Noteworthy information was found for the following vendor(s):

#### The Hudson Guild

A review of The Hudson Guild’s (Hudson Guild) PASSPort submission reveals the following cautions:

- From 2017 to 2018, Hudson Guild was investigated by the United States Equal Employment Opportunity Commission (EEOC), the New York State Division of Human Rights (DHR), and the Supreme Court of New York State:

- On May 11, 2018, a parent filed a civil complaint against Hudson Guild in the Supreme Court of New York State alleging that failure to maintain the premises of PS 191 resulted in her middle school aged child being injured in the school gym. This matter is now closed.
- On October 10, 2017, Hudson Guild was the subject of a NYC Civil Court complaint and was investigated by DHR and EEOC for allegations of wrongful termination of an assistance teacher based on religious discrimination and harassment. This matter was withdrawn and dismissed without prejudice.

Additionally, a review of Hudson Guild's PASSPort submission revealed one poor performance evaluation from the New York City Department of Youth and Community Development (DYCD) for the evaluation period ending June 30, 2020 due to failure to operate activities according to the proposed work scope and activity schedule, having an inadequate record and reporting system, and failure to meet the Comprehensive After School System (COMPASS) goals for its COMPASS Middle School Program. As a result, a Corrective Action Plan (CAP) was implemented and DYCD advised that it continues to monitor the vendor. In the past three years PASSPort otherwise reports four satisfactory performance evaluations for Hudson Guild from DYCD on other contracts.

Many of the items reported above are related to services distinct from those to be provided under this contract. Further, as the matters above were resolved satisfactorily, and in light of the vendor's satisfactory performance on prior DOE contracts, the DOE determines the vendor to be responsible.

## Request For Authorization to Contract with Facing History And Ourselves to Provide Professional Learning and Instructional Resources to NYC Middle and High School Leaders and Educators

**Procurement Method:** Negotiated Services Contract per DOE Procurement Policy & Procedures, Section 3-08

**Estimated Highest Annual Amount:** \$250,000.00

**Estimated Total Amount:** \$250,000.00

**Funding Source:** Tax Levy

**Contract Retroactive?** No

**Contract Term:** 07/01/2024 – 06/30/2025

**Options:** None

**Options Amount:** None

**Contract Type:** Full Value

**RA Number:** 11852

**Vendor Name:** Facing History and Ourselves

**Vendor Address:** 89 South Street, Suite 401, Boston, MA 02111

**Contract Manager:** Jacqueline Schechter, Senior Writer and Editorial Director, Office of the Chancellor

**Lead Contracting Officer:** Robert Weiner, Chief Operating Officer, Office of Safety and Youth Development

**Division of Contracts & Purchasing Contact:** Sophia Hargraves, Administrative Procurement Analyst, Central Office Procurement

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Office of the Chancellor to contract with Facing History and Ourselves (“FHAO”) to provide professional learning and instructional resources to middle and high school leaders and educators.

### Discussion

FHAO will provide an array of professional learning and instructional resources for middle and high school leaders and educators in the spring of 2024 and into the 2024-2025 school year. The work happening in the spring of 2024, including professional learning for middle and high school leaders on how to facilitate difficult conversations on sensitive topics, a toolkit of related instructional resources for educators, and office hours for customized support for schools grappling with current events, is being supported by philanthropic dollars. For the work beginning in FY25 for this contract, FHAO would create a series of training videos for educators on relevant teaching strategies (e.g. for navigating difficult classroom conversations), professional learning to 200 educators on topics relevant to current events such as contemporary antisemitism, and an evaluation of the full partnership between FHAO and DOE. FHAO is planning to subcontract 30% of the FY25 work to a NYC-certified MWBE, which they are currently working to identify.

The contract will provide services for FY 2025 at a contract cost to the DOE of \$250,000 for FY 2025 and includes in-person workshops for principals and co-leaders, creation of training videos and evaluations to assist the principals and co-leaders to prepare for the training they will do with teachers at their schools. Labor comprises over 70% of the total contract value and labor rates are within the range of rates paid by the DOE for similar services under MTAC R1179 – PD for Teachers & School Leaders. The remaining portion of the contract cost covers the cost of training videos that will be handled by an MWBE subcontractor.

Other funding sources (including in-kind/donated services) cover over 75% of the total cost of the program. In light of the value provided to the DOE by the significant amount of outside funding and in-kind services, pricing can be considered to be fair and reasonable.

It is necessary to contract for these services because the DOE does not possess the expertise, personnel, and/or resources necessary to meet the program objectives. These services were not procured competitively because FHAO offers below-market rates for the services provided by securing private donations (independently and in collaboration with the Fund for Public Schools) that are passed on as in-kind contributions to offset most of the program's cost.

On April 5, 2024, the Committee on Contracts recommended the request to contract with Facing History and Ourselves.

#### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

## Request for Authorization to Amend Health and Human Services Contracts to Provide Allowances for Future Budgetary Increases

**Procurement Method:** Contract Amendment per DOE Procurement Policy and Procedures, Section 4-08

**Estimated Highest Annual Amount:** \$3,189,436.28

**Estimated Total Amount:** \$9,568,308.85

**Funding Source:** Tax Levy

**Contract Retroactive?** Yes

**Contract Term:** See Term Below

**Options:** None **Options Amount:** None

**Contract Type:** Full Value

**RA Number:** 11879

**Vendor Name:** See List Below

**Contract Manager:** Trisia Carter, Deputy of Procurement and Purchasing, Office of Community Schools

**Lead Contracting Officer:** Traciah John, Senior Executive Director, Office of Community Schools

**Division of Contracts and Purchasing Contact:** Rudy Bisram, Procurement Analyst, Central Office Procurement

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Office of Community Schools (“OCS”), Office of Student Pathways (“OSP”), and Early Childhood Education (“ECE”) to amend health and human services (“HHS”) contracts listed below to include an allowance clause to provide a contingency for future citywide funding initiatives.

This Request for Authorization (“RA”) seeks approval to amend the contracts for the OCS program. RAs for each of the remaining programs will be seeking separate approval.

### Discussion

Based on the recommendations of “A Better Contract for New York - A Joint Task Force to Get Nonprofits Paid on Time,” New York City is amending current HHS contracts to include an allowance clause. This allowance clause will eliminate the administrative burden of processing amendments for anticipated budgetary increases such as cost of living increases, changes in indirect cost rates, and other funding increases. By incorporating the allowance clause into HHS contracts, the expectation is that this change will significantly reduce contract delays and create a more efficient contract process.

As a non-mayoral agency, the DOE has opted to align with the City in amending its current eligible HHS contracts, of which the OSP, OCS, and ECE programs were among the service areas deemed eligible for the allowance. Adopting the allowance clause to essentially build in contingency amounts eliminates the need to do single transactional amendments (i.e. COLA, ICR, WEI, etc.). Based on analysis, the City determined that 25% contingency is sufficient to provide for budget adjustments for in-scope



changes that normally require amendments. Incorporating this clause is less burdensome for future amendments for in-scope changes resulting from citywide funding initiatives.

The Community School strategy is based on a growing body of evidence showing that an integrated focus on academics, health and mental health services, social services, expanded learning opportunities (such as afterschool and summer enrichment activities), positive youth development, and family and community supports is critical to improving student achievement and bolstering equitable outcomes for all students, including vulnerable populations. Through collaborative planning, strategic resource allocation, and community-based partnerships, Community Schools create welcoming, supportive environments that help students navigate barriers and build on strengths so that every student can thrive academically, socially, and emotionally. These programs provided partnerships with school leadership, staff, students, families, and communities to develop and implement a Community School strategy.

These amendments include contracts competitively procured and in effect during FY23 and through the term of the contract. The underlying costs were determined to be fair and reasonable at the time of the procurement processes for each underlying contract. The following table details the 25% allowance amendment amount and term per contract, per vendor.

OCS Contracts:

Site	Provider Name	Contract Start Date	Contract End Date	Contract Number	Current Contract Amount	25% Allowance Amount	Revised Contract Amount
06M153	Boys & Girls Club of Harlem, Inc.	7/1/2021	6/30/2024	8802921	\$1,373,532.00	\$343,383.00	\$1,716,915.00
07X584	City Year, Inc.	7/1/2021	6/30/2024	8802778	\$1,480,145.00	\$370,036.25	\$1,850,181.25
04M171	City Year, Inc.	7/1/2021	6/30/2024	8802782	\$1,523,097.00	\$380,774.25	\$1,903,871.25
04M825	City Year, Inc.	7/1/2021	6/30/2024	8802775	\$1,338,963.00	\$334,740.75	\$1,673,703.75
08X075	City Year, Inc.	7/1/2021	6/30/2024	8802779	\$1,580,523.00	\$395,130.75	\$1,975,653.75
09X303	City Year, Inc.	7/1/2021	6/30/2024	8802780	\$1,404,303.00	\$351,075.75	\$1,755,378.75
19K325	City Year, Inc.	7/1/2021	6/30/2024	8802773	\$1,447,863.00	\$361,965.75	\$1,809,828.75
30Q149	City Year, Inc.	7/1/2021	6/30/2024	8802776	\$1,588,437.00	\$397,109.25	\$1,985,546.25
18K268	City Year, Inc.	7/1/2021	6/30/2024	8802954	\$1,254,468.00	\$313,617.00	\$1,568,085.00
05M286	City Year, Inc.	7/1/2021	6/30/2024	8802261	\$1,244,982.00	\$311,245.50	\$1,556,227.50
04M375	City Year, Inc.	7/1/2021	6/30/2024	8802262	\$1,298,532.00	\$324,633.00	\$1,623,165.00
12X383	City Year, Inc.	7/1/2021	6/30/2024	8802926	\$1,319,982.00	\$329,995.50	\$1,649,977.50
09X361	City Year, Inc.	7/1/2021	6/30/2024	8802927	\$1,362,750.00	\$340,687.50	\$1,703,437.50
07X154	City Year, Inc.	7/1/2021	6/30/2024	8805416	\$1,438,195.00	\$359,548.75	\$1,797,743.75
04M146	City Year, Inc.	7/1/2022	6/30/2024	8802041	\$865,740.60	\$216,435.15	\$1,082,175.75
24Q296	Coalition for Hispanic Family Services	7/1/2021	6/30/2024	8800901	\$1,510,072.00	\$377,518.00	\$1,887,590.00
32K291	Coalition for Hispanic Family Services	7/1/2021	6/30/2024	8800969	\$1,404,303.00	\$351,075.75	\$1,755,378.75
32K168, 32K403, 32K549, 32K552	Make The Road New York	7/1/2021	6/30/2024	8804213	\$1,926,645.00	\$481,661.25	\$2,408,306.25

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Site	Provider Name	Contract Start Date	Contract End Date	Contract Number	Current Contract Amount	25% Allowance Amount	Revised Contract Amount
75M751	NYSARC, Inc. New York City Chapter	7/1/2022	6/30/2024	8803406	\$755,040.60	\$188,760.15	\$943,800.75
75X012	NYSARC, Inc. New York City Chapter	7/1/2022	6/30/2024	8803407	\$816,465.60	\$204,116.40	\$1,020,582.00
31R018	United Activities Unlimited Inc.	7/1/2022	6/30/2025	8805932	\$1,385,493.30	\$346,373.33	\$1,731,866.63
16K335	United Community Schools, Inc.	7/1/2021	6/30/2024	8802781	\$1,528,249.00	\$382,062.25	\$1,910,311.25
05M030	United Community Schools, Inc.	7/1/2021	6/30/2024	8802407	\$1,447,863.00	\$361,965.75	\$1,809,828.75
21K096	United Community Schools, Inc.	7/1/2021	6/30/2024	8802406	\$1,414,197.00	\$353,549.25	\$1,767,746.25
27Q302	United Community Schools, Inc.	7/1/2021	6/30/2024	8801066	\$1,310,577.00	\$327,644.25	\$1,638,221.25
06M132	Urban Arts Partnership	7/1/2021	6/30/2024	8804918	\$1,453,361.00	\$363,340.25	\$1,816,701.25
06M528	Urban Arts Partnership	7/1/2021	6/30/2024	8804927	\$1,338,963.00	\$334,740.75	\$1,673,703.75
27Q043	Xposure Foundation, Inc.	7/1/2022	6/30/2025	8806347	\$1,460,493.30	\$365,123.33	\$1,825,616.63
<b>Total:</b>					<b>\$38,273,235.40</b>	<b>\$9,568,308.85</b>	<b>\$47,841,544.25</b>

Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible. Noteworthy information was found for the following vendor(s):

NYSARC Inc. New York City Chapter

A review of NYSARC, Inc. New York City Chapter’s (NYSARC) Responsibility Determination (RD) from the New York City Department of Health and Mental Hygiene (DOHMH) revealed the following information:

- On November 9, 2023, NYSARC disclosed 12 substantiated cases of client abuse and neglect. A review by DOHMH of the corrective actions taken by NYSARC were prudent based on the information provided.
- A March 2018 civil lawsuit was filed against NYSARC concerning allegations of discrimination. The matter was settled in November 2019.

In light of the resolution of the matters above, and the vendor’s satisfactory performance on prior DOE contracts, the DOE determines the vendor to be responsible.

United Community Schools Inc.

A September 6, 2019 news article revealed that an employee working for affiliate the United Federation of Teachers (UFT) and assigned to work at United Community Schools, Inc., was arrested on federal

charges of enticing a minor into engaging in sexual activity. The individual was immediately suspended and remains ineligible for employment with the DOE.

In light of the resolution of the matter above, and the vendor's satisfactory performance on prior DOE contracts, the DOE determines the vendor to be responsible.

[United Activities Unlimited, Inc.](#)

The DOE is aware of the following news articles:

- A January 2023 news article revealed that a lawsuit was filed against United Activities Unlimited, Inc. (UAU) for alleged age discrimination and retaliation. The vendor advised that all parties reached a confidential settlement agreement, and the matter is closed.
- A December 2022 news article reported that a lawsuit was filed against UAU for alleged gender discrimination, retaliation, and wrongful termination. The matter is pending.

As the matters above are either resolved or pending, and in light of the vendor's satisfactory performance on prior DOE contracts, the DOE determines the vendor to be responsible.

[Xposure Foundation Inc.](#)

A review of Xposure Foundation Inc.'s (Xposure) PASSPort submission identified the following self-reported caution:

- In June 2022, Xposure's former CFO was found guilty of fraud in federal court relating to work she did with a Rochester based non-profit specialized in public housing. The former CFO resigned from her position with Xposure and was sentenced.

In light of the resolution of the above matter, the DOE determines the vendor to be responsible.

## Request for Authorization to Amend Contracts with Vendors for the Provision of Standard Day & Year Plus Services

**Procurement Method:** Contract Amendment per DOE Procurement Policy and Procedures, Section 4-08

**Estimated Highest Annual Amount:** \$923,400.00

**Estimated Total Amount:** \$1,375,380.00

**Funding Source:** Various, including Tax Levy

**Contract Retroactive?** Yes

**Contract Term:** 01/31/2024 - 06/30/2025; 1 Year, 5 Months

**Options:** N/A

**Options Amount:** N/A

**Contract Type:** Requirements

**RA Number:** 11869

**Vendor Name:** See List Below

**Contract Manager:** Monique Scales, Senior Director - Operations, Division of Early Childhood Education

**Lead Contracting Officer:** Jodina Clanton, Senior Director, Research and Special Projects, Division of Early Childhood Education

**Division of Contracts and Purchasing Contact:** Ibrahim Rehawi, Chief Administrator, Division of Contracts and Purchasing

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Division of Early Childhood Education (“DECE”) to amend certain vendor contracts for 3K & Pre-K Standard Day & Year services to provide additional hours of service daily as part of the School Day & Year (“SDY”) Plus Services Pilot.

### Discussion

In March 2019, the DOE released the first Request for Proposals (“RFP”) for birth-to-five services, RFP R1267. Services included both extended day and year services available to income eligible children, and school day and year services available to any child eligible for Pre-K for All or 3-K for All services. The DOE also released an RFP for birth-to-five services in Covid Impacted Neighborhoods (R1344) in spring 2021, and for school day and year 3-K and Pre-K services (R1395) in the fall of 2021. Services began in July 2021 for RFPs R1267 and R1244, and services for R1395 began in July 2022. Collectively, these services comprise New York City’s birth-to-five system, which provides every eligible child with free, full-day, and high-quality early care and education.

The Birth-to-five RFPs offered two types of services models. School Day & Year (“SDY”) services were available to all Pre-K aged children and 3-K aged children with NYC residency for 6 hours and 20 minutes daily, for 180 days annually. Extended Day & Year (“EDY”) services were available to children ages six weeks to five years old whose families met income and other eligibility requirements based on federal and state Childcare Block Grant (“CCBG”) guidelines for eight or ten hours daily, for 225 or 260 days annually.

The New York City Council and the Office of Managements and Budgets has allocated \$15 million dollars of City Tax Levy funding to New York Public Schools (“NYCPS”) to offer a SDY Plus (“SDY+”) Pilot to provide additional hours of service daily for approximately 2000 existing SDY Seats. The pilot will offer SDY programs a fixed rate of funding to provide children with an additional 3 hours and 40 minutes of care and learning daily for the same 180 days that are planned for the SDY contract during the 2023-2024 school year.

Families living in communities with a high economic need index are typically eligible for NYCPS EDY or Head Start services in which enrollment is based on income eligibility. DECE performed a needs analysis for 3-K and Pre-K Head Start and EDY programs within zip codes that had an economic need index of 75% or higher for the school year 2023-2024. The analysis determined that there were 11 zip-codes that have an economic need index of 75% or higher and do not have any or only a small % of Head Start or EDY seats. Extending hours of service to SDY programs in these identified areas with a high economic need index and no extended day and year or Head Start seats could be extremely beneficial for families.

DECE conducted outreach to current providers with an active Birth to Five contract with SDY seats in these zip codes to see if there was expressed intent and demonstrated capacity and need to provide SDY+ services at these specific contracted locations. Programmatic and operational capacity were considered when recommending interested vendors for this program. Contracts for these services are necessary because the DOE does not possess the personnel to perform them.

DECE determined that a fixed amount of \$45 per child/daily was a fair and reasonable price to offer an additional 3 hours and 40 minutes to each of the 180 scheduled SDY days.

Awards for SDY Plus Services

Site ID	Vendor Name	SDY 3K Slots	SDY 4K Slots	Increase Amount Per Child	FY24 Increase Amount	FY25 Increase Amount	Total Contract Increase Amount
XARQ	AllCare Provider Services, Inc.	36	30	\$45.00	\$255,420.00	\$534,600.00	\$790,020.00
MCDO	BRIGHT HORIZONS CHILDRENS CENTERS LLC	30	18	\$45.00	\$196,560.00	\$388,800.00	\$585,360.00

Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

## Request for Authorization to Amend Community Schools Services Contracts – R1191

**Procurement Method:** Contract Amendment per DOE Procurement Policy and Procedures, Section 4-08

**Estimated Highest Annual Amount:** \$939,146.00

**Estimated Total Amount:** \$939,146.00

**Funding Source:** Tax Levy

**Contract Retroactive?** Yes

**Contract Term:** 07/01/2023 – 06/30/2024

**Options:** None

**Options Amount:** None

**Contract Type:** Full Value

**RA Number:** 11880

**Vendor Name:** See List Below

**Contract Manager:** Trisia Carter, Deputy of Procurement and Purchasing, Office of Community Schools

**Lead Contracting Officer:** Traciah John, Senior Director for Finance and Operations, Office of Community Schools

**Division of Contracts and Purchasing Contact:** Rudy Bisram, Procurement Analyst, Central Office Procurement

**Note:** Any document referenced in this RA will be provided to PEP members upon request.

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Office of Community Schools (“OCS”) to amend the contracts with the community-based organizations (“Lead CBOs”) listed below to work with DOE schools to implement the Community School strategy.

### Discussion

Community Schools emphasize family engagement, characterized by strong partnerships and additional support for students and families designed to counter environmental factors that impede student achievement. While some of the specific attributes of a community school program vary based on the needs of its respective community, all Community Schools share three foundational pillars:

- A rigorous academic program with strong supports to prepare all students for college, careers, and citizenship, and that supplements quality curriculum with expanded learning opportunities that keep students engaged, coupled with high levels of accountability for results;
- A full range of school-based and school-linked programs and services that, based on a needs assessment of the community, address the comprehensive needs of students and their families and that work with families as essential partners in student success; and

- Partnerships that demonstrate collaboration with the local community, including by engaging families and other community stakeholders and drawing on a broad set of resources, incorporating local and State government agencies, non-profit service providers, institutions of higher education, and the philanthropic and business communities in order to extend the impact and depth of services and programs.

In September of 2020, the DOE released a request for proposals (“RFP”) solicitation through the City's digital Procurement and Sourcing Solutions Portal, known as PASSPort, seeking to contract with multiple Lead CBOs to partner with schools in order to effectively implement the Community School strategy. An innovative procurement method was the preferred method of procurement because it allowed for the use of a two-step award selection process for a request for proposals where school principals and representatives from the School Leadership Team had input in the final award selection (subject to a responsibility determination) after proposals had been evaluated by a committee based on a pre-established criteria, thus ensuring the needs of schools are being met and programs are customized to the needs of the students and community.

This RFP (R1191) solicited proposals from organizations to support 165 Community Schools ranging from elementary, middle, and high school. Community Schools that share a building or campus with other Community School(s) were included in one competition and will partner with a single Lead CBO organization. Of the 165 schools, 35 were co-located/shared campuses, as such, there were a total of 145 program sites or competitions up for contract award under this RFP. In response to this RFP, 92 vendors submitted a total of 574 proposals. Of those, three vendors confirmed they submitted duplicate proposals by mistake, thus leaving 571 proposals to be evaluated. After completing the two-step award selection process for evaluations, 136 competitions resulted in award recommendations, distributed amongst 49 vendors.

Out of the 136 contracts awarded through R1191, 49 contracts are being amended so that Community Based Organizations (“CBOs”) can provide enhanced Community Schools Services for the Fiscal Year 2024 (“FY24”). The specific enhanced services will be determined by the needs of each school community. The increase of funding for the expansion of services is funded by the City Council through the Adopted Budget in FY24 as these sites received a budget decrease when the Community Schools equitable funding formula was applied to the contracts procured through RFP 1191. This funding represents a one-year increase to support Community Schools to provide enhanced services prior to transitioning to their base contractual funding allocation. These 49 contracts were previously amended and approved so that CBOs could provide enhanced Community Schools Services for the Fiscal Year 2022 (“FY22”) and Fiscal Year 2023 (“FY23”). The increase of funding for the expansion of services was funded by the City Council through the Adopted Budget in FY22 and FY23 as these sites received a budget decrease when the Community Schools equitable funding formula was applied to the contracts procured through RFP 1191. The funding represented a two-year increase to support Community Schools to provide enhanced services prior to transitioning to their base contractual funding allocation.

Out of the 49 contracts to be amended, 17 contracts do not require Panel (“PEP”) approval and will be processed internally within the DOE as an internal increase. Out of the 32 contracts that require PEP approval, 25 contracts were amended and approved through two previous Request for Authorizations (“RAs”). The remaining 7 contracts listed in the table below will be amended through this RA.

The funding level was determined by the DOE to be fair and reasonable because these contracts will revert to their respective FY21 funding levels. These funding levels are based on the prior version of the Community School cost model which factored in enrollment, grade level, and the Economic Need Index (“ENI”)

These services are retroactive since this is an amendment for FY24, which has already begun. These amendments will not be processed until later in FY24 due to delays in the contracting process. The base contracts for these amendments have one, three-year extension option. This extension option will also be at the base value, depending on the availability of funds.

It is necessary to contract for these services because the DOE does not possess the expertise, personnel, and/or resources necessary to meet the program objectives.

Competition Pool #	DBN	Vendor Name	Original Annual Year 3 Base Amount	Annual Amendment Amount	New Total Year 3 Contract Amount (Base + Amendment)
30-X162	07X584	City Year, Inc.	\$446,321	\$70,591	\$516,912
36-X192 (campus)	08X371/ 08X467	East Side House, Inc.	\$471,399	\$140,626	\$612,025
17-M123	05M123	Graham-Windham	\$504,401	\$88,982	\$593,383
65-X113 (campus)	11X287/ 11X370	New York Edge, Inc.	\$512,321	\$376,969	\$889,290
123-Q042	27Q042	New York Edge, Inc.	\$526,841	\$60,746	\$587,587
131-Q008	28Q008	Southern Queens Park Association, Inc.	\$448,959	\$76,697	\$525,656
128-Q400	27Q400	The Child Center of NY, Inc.	\$418,280	\$124,535	\$542,815
<b>Total Contract Amounts:</b>			\$3,328,522	\$939,146	\$4,267,668

### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible. Noteworthy information was found for the following vendor(s):

#### Graham Windham

A review of the New York City Administration for Children’s Services (ACS) responsibility determination revealed the following information:

- From May 2023 to August 2023, Graham Windham (GW) disclosed three cases of client abuse and neglect. A review by ACS of the corrective actions taken by GW were prudent based on the information provided.

In light of the vendor’s corrective actions and its satisfactory performance on prior DOE contracts, the DOE determines the vendor to be responsible.



## New York Edge Inc.

A review of New York Edge's (NYE), formerly known as Sports and Arts in Schools Foundation's (SASF), PASSPort submission revealed the following cautions:

- From 2015 to present, NYE has been investigated by, the U.S. Equal Employment Opportunity Commission (EEOC), the Special Commissioner of Investigation for the New York City School District (SCI), and the New York State Division of Human Rights (DHR). The vendor advises that:
  - Four U.S. EEOC investigations relating to unlawful discriminatory practices based on age, race, and national origin. Two cases were dismissed, one was closed with a settlement, and the last is considered inactive due to the amount of time that has passed with no updates.
  - Three SCI investigations involving a basketball coach refereeing a fight between students, allegations of payroll discrepancies and conflicts of interest, and a student sitting on the lap of a NYE staff member. Two of the investigations have been closed and one is ongoing.
    - In August 2021, a student was caught on video sitting on the lap of a NYE staff member. The vendor advised that the incident was immediately reported to NYE management and the staff member was placed on leave pending the results of the investigation. NYE advised that this matter is still ongoing.
    - In January 2016, an incident occurred in which an SASF afterschool basketball coach was caught on video apparently refereeing a fight between two middle school children. The matter was referred to SCI, which referred the matter to the DOE's OSI for its review. OSI substantiated the allegations and the Division of Contracts and Purchasing (DCP) confirmed with SASF that the coach is no longer employed and the vendor is strengthening its policies and procedures to ensure the safety of all participants within the school building. DCP closed the matter on October 2, 2017 and based on its review of SASF's actions the DOE does not believe the matter impacts the vendor's responsibility.
    - In November 2015, SCI initiated an investigation into allegations of payroll discrepancies and conflicts of interest at PS 188M. SASF conducted its own investigation into these allegations as well and improved its policies regarding conflict of interest and disclosure requirements, implemented additional training regarding billing of time, and disciplined offending employees. SCI confirmed the investigation is closed.
  - One DHR investigation relating to complaints about retaliation and discriminatory practices based on race. NYE advised that this matter is ongoing.
- From 2018 to 2019, NYE has been sanctioned and fined by the New York State Office of Children and Family Services (OCFS). All matters are closed.

As the matters above have either been resolved or are pending, and in light of the vendor's current satisfactory performance on DOE contracts, the vendor is determined to be responsible.

## Southern Queens Park Association Inc.

A review of Southern Queens Park Association Inc.'s (SQPA) PASSPort submission revealed the following cautions:

- In March 2022, SQPA was informed by the New York City Department of Special Investigation (SCI) that an employee of SQPA was under investigation. The matter is pending.

- In 2017, the New York City Department of Investigations (DOI) conducted an investigation relating to a former SQPA program director falsifying times sheets and invoices, and depositing business checks into a personal bank account. In December 2020, the former program director pled guilty to wire fraud charges and was sentenced to six months imprisonment and restitution in the amount of \$52,922.37. On March 15, 2022, the Mayor's Office of Contract Services (MOCS) placed the vendor on a five-year Corrective Action Plan (CAP) along with the New York City Department of Youth and Community Development (DYCD), the New York City Administration of Children's Services (ACS), the New York City Department of Education (DOE), and the New York City Department of Parks and Recreation (DPR). SQPA agreed to abide by any modifications and/or extensions of the CAP, and to maintain administrative quality, staffing support, and program quality to the levels required by the city agencies. Additionally, MOCS will interview any Executive Director candidate prior to employment with SQPA, and SQPA must notify MOCS of any criminal or administrative investigation of its employees. MOCS advised that the vendor remains in compliance with the CAP.

PASSPort also revealed the following information from DYCD's responsibility determination (RD):

- In 2019, a former employee filed civil suit against SQPA relating to overtime wages. The case remains pending.

Additionally, the DOE is aware of the following:

A New York Times news article identified that in December 2011, the New York State Attorney General (AG) and the New York State Comptroller (NYS Comptroller) announced the indictments of four individuals who embezzled \$30,000 of taxpayer dollars, intended for public services in New York City. The former President of SQPA was one of the four individuals and was terminated on December 15, 2011. On April 26, 2012, MOCS placed the vendor on a CAP which expired on July 18, 2019.

In light of the corrective actions taken by SQPA, as well as its satisfactory performance on prior DOE contracts, the DOE determines the vendor to be responsible.

#### [The Child Center of NY Inc.](#)

A review of The Child Center of NY, Inc.'s (TCCNY) PASSPort submission revealed the following information from the most recent responsibility determination (RD) by the New York City Department of Youth and Community Development (DYCD):

- From November 2022 to September 2023, TCCNY disclosed eight cases of client abuse and neglect. A review by DYCD of the corrective actions taken by TCCNY were prudent based on the information provided.

In light of the vendor's corrective actions and its overall satisfactory performance on prior DOE contracts, the DOE determines the vendor to be responsible.

Request for Authorization to Extend a Contract with Votenet Solutions, Inc. to Provide Online Voting Services for the Selection of Parent Representatives to Community Education Councils – R0821

**Procurement Method:** Contract Extension per DOE Procurement Policy and Procedures, Section 4-07(b)

**Estimated Highest Annual Amount:** \$311,181.50

**Estimated Total Amount:** \$622,363.00

**Funding Source:** Tax Levy

**Contract Retroactive?** No

**Contract Term:** 06/01/2024 – 05/31/2026; 2 Years

**Options:** None **Options Amount:** None

**Contract Type:** Requirements

**RA Number:** 11876

**Vendor Name:** Votenet Solutions inc.

**Vendor Address:** 8230 Leesburg Pike, Suite 708, Vienna, Virginia 22182

**Contract Manager:** Paola de Kock, Policy Advisor, Division of Family and Community Engagement

**Lead Contracting Officer:** Jasmine Lake, Executive Director of Operations, Division of Family and Community Engagement & External Affairs

**Division of Contracts and Purchasing Contact:** Rudy Bisram, Procurement Analyst, Central Office Procurement

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

Purpose

New York City Public Schools (“NYCPS”) hereby requests authorization to extend a contract with Votenet Solutions, Inc. (“Votenet”) to provide and manage an online voting system and operate the candidate application website used for the selection of parent representatives to the Community Education Councils (“CEC”), the Citywide Council on Special Education (“CCSE”), the Citywide Council for District 75 (“CCD75”), the Citywide Council on English Language Learners (“CCELL”), and the Citywide Council on High Schools (“CCHS”).

Discussion

The CECs, CCSE, CCD75, CCELL, and CCHS were established as representative bodies of parents of public-school students under New York State Education Law (§2590-c) and Chancellor’s Regulations. Up until the 2021 election, the voters were officers of Parent Associations and Parent-Teacher Associations (“PA/PTAs”). They selected parent representatives for 32 CECs, one CCSE, one CCD75, one CCELL, and one CCHS. Elections are held every two years; however, in order to guarantee a successful campaign and adhere to the state-mandated timeframe for the selection process, planning, marketing, and voter outreach begins at least nine months in advance of the election.

Pursuant to a Request for Proposals (“RFP”) – R0821, Votenet was awarded a three-year contract with two one-year options to extend. Upon expiration of the contract’s base term in 2014, NYCPS exercised its two one-year options to extend, which covered the 2015-16 election cycle. Subsequently, NYCPS executed two two-year non-contractual extensions pursuant to its Procurement Policy and Procedures

("PPP") Section 4-07(b) to cover the 2017 and 2019 election cycles, respectively. NYCPS then extended the contract for a third two-year non-contractual extension per PPP Section 4-07(b) and simultaneously amended the contract per PPP Section 4-08 to allow for technical and programming changes to the online and data systems that support processing candidate applications and voting, as well as additional investments of dedicated hardware and staff as the voter pool increased drastically due to changes in mayoral accountability legislation where CCEC members would now be elected by all public school parents in the 2021-22 election cycle. Thereafter, NYCPS further extended the contract for a fourth two-year non-contractual extension per PPP Section 4-07(b) to cover the 2023 election cycle as required for continuity of services to comply with mandated state law and Chancellor's Regulations governing these services pending the release of a competitive procurement.

Under the current contract, Votenet provides and manages the online application and voting systems used for the selection of the 357 elected members of the 32 Community Education Councils (CECs), the Citywide Council on Special Education ("CCSE"), the Citywide Council for District 75 ("CCD75"), the Citywide Council on English Language Learners ("CCELL"), and the Citywide Council on High Schools ("CCHS"). Votenet provides a system to track submitted applications and all actions NYCPS takes in vetting each application; generates public candidate profiles that are posted on NYCPS's website and linked to the voting site that Votenet developed for these elections; and manages a system to track voting in real time. Candidate and voter eligibility is established in real time, through an integration with New York City Schools Accounts ("NYCSA").

Under this extension, Votenet will continue to support the recently developed online application for Borough President and Public Advocate appointees, the system to track the appointee applications submitted (including every step of NYCPS's review process and communication with applicants and Borough Presidents and Public Advocate offices), and the automated system to assign seats to the candidates according to the rules outlined in Chancellor's Regulations D-140-170 after the votes have been tabulated.

This fifth two-year non-contractual extension is required for continuity of services in order to comply with mandated state law and Chancellor's Regulations governing these services pending the release of a competitive procurement. The new RFP – R1208 is currently under development with updated scope of work and requirements and is anticipated for release in 2024 for the 2027 election cycle.

Services will be provided under the same scope, terms, and conditions as the current contract. The total cost of \$622,363 covers one election cycle and includes the management of online and PDF candidate applications and tracking systems (for both elected and appointed members of the councils); generating candidate public profiles; voting engine technology and licensing; election management and tabulation (including implementation of seating rules); and general election management advice, processing and tracking applications for the Borough President and Public Advocate positions on the CCECs, and implementing a system consistent with Chancellor's Regulations to make seating determinations after voting ends.

The requested extension amount is based on the unit costs established under the original contract and additional needs resulting from significantly increased parent participation in the 2023 election process. In previous elections, Votenet managed only the applications for the elected positions, while FACE processed all Borough President and Public Advocate appointee applications. For the 2023 elections, Votenet was requested to digitize these applications and build a tracker. The current costs cover the continued support of the recent development and administration of the platform which will support processing of several hundred applications. Additionally, Votenet is to continue supporting the recent automation of the process of seating candidates according to the complex rules found in Chancellor's Regulations D-140-170. Seating of candidates has been a lengthy and error-prone process that

required a large team at FACE and Legal and significantly delayed the posting of results. The 9.6% added cost (\$56,394) covers the enhanced reporting enabled by the recent automation of the process of seating candidates. Therefore, based on the assessment of the level of effort, time, and skill sets required, by comparison with services offered under the current contract, which was previously determined to be fair and reasonable, pricing for this extension has been determined to be fair and reasonable.

It is necessary to contract for these services because NYCPS possesses neither the expertise nor the resources necessary to meet the objectives of this program and comply with all the requirements and regulations as mandated by state law.

On April 5<sup>th</sup>, 2024, the Committee on Contracts recommended to extend the contract with Votenet Solutions Inc.

#### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

## Request For Authorization to Extend the Contract with Ernst & Young, LLP to Provide Department-Wide Auditing Services – R1080

**Procurement Method:** Contract Extension per DOE Procurement Policy and Procedures, Section 4-07(b)

**Estimated Highest Annual Amount:** \$6,516,758.00

**Estimated Total Amount:** \$6,516,758.00

**Funding Source:** Tax Levy

**Contract Retroactive?** No

**Contract Term:** 07/01/2024 – 06/30/2025

**Options:** None **Options Amount:** None

**Contract Type:** Requirements

**RA Number:** 11823

**Vendor Name:** Ernst & Young LLP

**Vendor Address:** 5 Times Square, New York NY, 10036

**Contract Manager:** Nancy Fiore, Auditor General, Chief of Data and Operations, Office of Auditor General

**Lead Contracting Officer:** Danya Labban, Auditor General, Office of the General Counsel, Office of Auditor General

**Division of Contracts and Purchasing Contact:** Rudy Bisram, Procurement Analyst, Central Office Procurement

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Office of Auditor General (“OAG”) to extend the contract with Ernst & Young, LLP (“E&Y”) to provide department-wide auditing services.

### Discussion

As the DOE’s internal auditing arm, OAG must identify the most critical functions performed by the DOE, analyze the threats to performance of those functions, and align resources to assist in combating those threats and in facilitating successful performance. The DOE’s operations and its local, State, and Federal revenue streams are subject to a myriad of legal and regulatory requirements. In addition to the State-mandated school audits, OAG also performs audits and other related consulting services within the DOE, for which an external provider is required to provide or assist OAG in extending these services to other divisions. These services include incidental and informal consultation to OAG on various matters, as needed, such as performing internal audit and quality assurance work around the compliance and reporting requirements of the DOE. In order to meet the demands of providing audit and related services within this environment, it is necessary for OAG to partner with an audit or consulting firm that can provide a high level of expertise in the areas of internal auditing.

In late 2015, the DOE released a Request for Proposals (“RFP”) – R1080 solicitation seeking firms for co-sourcing assistance with the planning and execution of the statutorily mandated annual fiscal performance, fraud, waste, and mismanagement audits of schools, as well as consulting services and

assistance with other audits. Pursuant to R1080, E&Y was awarded a five-year contract with one, one-year option to extend. Upon the expiration of the contract's base term, the DOE exercised the contract's sole option to extend. Subsequently, the DOE executed a one-year, non-contractual extension pursuant to the DOE's Procurement Policy and Procedures Section 4-07(a). A one-year, non-contractual extension pursuant to the DOE's Procurement Policy and Procedures Section 4-07(b) is necessary for the continuity of services until a new contract is awarded pursuant to a new RFP, which is currently under development for a new five-year audit contract.

The estimated extension amount of \$6.5M includes the mandated school audits, and the annually required Contracts for Excellence Agreed Upon Procedures, which will cover School Year 2024 and should be completed by January 1, 2025. Other NYCDOE offices utilize the contract as well, for consulting and for special projects, such as the Impartial Hearing Order - Implementation Unit ("IHO IU") that must review and assess the status of outstanding authorizations related to due process impartial hearing orders. All cases are subject to legal and regulatory review. IHO IU must also examine payments made to special education providers in accordance with ordered services, validate the accuracy and completeness of payment records, and assess adherence to contractual agreements, regulatory obligations, and a court order. To meet these demands and/or upon specific request by the General Counsel, IHO IU must utilize audit and consulting services to guarantee compliance and identify discrepancies, irregularities, and issues related to authorizations.

The estimated extension amount was based on the hourly rates for current work orders for the mandated audit, the Contracts for Excellence work order, the IHO IU work order, and an estimate on future special projects and consulting services. The cost was based on the terms of the most recent contract, and the firm's rates are increased annually based on the changes in the year-to-year Consumer Price Index (NY Urban Workers Index). Therefore, pricing for this extension has been determined to be fair and reasonable.

It is necessary to contract for these services because the DOE does not possess the expertise, personnel, and/or resources necessary to meet the service requirements.

On April 5<sup>th</sup>, 2024, the Committee on Contracts recommended to extend the contract with Ernst & Young LLP.

### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible. Noteworthy information was found for the following vendor(s):

#### Ernst & Young LLP

A review of Ernst & Young LLP's (E&Y) PASSPort submission revealed the following caution:

- On June 28, 2022, E&Y was investigated by the US Securities and Exchange Commission (SEC) for cheating on exams required to obtain and maintain Certified Public Accountant (CPA) licenses, and for withholding evidence of this misconduct from the SEC's Enforcement Division during the investigation. The SEC substantiated the investigation, ordered E&Y to pay a \$100 million fine and to undergo extensive changes and external monitoring to remedy the issues found and prevent them from reoccurring. E&Y advised that it paid the fine in full, confirmed that the employees involved in the incident were terminated, and confirmed that these employees did not work on any New York City Department of Education (DOE) projects. E&Y further advised that it redesigned and restructured its professional education courses, assessments, and with the assistance of external experts, also implemented a comprehensive remedial program that

requires its employees to take training courses on integrity and ethics, as well as certify in writing that it's completing its assessments on its own.

As the matter above has been resolved, and in light of the vendor's satisfactory performance on prior DOE contracts, the DOE determines the vendor to be responsible.





contractual extension per its Procurement Policy and Procedures (“PPP”) Section 4-07(a) from August 1, 2023, through July 31, 2024.

Due to delays in releasing the new procurement to provide fresh and frozen bakery products distribution and delays attributed to legal reviews and implementation of MWBE subcontracting goals, OFNS expressed concerns with releasing and evaluating two significant procurements (Fresh and Frozen Bakery Distribution and Food Distribution Services) simultaneously. Eventually, the bakery products RFB (“B5814”) was released to the public in December 2023.

All food products procured by the DOE undergo extensive research, confirming compliance with Federal and State regulations, and NYC Department of Health recently updated nutritional standards. Therefore, an additional one-year extension is required under Section 407(b) of the DOE’s Procurement Policy Procedures (“PPP”) to maintain food distribution services to DOE’s cafeterias and kitchen locations. The DOE anticipates releasing in summer 2024.

Foodco Distributors, Inc. (“Foodco”) incurred increases in operating costs that were higher than the increases allowed in its contract to provide food distribution services. Foodco proposed a 27.1% increase in its (FY25) delivery mark-up but did not request increases in the prior two fiscal periods when it also incurred higher operating costs (FY23 and FY24).

The DOE calculated a delivery mark-up that was compared to the proposed mark-up. After considering Foodco’s operating costs, the applicable BLS indices, and the methodology for calculating adjustments as set forth in the RFB, the proposed mark-up is 6.6% higher than the mark-up calculated by the DOE. However, negotiations led Foodco to agree to extend its milk contract at the current prices due to operating efficiencies achieved through performing distribution services for both food and milk products.

In light of the operating efficiencies and Foodco experiencing higher operating costs in FY23 and FY24 when it did not request increases, pricing can be determined to be fair and reasonable.

The estimated extension amount is based on FY24 expenditure data for products and delivery to schools. The DOE included a 15% Producer Price Index increase price adjustment in accordance with the original contracts and an 8.8% increase for anticipated growth in meal services. The original unit pricing, which was determined to be fair and reasonable, will remain in effect during the contract extension with any applicable adjustments in accordance with the original contract.

OFNS has confirmed that Foodco has provided satisfactory services under their subject contract.

On April 5, 2024, the Committee on Contracts recommended extending this contract.

#### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.



bids. Hence, the prices under the Requested Extension have been determined to be fair and reasonable.

DSF has determined that Control Systems Services Inc. has performed satisfactorily to date. The estimated amount is based on the same unit prices as the base contract, adjusted according to its terms.

This extension was approved by the Committee on Contracts on April 5, 2024.

### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible. Noteworthy information was found for the following vendor(s):

#### Control Systems Services, Inc.

A review of Control Systems Services (CSS) PASSPort submission revealed the following cautions:

- In August 2020, the Office of the New York City Comptroller (NYC Comptroller) revealed that CSS non-willfully violated New York State Labor law. As a result, CSS entered into a stipulation of settlement with the Comptroller and paid the required balance.
- In March 2018, the Special Commissioner of Investigation for the New York City School District (SCI) conducted an investigation which revealed that a CSS employee (the employee) submitted false filings with regards to boiler efficiency inspections conducted at a New York City Department of Education (DOE) facility. CSS and the DOE's Division of School Facilities verified that this was an isolated incident, and the vendor further advised that the employee is no longer employed at CSS and is not eligible for rehire.

In light of the resolution of the matters above and the vendor's overall satisfactory performance on prior DOE contracts, the DOE determines the vendor responsible.

## Request for Authorization to Contract with JSM Consulting, Inc. d/b/a JSM Consulting NY for the Provision of IT Support Services

**Procurement Method:** MWBE Procurement and Contract Method Purchases per DOE Procurement Policy and Procedures, Section 3-10(2-A)

**Estimated Highest Annual Amount:** \$228,046.00

**Estimated Total Amount:** \$456,092.00

**Funding Source:** Tax Levy

**Contract Retroactive?** No

**Contract Term:** 2 Years

**Options:** One, 2-Year

**Options Amount:** \$456,092.00

**Contract Type:** Full Value

**RA Number:** 11837

**Vendor Name:** JSM Consulting, Inc. dba JSM Consulting NY

**Vendor Address:** 65 Station Rd, Cranbury, NJ 08512

**Contract Manager:** Steven Stein, Senior IT Services Manager, Division of Instructional and Information Technology

**Lead Contracting Officer:** Nadia Molinari, Sr. Director, Division of Instructional and Information Technology

**Division of Contracts and Purchasing Contact:** Kesse Wallace, Strategic Sourcing Supervisor, Division of Contracts and Purchasing

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization to enter into a Minority and Women-Owned Business Enterprise (“M/WBE”) Procurement and Contract Method Purchase with JSM Consulting, Inc. d/b/a JSM Consulting NY (“JSM”), a certified Minority-Owned Enterprise. JSM will be responsible for the provision of one (1) Cloud Architect (“Architect”) to support IT-related efforts for the Division of Instructional & Information Technology (“DIIT”). The contract will be funded by DIIT.

### Discussion

DIIT requires an Architect to manage the operational process of delivering cloud services to DOE business units. The Architect will oversee the architecture, management, configuration, and layout of the Azure environment and Nerdio AVD and will, additionally, implement backup and disaster recovery solutions following industry best practices and change management policies.

The Architect will provide professional cloud services to support critical business functions and objectives related to the following initiatives:

- NGN Site Refresh – DIIT teams and external vendors are working to upgrade all DOE administrative buildings with an advanced technology network and wireless devices.
- Data Center Modernization – DIIT is upgrading and modernizing core data centers and building a hybrid cloud architecture.

- Application Support Services – DIIT application developers are continually delivering new apps with stringent deadlines that require support such as load-balancing, problem resolution and performance testing.

The DOE solicited forty-seven (47) M/WBE vendors to submit candidates for this request. Sixteen (16) proposals were received from JSM, Abrahams Consulting LLC, Babatek, Inc. d/b/a Impetus, CNC Consulting, Inc., Dice IT Solutions d/b/a TechProjects, Evergreen Technologies LLC, Infojini, Inc., InfoPeople Corporation, Peer Consulting Resources, Inc., Raj Technologies, Inc., Rangan Consultants, Inc., RK Software, Inc., Sporda Tech, Inc., SVAM International, Inc., UAO Enterprises, Inc. d/b/a UAO Consulting, and Visionaryz, Inc. An evaluation committee (“Committee”) consisting of three members from DIIT reviewed the resumes and requested to interview three (3) candidates in accordance with the evaluation criteria set forth in the solicitation.

Evaluation Criteria	Weight
Experience	40%
Technical Ability	30%
Cost	30%
<b>Total</b>	<b>100%</b>

The Committee determined that the candidate proposed by JSM exhibited thorough experience and technical ability and provided the most advantageous offer to the DOE. As a result, the candidate proposed by JSM was selected for award.

The DOE compared the rate proposed for this effort to the rates under the New York City Office of Technology Innovation (“OTI”) contracts for Information Technology Consultant Services (“ITCS”) and Systems Integration Services (“SI”) and determined that the proposed rate is either lower or the same as the average rate for an identical or similar title under OTI’s ITCS or SI contracts. Therefore, pricing has been determined to be fair and reasonable.

### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible. Noteworthy information was found for the following vendor(s):

#### JSM Consulting Inc.

A review of JSM Consulting Inc.’s (JSM) PASSPort submission revealed the following information:

- In August 2019, the CEO of JSM was subject to a New York City Housing Authority Office of Inspector General (NYCHA-OIG) investigation for possible bid rigging/conflict of interest, insider information and/or employee collusion. The CEO also failed to disclose in PASSPort that he was employed by NYCHA as an IT Consultant. NYCHA advised that the allegations were unfounded, and the CEO advised that the omission in PASSPort was not intentional.

In light of the resolution of the matter above, the DOE determines the vendor to be responsible.

## Request for Authorization to Contract with Knowledge Builders, Inc. for the Provision of IT Support Services

**Procurement Method:** MWBE Procurement and Contract Method Purchases per DOE Procurement Policy and Procedures, Section 3-10(2-A)

**Estimated Highest Annual Amount:** \$229,611.20

**Estimated Total Amount:** \$459,222.40

**Funding Source:** Tax Levy

**Contract Retroactive?** No

**Contract Term:** 2 Years

**Options:** One, 2-Year

**Options Amount:** \$459,222.40

**Contract Type:** Full Value

**RA Number:** 11839

**Vendor Name:** Knowledge Builders, Inc.

**Vendor Address:** 1977 Western Avenue, Albany, NY 12203

**Contract Manager:** Steven Stein, Senior IT Services Manager, Division of Instructional and Information Technology

**Lead Contracting Officer:** Nadia Molinari, Sr. Director, Division of Instructional and Information Technology

**Division of Contracts and Purchasing Contact:** Kesse Wallace, Strategic Sourcing Supervisor, Division of Contracts and Purchasing

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization to enter into a Minority and Women-Owned Business Enterprise (“M/WBE”) Procurement and Contract Method Purchase with Knowledge Builders, Inc. (“KBI”), a certified Woman-Owned Enterprise. KBI will be responsible for the provision of one (1) Java Solutions Architect (“Architect”) to support IT-related efforts for the Division of Instructional & Information Technology (“DIIT”). The contract will be funded by DIIT.

### Discussion

DIIT requires an Architect to support Dynamic Forms Systems (“DFS”) and IT Service Management (“ITSM”) operations. The DFS team manages an output management system for printing and scanning Applicant Tracking System (“ATS”) reports using a portfolio of customized forms and letters and provides a platform for processing customized Optical Mark Recognition (“OMR”) forms used to collect student data. The ITSM team manages the ServiceNow platform for IT service desk tickets, knowledge base, change control, and asset management. The Architect will provide support for both OMR and ServiceNow in the areas of design, development, planning, implementation, configuration, and ongoing support.

The Architect will provide professional services to support day-to-day operational needs for critical business functions and objectives related to the following project goals:

- Address inefficiencies in user support, approval workflows, process automations, and asset management for ServiceNow
- Onboard additional DOE business units and automation processes into ServiceNow
- Develop solutions to enhance scanning from schools to ATS in support of state mandated examinations like the New York State Regents and New York State English Language Arts exams

The DOE solicited forty-seven (47) M/WBE vendors to submit candidates for this request. Thirteen (13) proposals were received from KBI, Abrahams Consulting LLC, Babatek, Inc. d/b/a Impetus, Dice IT Solutions d/b/a TechProjects, Infojini, Inc., Mola Group Corporation d/b/a Molaprise, Peer Consulting Resources, Inc., Rangam Consultants, Inc., Raj Technologies, Inc., Sporda Tech, Inc., SVAM International, Inc., UAO Enterprises, Inc. d/b/a UAO Consulting, and Visionaryz, Inc. An evaluation committee (“Committee”) consisting of three members from DIIT reviewed the resumes and requested to interview three (3) candidates in accordance with the evaluation criteria set forth in the solicitation.

Evaluation Criteria	Weight
Experience	40%
Technical Ability	30%
Cost	30%
<b>Total</b>	<b>100%</b>

The Committee determined that the candidate proposed by KBI exhibited thorough experience and technical ability and provided the most advantageous offer to the DOE. As a result, the candidate proposed by KBI was selected for an award.

The DOE compared the rate proposed for this effort to the rates under the New York City Office of Technology Innovation (“OTI”) contracts for Information Technology Consultant Services (ITCS”) and Systems Integration Services (“SI”) and determined that the proposed rate is either lower or the same as the average rate for an identical or similar title under OTI’s ITCS or SI contracts. Therefore, pricing has been determined to be fair and reasonable.

Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.



## Request for Authorization to Contract with CompuLink Technologies, Inc. and Raj Somas d/b/a RUSD Solutions to Purchase the IT Solutions & Delivery Software

**Procurement Method:** MWBE Procurement and Contract Method Purchases per DOE Procurement Policy and Procedures, Section 3-10(c)(2-A)

**Estimated Highest Annual Amount:** \$623,568.04

**Estimated Total Amount:** \$623,568.04

**Funding Source:** Tax Levy

**Contract Retroactive?** No

**Contract Term:** 1 Year

**Options:** None

**Options Amount:** None

**Contract Type:** Requirements

**RA Number:** 11865

**Vendor Name:** See List Below

**Vendor Address:** See List Below

**Contract Manager:** Daryl Wang, IT Sourcing Coordinator, Division of Instructional and Information Technology

**Lead Contracting Officer:** Nadia Molinari, Sr. Executive Director, Division of Instructional and Information Technology

**Division of Contracts & Purchasing Contact:** Kay Robbins, Technology and Instructional Materials Procurement

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization to enter into a Minority and Women-Owned Business Enterprise (“M/WBE”) Procurement and Contract Method Purchase with CompuLink Technologies, Inc. (“CompuLink”) and Raj Somas d/b/a RUSD Solutions (“RUSD”), certified Black and Hispanic-Owned Enterprise. These vendors will be responsible for providing software to the Division of Instructional and Information Technology (“DIIT”). The contract will be funded by DIIT.

### Discussion

DIIT is seeking a subset of software needed to support IT solutions and delivery operations. These software brands help support database storage, student information tracking, and content management for the DOE’s public and employee websites.

The nine (9) classes include the following OEM brands:

- Class 1: Browserstack – Software application that helps the Quality Assurance Team accurately identify bugs and issues for specific devices. It allows developers access to the cloud platform to test websites and mobile applications on devices and browsers.
- Class 2: Dynatrace – Application monitoring tool that analyzes the performance of the application environment. It provides the operation team with alerts on the health of various applications.
- Class 3: Font Awesome – Software used to help provide a consistent, intuitive user experience. It allows DOE to use icons on desktops, phones, and tablets.

- Class 4: Hawksearch – Search engine tool used for the public, families, and staff to search and look up information on the DOE’s public and employee websites.
- Class 5: Infragistics – Tool that provides primary web interface controls for the EIS Web Ratings System.
- Class 6: MongoDB – Software used as a database storage component for newly re-designed DOE applications to store documents and images of various kinds and sizes.
- Class 7: Sitefinity – Content management platform used in DOE public and employee websites.
- Class 8: Ubuntu – Tool that monitors the production server and provides live support.
- Class 9: Upland – Tool used to integrate virtual faxing system with the SESIS application to ensure all students receiving services are properly tracked.

The DOE solicited eleven (11) M/WBE vendors to submit pricing for nine (9) classes. Six (6) bids were received from CompuLink, RUSD, Clutch Solutions LLC (“Clutch”), K Systems Solutions LLC, Mola Group Corporation d/b/a Molaprise, and Abacus Consulting Group LLC d/b/a Learnteq. The award criteria for this solicitation was solely based on price. As such, the lowest priced vendors, CompuLink, RUSD, and Clutch, were selected for award; Clutch will be named on a future request for authorization.

VENDOR NAME & ADDRESS	CLASS & SOFTWARE	CONTRACT TOTAL
CompuLink Technologies Inc. 260 W 39th St New York, NY, 10018	1 - Browserstack 2 - Dynatrace 6 - MongoDB 9 - Upland	\$577,818.04
Raj Somas d/b/a RUSD Solutions PO Box 404 Tappan, NY 10983	7 - Sitefinity 8 - Ubuntu	\$45,750.00

The following table represents a summary of the vendors’ proposed price and the Best and Final Offer (“BAFO”):

CLASS	SOFTWARE	VENDOR	ORIGINAL TOTAL	BAFO TOTAL
1	Browserstack	CompuLink Technologies, Inc.	\$92,688.90	\$92,688.90
2	Dynatrace	CompuLink Technologies, Inc.	\$361,151.08	\$361,151.08
6	MongoDB	CompuLink Technologies, Inc.	\$96,513.42	\$96,513.42
7	Sitefinity	Raj Somas d/b/a RUSD Solutions	\$28,288.00	\$28,200.00
8	Ubuntu	Raj Somas d/b/a RUSD Solutions	\$17,640.00	\$17,550.00
9	Upland	CompuLink Technologies	\$27,464.64	\$27,464.64

CompuLink and RUSD have provided the DOE with discounts ranging from 1.18% to 20.40% off the Manufacturer’s Suggested Retail Price (“MSRP”). The discounts resulted in a total estimated contract amount of \$623,568.04, which is 15% lower than the current MSRP amount leading the DOE to a total savings of \$110,500.49. Accordingly, pricing is determined to be fair and reasonable and below the prevailing market prices.

Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

## Request for Authorization to Contract with Knowledge Builders, Inc. for the Provision of IT Support Services

**Procurement Method:** MWBE Procurement and Contract Method Purchases per DOE Procurement Policy and Procedures, Section 3-10(2-A)

**Estimated Highest Annual Amount:** \$228,046.00

**Estimated Total Amount:** \$456,092.00

**Funding Source:** Tax Levy

**Contract Retroactive?** No

**Contract Term:** 2 Years

**Options:** One, 2-Year

**Options Amount:** \$456,092.00

**Contract Type:** Full Value

**RA Number:** 11838

**Vendor Name:** Knowledge Builders, Inc.

**Vendor Address:** 1977 Western Avenue, Albany, NY 12203

**Contract Manager:** Steven Stein, Senior IT Services Manager, Division of Instructional and Information Technology

**Lead Contracting Officer:** Nadia Molinari, Sr. Director, Division of Instructional and Information Technology

**Division of Contracts and Purchasing Contact:** Kesse Wallace, Strategic Sourcing Supervisor, Division of Contracts and Purchasing

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization to enter into a Minority and Women-Owned Business Enterprise (“M/WBE”) Procurement and Contract Method Purchase with Knowledge Builders, Inc. (“KBI”), a certified Woman-Owned Enterprise. KBI will be responsible for the provision of one (1) Senior Network Architect (“Architect”) to support IT-related efforts for the Division of Instructional & Information Technology (“DIIT”). The contract will be funded by DIIT.

### Discussion

DIIT requires an Architect to provide architecture and engineering expertise for new implementations, integrations, and designs for various projects. The Architect will be responsible for implementing and managing advanced load balancing solutions to ensure optimal performance and reliability in data transfer.

The Architect will provide professional services to support day-to-day operational needs for critical business functions and objectives related to the following initiatives:

- Data Center Resiliency – a comprehensive initiative designed to fortify the availability and continuity of critical applications and essential business functions. The primary objective is to

establish a robust and fail-safe infrastructure that minimizes downtime and ensures seamless operation even in the face of unforeseen disruptions or challenges.

- Application Migration – an effort to migrate critical applications from legacy load-balancing infrastructure to an advanced infrastructure. The objective of this project is to leverage the enhanced infrastructure capabilities in order to elevate application delivery, improve scalability, and streamline the overall load balancing process.
- Central Security Log Repository – an initiative by New York Public Schools (“NYCPS”) to create a central repository for security logs across their multi-cloud hybrid estate. The goal is to develop a centralized data store capable of ingesting security logs across all NYCPS data centers while analyzing the security data to uncover insights into potential security issues.

The DOE solicited forty-seven (47) M/WBE vendors to submit candidates for this request. Fourteen (14) proposals were received from KBI, Abrahams Consulting LLC, Babatek, Inc. d/b/a Impetus, CNC Consulting, Inc., Dice IT Solutions d/b/a TechProjects, First Tek, Inc., Island Computer Products d/b/a ICP, Infojini, Inc., Mola Group Corporation d/b/a Molaprise, Raj Technologies, Inc., Rangan Consultants, Inc., SVAM International, Inc., UAO Enterprises, Inc. d/b/a UAO Consulting, and Visionaryz, Inc. An evaluation committee (“Committee”) consisting of three members from DIIT reviewed the resumes and requested to interview three (3) candidates in accordance with the evaluation criteria set forth in the solicitation.

<b>Evaluation Criteria</b>	<b>Weight</b>
Experience	40%
Technical Ability	30%
Cost	30%
<b>Total</b>	<b>100%</b>

The Committee determined that the candidate proposed by KBI exhibited thorough experience and technical ability and provided the most advantageous offer to the DOE. As a result, the candidate proposed by KBI was selected for award.

The DOE compared the rate proposed for this effort to the rates under the New York City Office of Technology Innovation (“OTI”) contracts for Information Technology Consultant Services (“ITCS”) and Systems Integration Services (“SI”) and determined that the proposed rate is either lower or the same as the average rate for an identical or similar title under OTI’s ITCS or SI contracts. Therefore, pricing has been determined to be fair and reasonable.

### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

## Request for Authorization to Contract with The Art of Education University LLC, to Provide the Entire Line of The Art of Education University LLC Software and Digital Content

**Procurement Method:** Listing Application per DOE Procurement Policy and Procedures, Section 3-06  
**Estimated Highest Annual Amount:** \$25,000  
**Estimated Total Amount:** \$75,000  
**Funding Source:** Various, including Tax Levy & Reimbursable  
**Contract Retroactive?** No  
**Contract Term:** 3 Years  
**Options:** One, 2-Year **Options Amount:** \$50,000  
**Contract Type:** Requirements  
**RA Number:** 11793

**Vendor Name:** The Art of Education University LLC  
**Vendor Address:** 518 Main Street STE A, Osage, Iowa, 50461

**Contract Manager:** Kimberly De Vine, Director, Division of Enterprise Purchasing  
**Lead Contracting Officer:** Kimberly De Vine, Director, Division of Enterprise Purchasing  
**Division of Contracts and Purchasing Contact:** Sydney Mojica, Procurement Analyst, Technology, and Instructional Materials Procurement

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Division of Enterprise Purchasing (“DEP”) to contract with The Art of Education University LLC to provide the entire line of The Art of Education University LLC Software and Digital Content.

### Discussion

The Art of Education University LLC provides enriched art education software and digital content. The two programs being provided include PRO Learning and FLEX Curriculum. PRO Learning is a professional development platform designed for K-12 art teachers that provides visual art team training and teaching resources. FLEX Curriculum is a visual arts curriculum for K-12 students that offers customizable lesson plans, resources, and assessments which allow teachers to curate instruction to the need of their unique student needs.

The Art of Education University LLC is the sole producer and exclusive distributor of The Art of Education University LLC software and digital content product line and cannot be purchased by open competitive means. Accordingly, competitive procurement is impractical, and the DOE will utilize a listing application as its solicitation method pursuant to Section 3-06 of the DOE’s Procurement Policy and Procedures (“PPP”).

The awarded vendor will be required to meet applicable DOE Minority and Women Owned Business Enterprise Subcontracting Goals.

The Art of Education University LLC initially proposed a 5%-33% discount off list price for their entire software product line. In addition, the vendor has agreed to the inclusion of a “Most Favored Customer” price certification in its contract, which ensures that the DOE will receive pricing as favorable as any Municipal, County, or State Government Agency, Board of Education, School, or School System in the United States for the same or a substantially similar quantity of items.

Accordingly, pricing is determined to be fair and reasonable.

#### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

## Request for Authorization to Contract with Teaching Strategies LLC, to Provide the Entire Line of Teaching Strategies LLC Software, Digital Content, and Materials

**Procurement Method:** Listing Application per DOE Procurement Policy and Procedures, Section 3-06

**Estimated Highest Annual Amount:** \$2,956,750

**Estimated Total Amount:** \$8,870,250

**Funding Source:** Various, including Tax Levy & Reimbursable

**Contract Retroactive?** No

**Contract Term:** 3 Years

**Options:** One, 2-Year

**Options Amount:** \$5,913,500

**Contract Type:** Requirements

**RA Number:** 11834

**Vendor Name:** Teaching Strategies LLC

**Vendor Address:** 4500 East-West Highway, Bethesda, Maryland, 20814

**Contract Manager:** Kimberly De Vine, Director, Division of Enterprise Purchasing

**Lead Contracting Officer:** Kimberly De Vine, Director, Division of Enterprise Purchasing

**Division of Contracts and Purchasing Contact:** Sydney Mojica, Procurement Analyst, Technology, and Instructional Materials Procurement

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Division of Enterprise Purchasing (“DEP”) to contract with Teaching Strategies LLC to provide the entire line of Teaching Strategies LLC software, digital content, and materials.

### Discussion

Teaching Strategies provides a learning platform and materials that provide educators with integrated programs to support academic and professional development. Teaching Strategies offers a variety of programs, including but not limited to:

GOLD Enhanced, a robust online assessment program that supports teachers in the critical task of planning developmentally appropriate learning experiences that challenge children to the edge of their abilities, regardless of the setting, whether in-classroom or remote learning.

Coach Membership, a program designed to help leaders guide teachers at all levels to apply best practices and achieve high fidelity to maximize successful outcomes.

Teaching Strategies LLC is the sole producer and exclusive distributor of the Teaching Strategies LLC software, digital content, and materials product line and cannot be purchased by open competitive means. Accordingly, competitive procurement is impractical, and the DOE will utilize a listing application as its solicitation method pursuant to Section 3-06 of the DOE’s Procurement Policy and Procedures (“PPP”).

The awarded vendor will be required to meet applicable DOE Minority and Women Owned Business Enterprise Subcontracting Goals.

Teaching Strategies, LLC initially offered New York City Public Schools (“NYCPS”) a 0% discount off list price for both its software products and print materials along with a 22.7% shipping and handling fee (“S&H”) for print materials.

In its prior contract, Teaching Strategies offered NYCPS a 12% - 20% discount off list price for its line of software products and a 0% discount off list price and a 5% S&H fee for print materials.

After negotiation, Teaching Strategies offered NYCPS a 9% - 65% discount range off its line of software products (averaging 41% off list price). For its print materials it offered NYCPS a 35% - 51% discount off list price and a 10% shipping and handling fee (“S&H”).

A review of Teaching Strategies invoices for national list price and the submitted pricing for the items offered to NYCPS showed that the national list price was accurately reflected. In addition, the proposed discounted pricing and the shipping and handling fee for NYCPS was accurately reflected as contractually stipulated.

In addition, the vendor has agreed to the inclusion of a “Most Favored Customer” price certification in its contract, which ensures that the DOE will receive pricing as favorable as any Municipal, County, or State Government Agency, Board of Education, School, or School System in the United States for the same or a substantially similar quantity of items.

Accordingly, pricing is determined to be fair and reasonable.

#### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.



## Request for Authorization to Contract with Amplify Education Inc to Provide Textbooks and Ancillary Materials

**Procurement Method:** Listing Application per DOE Procurement Policy and Procedures, Section 3-06

**Estimated Highest Annual Amount:** \$4,700,000.00

**Estimated Total Amount:** \$14,100,000.00

**Funding Source:** Tax Levy

**Contract Retroactive?** No

**Contract Term:** 3 Years

**Options:** Two, 1-Year

**Options Amount:** \$9,400,000.00

**Contract Type:** Requirements

**RA Number:** 11297

**Vendor Name:** Amplify Education Inc

**Vendor Address:** 55 Washington Street, Suite 800 Brooklyn NY 11201

**Contract Manager:** Raelene Stroom, Director, Division of Curriculum & Instruction

**Lead Contracting Officer:** Kimberly De Vine, Director, Division of Enterprise Purchasing

**Division of Contracts and Purchasing Contact:** Dolly Figueroa, Contract Specialist, Enterprise Operations

**Note:** Any document referenced in this RA will be provided to PEP members upon request.

### Purpose

The New York City Department of Education (“DOE”) hereby request authorization on behalf of the Divisions of Curriculum & Instruction and Enterprise Purchasing (“DEP”) to contract with Amplify Education Inc to provide textbooks and ancillary materials to participating public and non-public schools.

### Discussion

Amplify Education is the sole publisher and distributor for their product line. These products include the following:

Amplify Core Knowledge Language Arts (“CKLA”), Amplify Caminos, and Amplify Science.

Amplify CKLA lessons expose students to a diverse array of subjects, cultures, genres, authors, and time periods, offering opportunities for students to recognize themselves in familiar characters and open their minds to new perspectives—all while developing a lifelong love of reading and learning.

Amplify Caminos is a Spanish language arts program that inspires K-5 students to become confident readers, writers, and thinkers. Amplify Caminos is designed to support any biliteracy model, including English as a Second Language (“ESL”), transitional bilingual programs, dual language strands, and Spanish immersion programs.

Amplify Science will provide teachers the resources they need to help students become curious, skeptical, evidence-based thinkers who have both the content knowledge and the problem-solving experience necessary to make a positive impact on the world.

Where applicable, the awarded vendor will be required to meet applicable New York City Department of Education Subcontracting Goals.

The estimated contract amount is based on projected school and program office needs for upcoming years.

Amplify Education performed satisfactorily under the terms of their previous contract. Amplify Education Inc. offered New York City Public Schools (“NYCPS”) a 10% discount off list price and 0% shipping and handling (“S&H”) fee. In its prior contract, Amplify offered NYCPS a 0% discount off list price and a 0% S&H fee.

A review of Amplify’s catalog for national list price and the submitted pricing for the items offered to NYCPS showed that the national list price was accurately reflected. In addition, the proposed discounted pricing and the shipping and handling fee for NYCPS was accurately reflected as contractually stipulated.

In addition, the vendor has agreed to the inclusion of a “Most Favored Customer” price certification in its contract, which ensures that the DOE will receive pricing as favorable as any Municipal, County, or State Government Agency, Board of Education, School, or School System in the United States for the same or a substantially similar quantity of items.

Accordingly, pricing is determined to be fair and reasonable.

#### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

## Request for Authorization to Contract with Estrellita Inc Textbooks and Ancillary Materials

**Procurement Method:** Listing Application per DOE Procurement Policy and Procedures, Section 3-06

**Estimated Highest Annual Amount:** \$177,917.11

**Estimated Total Amount:** \$533,751.34

**Funding Source:** Reimbursable/Tax Levy

**Contract Retroactive?** No

**Contract Term:** 3 Years

**Options:** Two, 1-Year

**Options Amount:** \$177,917.11/\$355,834.23

**Contract Type:** Requirements

**RA Number:** 11691

**Vendor Name:** Estrellita, Inc.

**Vendor Address:** 99 Inverness Drive East, Suite 200 Englewood, CO, 80112

**Awarded Classes:** N/A

**Contract Manager:** Raelene Stroom, Director, Division of Curriculum & Instruction

**Lead Contracting Officer:** Kimberly M. De Vine, Director, Division of Enterprise Purchasing

**Division of Contracts and Purchasing Contact:** Delanie Almonte, Procurement Analyst, Enterprise Operations

**Note:** Any document referenced in this RA will be provided to PEP members upon request.

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Divisions of Enterprise Purchasing (“DEP”) and Curriculum & Instruction (“DCI”) to contract with Estrellita, Inc. (“Estrellita”) to provide textbooks and ancillary materials to participating New York City Public Schools (“NYC”) and Non-Public Schools (“NPS”).

### Discussion

Estrellita has acknowledged that they’re the sole publisher and exclusive distributor of its materials. They provide a systematic and cumulative approach to teaching beginning Spanish reading, designed to improved vocabulary, comprehension, and fluency. Estrellita’s products include their K-1 and Lunita programs which foster phonics and phonemic awareness through instruction of syllables, words, sentences, and stories along with rhymes, riddles, and cheers. Additionally, their Escaleras and Fugaces programs offer support for struggling and non-readers. Estrellita offers various modes of instruction to students, addressing all four learning modalities: auditory, visual, tactics, and kinesthetic. All students’ materials include graphics and images to make the materials accessible for non-native speakers and to promote biliteracy.

The estimated contract amount is based on the past three years of expenditures under Estrellita.

The listing application is the preferable procurement method as these materials are considered unique and cannot be purchased by open, competitive means.

Where applicable, the awarded vendor will be required to meet New York City Department of Education Subcontracting Goals.

Estrellita performed satisfactorily under the terms of their previous contract.

Estrellita initially proposed a 0% discount off list price and 5% shipping & handling (“S&H”) fee. In its prior contract, the vendor offered NYC Public Schools a 0% discount off list price and 3% S&H fee.

After negotiations, Estrellita agreed to offer NYC Public Schools a 5% discount off list price and a 10% shipping and handling fee.

In addition, the vendor has agreed to the inclusion of a “Most Favored Customer” price certification in its contract, which ensures that the DOE will receive pricing as favorable as any Municipal, County, or State Government Agency, Board of Education, School, or School System in the United States for the same or a substantially similar quantity of items.

A review of Estrellita’s website for national list price and the submitted pricing for the items offered to NYC Public Schools showed that the national list price was accurately reflected. In addition, the proposed discounted pricing for NYC Public Schools and the shipping and handling fee was accurately reflected as contractually stipulated.

Accordingly, pricing is determined to be fair and reasonable.

#### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

## Request for Authorization to Contract with Scan- Harbor, Inc. to Provide Conflict Resolution and Peer Mediation services as Part of the Crisis Management Initiative

**Procurement Method:** City Council Allocation per DOE Procurement Policy and Procedures, Section 1-03(c)

**Estimated Highest Annual Amount:** \$80,000.00

**Estimated Total Amount:** \$240,000.00

**Funding Source:** City Council Discretionary Funding

**Contract Retroactive?** Yes

**Contract Term:** 07/01/2023 – 06/30/2026; 3 Years

**Options:** None

**Options Amount:** None

**Contract Type:** Full Value

**RA Number:** 11854

**Vendor Name:** SCAN-Harbor, Inc.

**Vendor Address:** 345 East 102 Street, Suite 301, New York, New York 10029

**Contract Manager:** Alex Lim, Senior Operations Manager, Office of Safety & Youth Development

**Lead Contracting Officer:** Robert Weiner, Chief Operating Officer, Office of Safety & Youth Development

**Division of Contracts and Purchasing Contact:** Akil Ward, Procurement Analyst, Central Office Procurement

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization to contract with SCAN-Harbor, Inc. (“SCAN-Harbor”) as part of the Crisis Management System Initiative funded by the New York City Council (“Council”), which promotes school safety, youth development, and limits violence.

### Discussion

SCAN-Harbor will provide crisis management services to 20 middle school students in grades 6-8 at IS 339 in the Bronx and 20 middle school students in grades 6-8 at IS 313 in the Bronx. These crisis management services will include Conflict Mediation and Resolution Rap Sessions/Workshops, as well as Family Outreach and Support services.

### Conflict Mediation and Resolution

- The Counselors will hold a series of theme-based rap sessions with the participants, where students may discuss various issues in a comfortable small group setting. The young people will have a venue where they may articulate their thoughts and feelings and share them with their counselors and with their peers. They will also engage in workshops related to conflict mediation. Topics include understanding conflict, effective communication, understanding anger, handling anger, and peer mediation. As a result, students will develop their skills in communication, anger management, negotiation, mediation, cooperation, intercultural understanding, as well as understanding and coping with bias and stereotypes.

- Theme-based Rap Sessions will be held in small groups. This programming will take place weekly during after-school hours at IS 339 and IS 313 by grade level.
- Students will develop their literacy skills through writing, reading, oral communication, and role playing. They will also develop skills in negotiation, their ability to relieve stress, recognize and manage their emotions, improve nonverbal communication skills, and use humor and play to deal with challenges. Students will develop interpersonal relationship skills by engaging in collaborative project-based learning activities to include short films and public service announcements that are to be shared with the school during assemblies, etc.
- Through successful completion of this program, the number of incidents, infractions, suspensions, and absences for participants enrolled in the cohort will be reduced. 75% of the students serviced will demonstrate a reduction in the number of suspensions or infractions over the period of their enrollment in the program.
- 75% of the students serviced will demonstrate an increase in positive interactions with their peers over the period of their enrollment in the program.
- 75% of the students serviced will demonstrate a reduction in the number of times they are tardy to school and class.

**Family Outreach and Support**

- This component strengthens the relationship between schools and parents. Families are provided with empowerment skills to develop positive relationships within the home. Overall communication skills are fostered and continually nurtured.
- Regular meetings with families will enable regular dialogue to take place between the home and school environment to communicate regularly about the successes and challenges the family is experiencing. A needs analysis will be conducted so that we may establish what support systems are required by the family, including social and emotional factors.
- By the end of the 20-24 weeks, parents will communicate more effectively with their children. They will have more regular and positive communication with their child's school. They will gain resources and tools needed to assist them in dealing with conflict at home. Communication will be weekly.

This contract is retroactive because it is a Council discretionary contract for FY24 with a term beginning July 1, 2023, following a June 30, 2023, enacted budget.

A competitive sealed bid was not done since this is a City Council discretionary grant naming the vendor and allocating a specific amount to be paid for these services.

Vendor Name	DOE School	Annual Contract Amount
SCAN-Harbor, Inc.	<ul style="list-style-type: none"> <li>• IS 339 (09X339) 1600 Webster Avenue Bronx, New York 10457</li> </ul>	\$40,000.00
	<ul style="list-style-type: none"> <li>• I.S. 313 School of Leadership Development (09X313) 1600 Webster Avenue, Bronx, NY 10457</li> </ul>	\$40,000.00

<b><u>TOTAL</u></b>	<b><u>\$80,000.00</u></b>
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### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible. Noteworthy information was found for the following vendor(s):

[SCAN-Harbor, Inc.](#)

A review of SCAN-Harbor, Inc.'s (SCAN Harbor) formerly known as SCAN-New York Volunteer Parent Aides Association (SCAN-NY) PASSPort submission identified the following cautions:

- In May 2021, the Office of Special Investigation at the NYC Department of Education (OSI) received an allegation of misconduct against a SCAN-Harbor employee. OSI closed the matter with a disposition of "No Further Action."
- In March 2020, OSI opened an investigation regarding misconduct allegations made against a Scan-Harbor employee. In April 2020, the case was found to be unsubstantiated.

The DOE is also aware of the following information:

- A July 2019 news article reported a SCAN Harbor summer camp program held at a New York City Housing Authority (NYCHA) Jackie Robinson Community Center was suspended due to an infestation of vermin. SCAN Harbor voluntarily closed the center and OCFS and the New York City Department of Health and Mental Hygiene (DOHMH) approved an emergency relocation waiver for SCAN Harbor to operate its program at a different site until the infested center was operable. As a result, NYCHA hired an exterminating company and subsequent to the extermination, DOHMH conducted an inspection which indicated that there was no evidence of vermin or vermin activity within the center. OCFS reviewed DOHMH's inspection report in addition to the report from the exterminating company and based on both reports, OCFS agreed to allow SCAN Harbor to relocate back to the Jackie Robinson Community Center in October 2019.

As the matters above are closed, and in light of the vendor's overall satisfactory performance on prior DOE contracts, the DOE determines the vendor to be responsible.