

A VENDOR'S GUIDE

**FOR PROVIDING PROFESSIONAL
SERVICES**

TO THE

NEW YORK CITY PUBLIC SCHOOLS

VENDOR'S GUIDE

TABLE OF CONTENTS

	PAGE
I. AN OVERVIEW OF NEW YORK CITY DOE CONTRACT RULES AND REGULATIONS	
A. VENDOR NUMBERS AND CONTACT NUMBERS	5
B. METHODS FOR DOING BUSINESS WITH THE DOE	5
II. MARKETING YOUR SERVICES:	
USING THE DIVISION OF CONTRACTS AND PURCHASING WEBSITE	
A. GETTING ON THE BIDDERS LIST	8
B. ACCESSING A REQUEST FOR PROPOSAL	10
III. RESPONDING TO A REQUEST FOR A PROPOSAL	
A. MEETING MINIMUM QUALIFICATIONS	18
B. THE RFP EVALUATION	18
C. CONTRACT AWARD PROCESS	18
IV. THE CONTRACTING PROCESS	
A. CONTRACT DEVELOPMENT	19
B. CONTRACT REGISTRATION	20
C. TRACKING THE REGISTRATION OF A CONTRACT	27

V. REGISTERING AS A CONTRACTED NEW YORK CITY DOE VENDOR	29
VI. RECEIVING PAYMENT FOR SERVICES	
A. ELECTRONIC FUND TRANSFER	33
B. ASSIGNMENT OF CONTRACT	33
C. FREEDOM OF INFORMATION LAW: OFFICE OF LEGAL SERVICES	33
D. EVALUATING SERVICE PROVIDERS	33
VII. SUPPORT SERVICES	34
A. REGIONAL CONTRACT ADMINISTRATORS	34
B. FREQUENTLY ASKED QUESTIONS AND ANSWERS	34

INTRODUCTION

The more than 1,200 schools and responsibility centers of the City of New York Department of Education often require professional services, which are needed to ensure that 1.2 million students have all that is needed for a quality education. Most purchases by schools and administrative sites are made through purchase orders drawn against existing contracts for professional services and materials. However, there are occasions when a need arises to acquire a service that is not under contract with the New York City Department of Education.

When this need occurs, school system Business Managers and the Division of Contracts and Purchasing Management's Procurement Analysts, work together to meet the needs of students by issuing a Request For a Proposal (RFP) to the vendors of these services.

This **Vendor Guide for Providing Professional Services to the New York City Public Schools** has been developed to provide you, the vendor, with a user-friendly guide for **providing these essential professional services**. The guide will provide you with the knowledge that you will need to **respond to a Request for Proposals (RFP)**, **navigate the contracting process**, **enable us to continue our "partnership"** and to **create a healthy business environment** where quality performance is recognized and rewarded.

I. AN OVERVIEW OF NEW YORK CITY DEPARTMENT OF EDUCATION CONTRACT RULES AND REGULATIONS

A. VENDOR NUMBERS AND CONTRACT NUMBERS

1.1 Vendor Number

A vendor number is a vendor's identification in the Department's accounting system. It is often (but not always) the vendor's Tax Identification Number. Having a vendor number allows a vendor's payment to be processed after services are rendered. HOWEVER, merely having a vendor number does not mean that you will have authorization to do business with the Department of Education. Prior to services being rendered a Purchase Order must be issued. This process is more fully explained in a later section of this document. Since the Department uses public funds, how the Department chooses the vendors that it does business with is subject to procurement regulations.

1.2 Contract Number

Whereas a vendor number identifies a vendor, a contract number identifies a contract. Whenever a vendor does Business with the Department for over \$25,000, there must be a contract signed and executed. Each contract is then assigned a contract number. A vendor may have one contract, or many contracts, but each contract will be assigned its own contract number.

B. METHODS FOR DOING BUSINESS WITH THE DOE

In general there are four different ways for an organization to do business with the New York City Department of Education. They are:

2.1. Solicitation Process

The preferred method of doing business with the Department is to respond to a Request for Proposals (RFP) issued by the Department. For purchases above \$25,000, the Department issues a formal Request for Proposals (RFP). The RFP will describe the services that the Department is looking for, what the vendor should include in its proposal, and what the evaluation criteria will be (when deciding on which vendor to choose for a professional service, the overall quality of the proposal is what is

important. **Price** is **not** the sole determinant. The selection will be made based on a set of criteria, such as a vendor's experience, the quality of their program, etc.) A notice of the RFP is sent to vendors on our bidders list, and must be formally advertised in the City Record (you can see all City record ads at:

www.ci.nyc.ny.us/html/cityrecord/html/solawardspdf.html

and choose “All Procurements”) and any additional publications, as needed. Every RFP issued by the Department is advertised on the Internet at:

<http://schools.nyc.gov/Offices/DCP/Vendor/RFP>.

An evaluation committee will evaluate the proposals to determine which vendors will be awarded a contract. **For proposals over \$100,000**, a request for authorization must be approved by the Chancellor to enter into a contract. Once the contract is signed, it must be approved by the New York City Comptroller and entered into the Department’s accounting payment system.

2.2. Competitive Grants

If a Community School District applies for a competitive grant (as opposed to an allocated grant), the district may name a specific vendor in the application. If the district is then awarded the grant by the funding source, the vendor may enter into a contract without further bidding required.

2.3. Chancellor’s Exception to Bidding Committee

The Department recognizes that there will be times when solicitation or competitive bidding may not be possible. In certain cases, a community school district/financial management center may request to purchase services from a vendor without going through the solicitation process. In such instances, the district/FMC must submit a request for exception to the Executive Director of the Division of Financial Operations, for purchases ranging from \$5,000 to \$25,000 annually, or to the Chancellor’s Exception to Bidding Committee, for annual purchases over \$25,000,

explaining the reason for the request. District Superintendents are authorized to approve their district's exceptions for annual amounts of \$5,000 or less. If approval of the exception is granted, an RFP will not need to be issued and the vendor may enter into a contract (for over \$25,000 annually) or the district will issue a purchase order (for services of \$25,000 or less). However, if the annual amount is over \$100,000, a Request for Authorization must first be approved by the Chancellor to enter into a contract.

2.4. Listing Applications

A listing application is a type of requirements contract used for the purchase of published or copyrighted materials (newspapers, magazines, textbooks, test materials, etc.), the artistic performances by specific artists or groups of artists, and the payment of admission fees to cultural institutions and their programs. Listing application contracts are agreements by vendors to offer services "as-needed" and are not agreements by the DOE to buy specific quantities.

For more details, please consult our listing applications web page at:

<http://schools.nyc.gov/Offices/DCP/ListingApplication>

Each of these methods for doing business with the Department are designed to ensure that our schools and responsibility centers acquire the best quality products and services available as the result of a fair, monitored competitive bidding system.

**FOR ADDITIONAL INFORMATION ON THIS SUBJECT REFER TO:
STEPS TO SUCCESS**

**Being a Business Partner for Today's Schools
A GUIDE FOR PROSPECTIVE VENDORS**

<http://schools.nyc.gov/offices/dcp/vendor/vendorguide/vquidetoc.htm>

II. MARKETING YOUR SERVICES: USING THE DIVISION OF CONTRACTS AND PURCHASING WEBSITE

A. GETTING ON THE BIDDERS LIST

In an effort to facilitate the search for appropriate service providers the New York City Department of Education has established a series of **Bidders Lists** of organizations and individuals wishing to provide professional services to our schools.

When a service is needed, vendors of that service are notified that a Request For A Proposal (RFP) has been promulgated and can then be downloaded from the DOE Website.

You are also able to register on the Bidders List by accessing the NYCDOE Division of Contracts and Purchasing Website at:

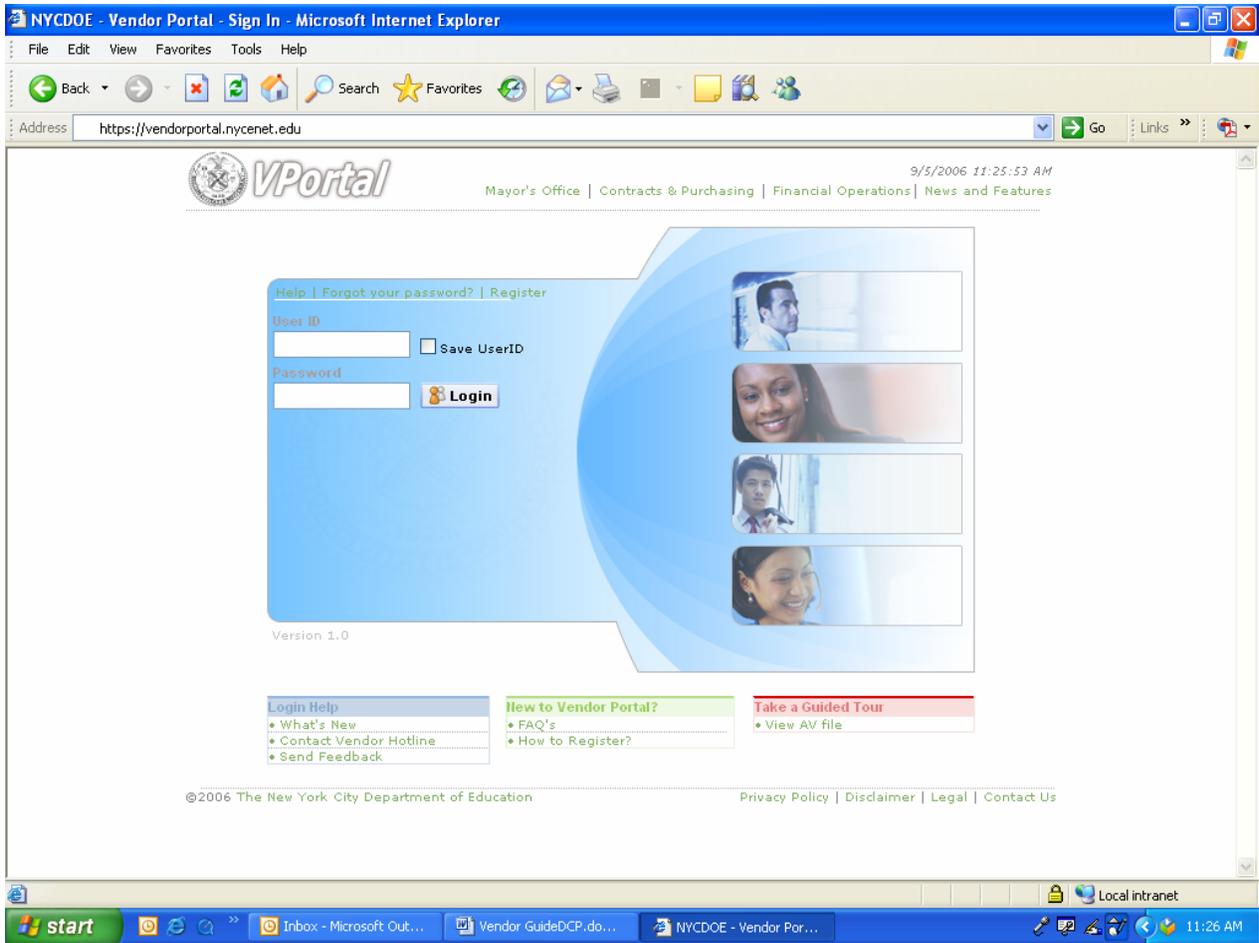
<http://schools.nyc.gov/Offices/DCP> (See Page 22, 23)

Click on: FAMIS Portal Login

Vendors on Bidders Lists are encouraged to:

- ❖ Return to the Bidders List Application Form and add/delete data as your offerings or demographics change. You may make changes at:
<https://vendorportal.nycenet.edu> (See Page 9)
- ❖ Check the DOE Website each week for additional opportunities to responds to an RFP as your offerings increase.

A Vendor Guide for Providing Professional Services to the New York City Public Schools



B. ACCESSING A REQUEST FOR PROPOSAL

A **Request For Proposal (RFP)** is the method used by the NYC Department of Education for awarding contracts for **professional services** greater than **\$25,000**.

Although the professional services required by a school or other site may vary greatly depending upon the priorities and needs of that location, the major services (there are many more) for which a **RFP** may be issued are for:

Web-based Technology

- Literacy Services
- Program Evaluation
- Testing
- Statistical Evaluations
- Staff Development
- Direct Student Services
- Multicultural Programs

The **RFP** document contains a complete description of the required service(s) and specifies the established criteria that will form the basis for the evaluation and the requirements that must be met.

Price is not the sole determinant when making an award to a particular vendor/contractor. The best proposal is determined considering **other factors** such as:

- Experience
- Staffing and suitability for needs
- Quality of the vendor
- Reasonable price structure
- Ability to meet deliverables

The **RFP** serves to **communicate** to a potential vendor/contractor all the essential information that is needed to prepare and submit a proposal:

- How the proposal will be evaluated

- How the award will be made
- Pertinent clauses that will govern the contract if awarded
- Explanation of all solicitation provisions

When an RFP is disseminated, a notice is sent to the vendors who are on the Bidders List to receive RFPs that fall under that category. (See Chapter II. A. Getting on the Bidders List) Generally, the notice will inform you that the RFP is available to be downloaded from the Division of Contracts and Purchasing (DCP) web site, at:

<http://schools.nyc.gov/Offices/DCP>

The bid lists notwithstanding, vendors should check the DCP web site at least once a week to keep abreast of all the RFPs that are available.

**Click on: DOE RFPs
(SEE PAGE 13)**

You will see **PROFESSIONAL SERVICES: REQUESTS FOR PROPOSALS** and a listing of the RFPs that are currently open for competitive bidding. **(SEE PAGE 13, 14)**

If you wish to have a copy of an RFP:

Click on: the RFP Title

You will now see: **BEFORE YOU DOWNLOAD THE RFP**

If you have already submitted your vendor information (either by downloading an RFP or by using the online **Bidder Add Form**):

Enter your Tax ID in the box in the upper left hand corner

Click on: Submit

If you have not already submitted your vendor information **YOU MUST REGISTER AS A BIDDER FIRST:** (SEE PAGES 15 & 16)

Enter: COMPANY INFORMATION and at the END OF THE SECOND PAGE:

Click on: Submit

You will now see: **Click Here To Download The RFP**
(SEE PAGE 17)

Click on: Click Here To Download The RFP

and the RFP will be printed.

NOTE: If there are limitations on your printer memory, you may not be able to download an entire RFP.

IMPORTANT: RFPs have a due date. If your proposal is not submitted on time, it will not be considered.

NEVER BE LATE

A Vendor Guide for Providing Professional Services to the New York City Public Schools

NYC Dept. of Ed. Default - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Print Mail Printers

Address <http://qa.nycenet.edu/Offices/DCP/Vendor/RequestsforProposals/Default.htm> Go Links

TEXT VERSION | PRINT-FRIENDLY VERSION SITE MAP | CONTACT US

NYC Department of Education
Joel I. Klein, Chancellor

DCP
Division of Contracts & Purchasing

Wednesday, May 17, 2006 Site Search GO

DOE Home Page > Directory of Offices and Divisions > Division of Contracts & Purchasing > Information for Vendors > Open Request for Proposals

DCP Home
Portal
Organization
Commodities
Guides for Schools
Professional Services
Listing Applications
Information for Vendors
Recent Contract Awards
Open Request for Proposals
Open Request for Bids
Division of School Facilities Bids
NYC Solicitations
Vendor Guide
Vendex Guide
Contact Us
Contracts/Grants Tracking
Policies and Procedures

Open Request for Proposals

RFP TITLE: Test Scoring Facilities and Services
RFP NUMBER: 1C454
Proposal Due Date: April 25, 2006 at 11:30AM
Pre-Proposal Conference: April 3, 2006 at 2:00 PM at 65 COURT STREET, 12TH FLOOR CONFERENCE ROOM, BROOKLYN, NY 11201.

PLEASE NOTE: THE RFP OPENING DATE HAS BEEN CHANGED TO MAY 17 at 11 AM

The New York City Department of Education's (NYCDOE) Division of Contract and Purchasing on behalf of all Regional Instruction Centers (RICs), Regional Operations Centers (ROCs), is seeking proposals from organizations to provide meeting room facilities and services for Testing Scoring Sessions.

[Test Scoring Facilities and Services](#) (PDF File)
[Appendix E1 - Proposal Form](#) (Word File)
[Appendix E2 - Program Plan/Narrative](#) (Word File)
[Amendment No.1](#) (Word File)

<http://qa.nycenet.edu/Offices/DCP/ListingApplication/> Local intranet

start Vendor GuideDCP - Mi... Inbox - Microsoft Out... NYC Dept. of Ed. Def... 9:42 AM

A Vendor Guide for Providing Professional Services to the New York City Public Schools

NYC Dept. of Ed. Default - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Local intranet

Address <http://qa.nycenet.edu/Offices/DCP/Vendor/RequestsforProposals/Default.htm> Go Links

Facilities Bids
NYC Solicitations
Vendor Guide
Vendex Guide
Contact Us
Contracts/Grants Tracking
Policies and Procedures
Exceptions to Competitive Bidding

Division of Contracts & Purchasing
DCP
Adding Value to Education

[Test Scoring Facilities and Services](#) (PDF File)
[Appendix E1 - Proposal Form](#) (Word File)
[Appendix E2 - Program Plan/Narrative](#) (Word File)
[Amendment No:1](#) (Word File)
[Amendment No:2](#) (Word File)

To download the RFP click onto the name of the RFP, above. You will first be asked to provide company information. This will allow us to inform you of updates on this RFP.

If you cannot download this RFP, please send e-mail to NLabetti@nycboe.net with RFP number, RFP title, your company name, address, phone, fax, e-mail address and tax ID number.

Subsequent amendments and the Pre-Proposal's Questions and Answers will be posted to this website. **You should periodically review this site for these important updates.**

RFP TITLE: PSAL Venues
RFP NUMBER: 1C433
Proposal Due Date: May 2, 2006 at 11:30 AM
Pre-Proposal Conference: April 10, 2006 at 2:00 PM at 65 COURT STREET, 6TH FLOOR CONFERENCE ROOM, Room 616, BROOKLYN, NY 11201.

PLEASE NOTE: The proposal due date has changed to May 19,2006 at 11:30 AM

The Public Schools Athletic League (PSAL) of the New York City Department of Education is seeking to contract with individual venues to hold sporting events that need special facilities that require more capacity or special services not available in the NYC school gymnasiums. This will result in three (3) year requirements contracts with options to renew for two (2) one-year periods.

Local intranet

start Vendor GuideDCP - Mi... Inbox - Microsoft Out... NYC Dept. of Ed. Def... 9:43 AM

A Vendor Guide for Providing Professional Services to the New York City Public Schools

Vendor Name - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Internet Options

Address <http://qa.nycenet.edu/offices/dcp/contracts/downloadersform.asp?file=RFP1C454> Go Links

BEFORE YOU DOWNLOAD

If you have already submitted your vendor information or filled out a form to get on a bid list, please sign in by submitting your Tax ID.

Tax ID*:

* Please do not use any dashes, just use the 9 digit number.

Department Employees Only

District# Password

[First time users](#) please provide the required information to sign on to our system.

COMPANY INFORMATION

Vendor Name

Contact Name Title

Address

Suite

City State ZIP

Phone* Fax*

*e.g., 718-935-1234

Email

Tax ID**

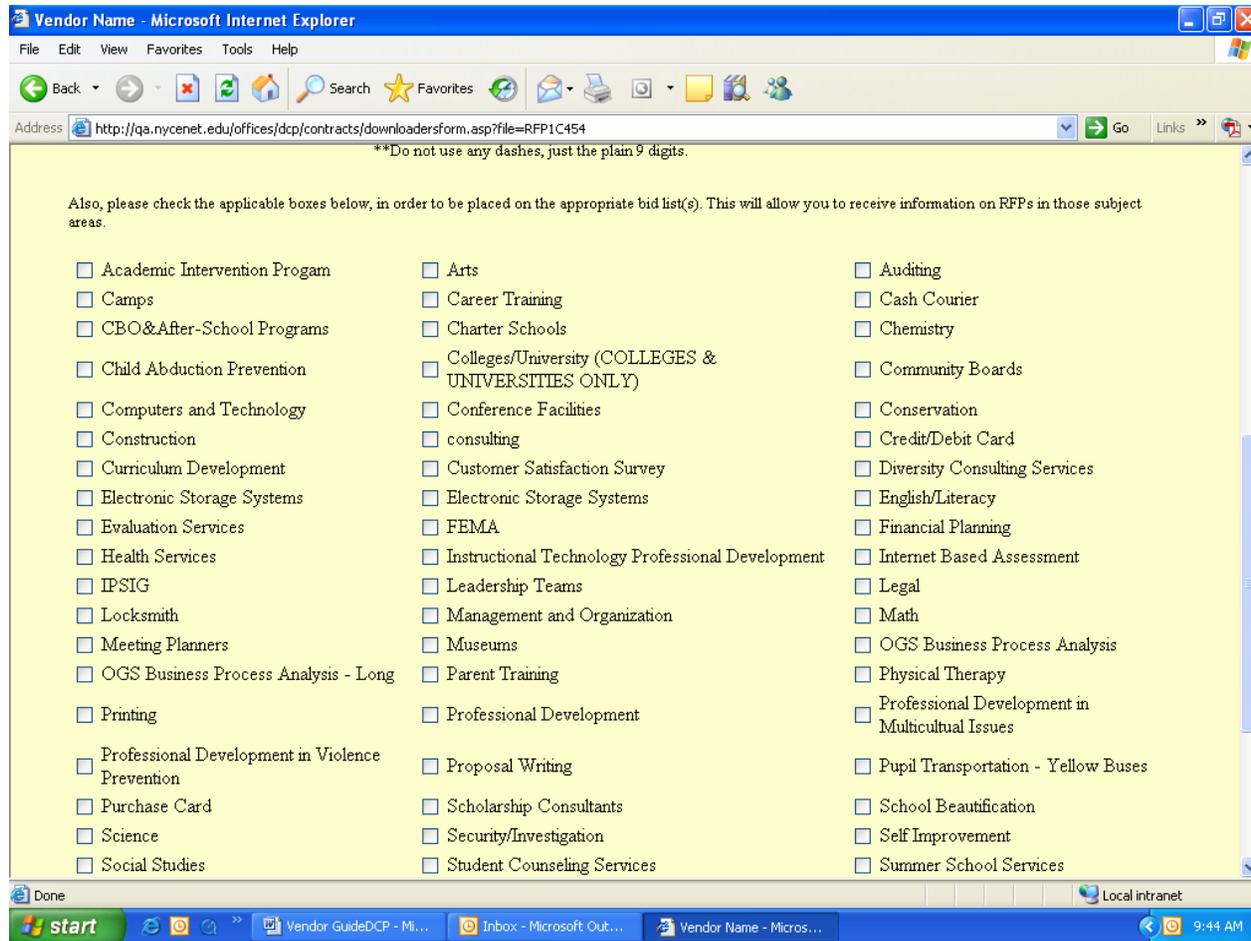
**Do not use any dashes, just the plain 9 digits.

Also, please check the applicable boxes below, in order to be placed on the appropriate bid list(s). This will allow you to receive information on RFPs in those subject areas.

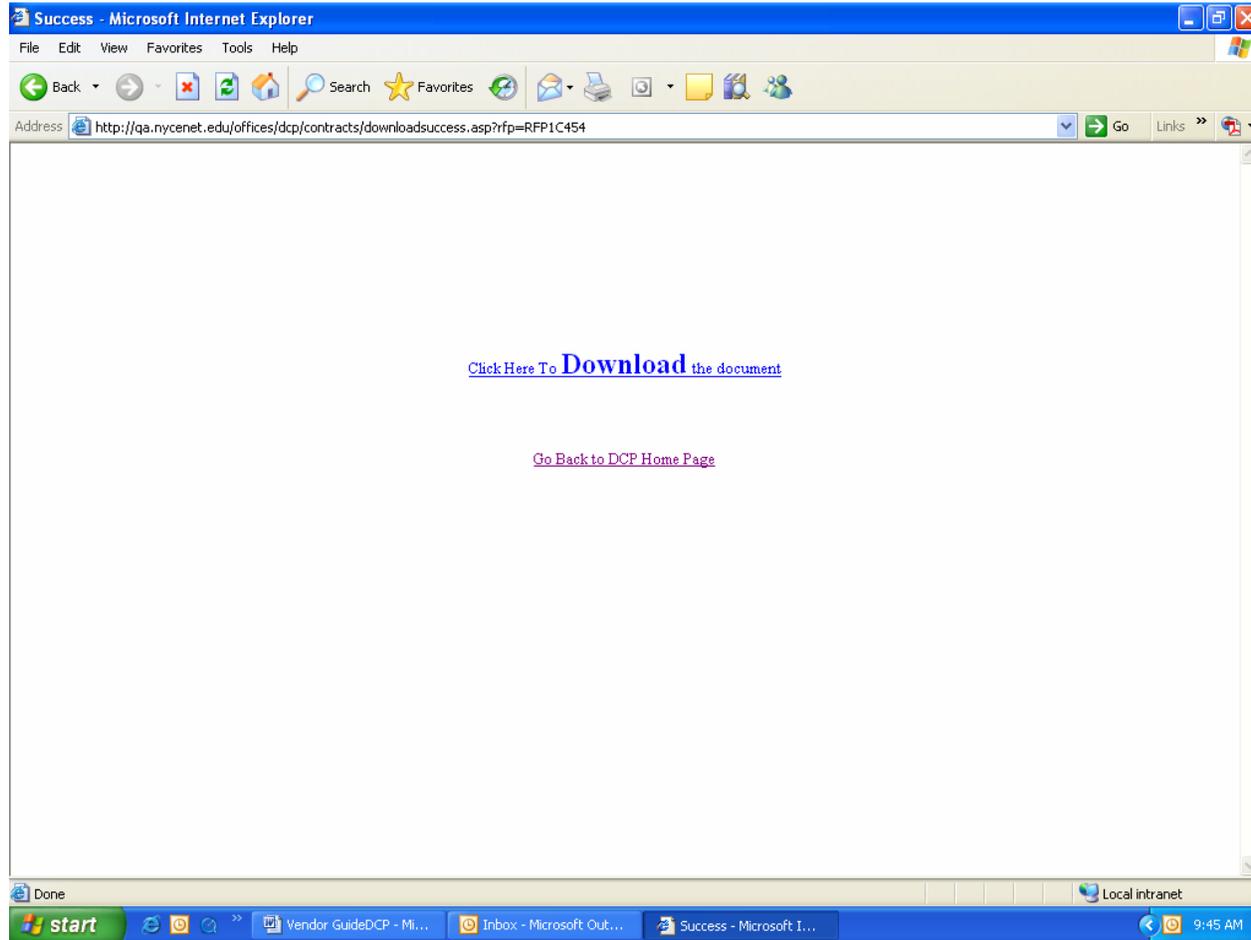
Done Local intranet

start Vendor GuideDCP - Mi... Inbox - Microsoft Out... Vendor Name - Micros... 9:44 AM

A Vendor Guide for Providing Professional Services to the New York City Public Schools



A Vendor Guide for Providing Professional Services to the New York City Public Schools



III. RESPONDING TO A REQUEST FOR A PROPOSAL

A. MEETING MINIMUM QUALIFICATIONS

Every RFP will contain some minimum qualifications, which comprise the “barrier” a vendor must pass before its proposal will be scored by an evaluation committee. Examples of minimum qualifications could include a required number of years of experience, an easily accessible location, possession of appropriate licenses, etc.

B. THE RFP EVALUATION

Once it is determined that a proposal meets the minimum qualifications, it is then reviewed by an evaluation committee. Each proposal is generally scored by three different readers, from which an overall score is then determined. In certain cases, vendors may be asked to provide a presentation of their proposal.

C. CONTRACT AWARD PROCESS

Based on these factors, one or more vendors (depending on the requirements of the particular RFP) will be recommended for award of contract. If a contract is to be for an annual amount of over \$100,000, a contract will be executed only after a Request for Authorization is approved by the Chancellor.

IV. CONTRACTING PROCESS

A. CONTRACT DEVELOPMENT

The Office of Contract Management assists other central offices and field sites with the procurement of professional service. The department also registers executed contracts with the New York City Comptrollers Office. When an office is seeking information about or help with acquiring professional services, the department's staff is available to provide assistance in the following areas:

- ❑ consultation about professional service procurement;
- ❑ help with writing a Request For Proposal;
- ❑ help with how to establish an evaluation committee and associated criteria for evaluating the proposal; and
- ❑ after selecting a vendor, help with assembling the information required for contract development and subsequent registration.

An attorney in the Office of Contract Management generally negotiates, drafts, prepares and processes Department contracts for \$100,000 and under for school districts and Central Department offices resulting from the solicitation processes conducted by the Professional Services Department, regardless of the size of those contracts.

In addition, to contract negotiation and preparation, the Office of Contract Management researches and advises school districts on various procurement, commercial and related legal issues.

NOTE: The Office of Legal Services provides comparable services for contracts that will be more than \$100,000.

B. CONTRACT REGISTRATION

The time for registering a contract is reached when all of these steps have been completed:

- ❖ the Request for Proposal has been disseminated;
- ❖ minimum qualifications and proposal responses have been reviewed and evaluated;
- ❖ one or more contracts have been awarded;
- ❖ the Chancellor has approved a Request for Authorization authorizing the establishment of the contract for more than \$100,000 annually;
- ❖ an attorney has drafted the contract document; and
- ❖ the responsibility center and the vendor have reviewed the contract, agreed to its form and signed the required number of copies.

At this time, the contract must be registered.

*****The service and/or commodity may be provided and paid for only when the contract has been executed and registered.**

On the following pages you will find directions to Vendors for preparing a contract for registration and then processing by Responsibility Centers in cooperation with the Contract Management Unit of the Division of Contracts and Purchasing. **(SEE PAGES 23-26)**

Many of the actions that need to be taken will be facilitated by your use of the **NYCDOE Division of Contracts and Purchasing Website at:**

<http://schools.nyc.gov/Offices/DCP>

Click on: Forms for Vendors (SEE PAGE 23)

AS THE VENDOR:

- Affix to five copies of the contract an **official signature, Tax ID number, notarization and company seal** (if available).
- Be certain that the company address and Tax ID number are the same as that which appears in the body of the contract document.
- If you are new to school system: Complete a **W-9 Form: Request for Taxpayer Identification Number & Certification.** Place THE W-9 Form on top of the original copy of the contract. **(SEE PAGE 24)**
- For contracts of \$100,000 or more: complete the two applicable Vendor Information Exchange (Vendex) Questionnaires: **(SEE PAGE 27)**

BUSINESS ENTITY QUESTIONNAIRE

PRINCIPLE QUESTIONNAIRE

-or-

NOT-FOR-PROFIT QUESTIONNAIRE

INDIVIDUAL QUESTIONNAIRE

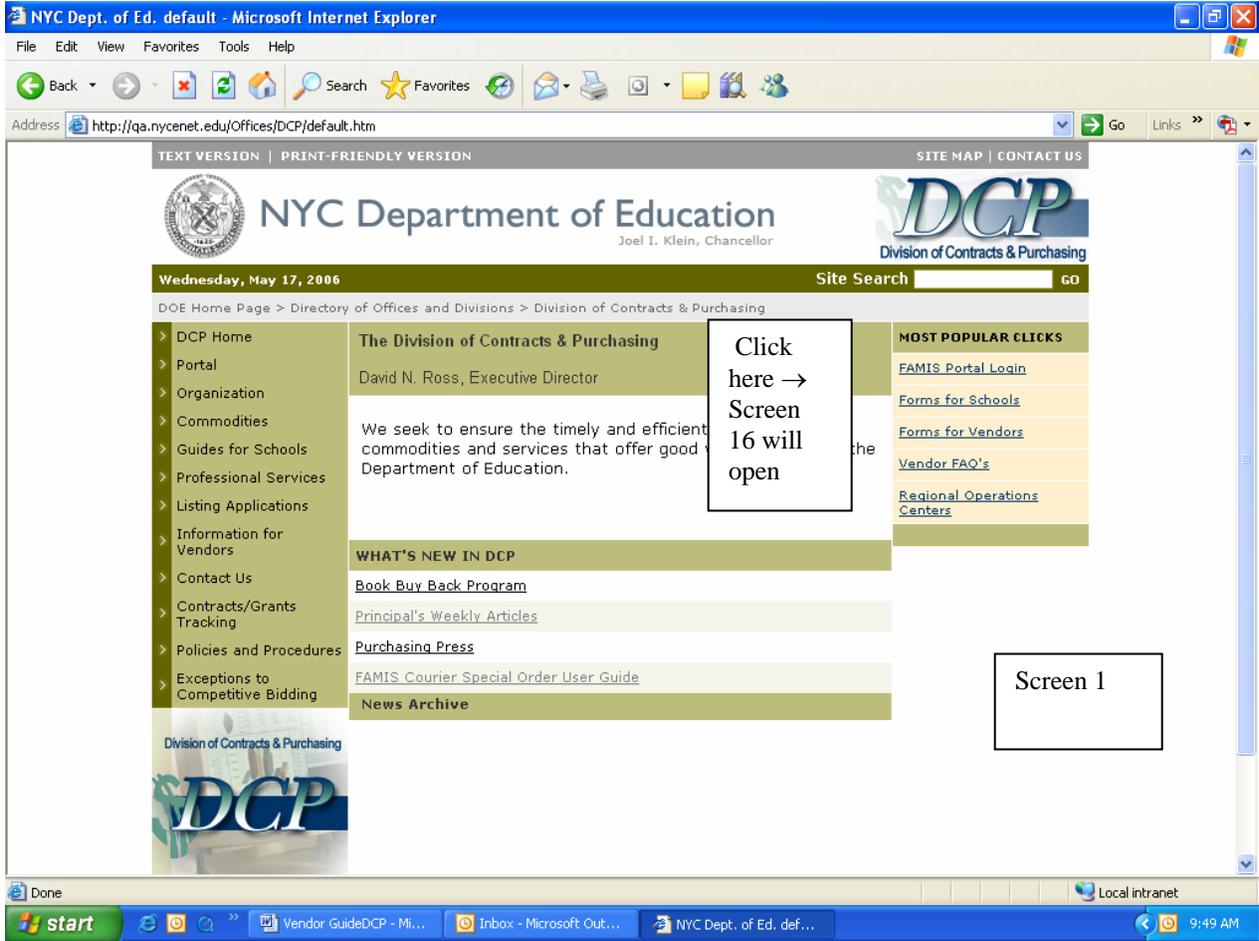
If you are an active vendor in our school system and have had a contract of at least \$100,000 during the last three years, then all it is required are copies of a previously submitted VENDEX Questionnaires and an **AFFIDAVIT OF NO CHANGE**, which may be found at the end of each of the questionnaires, **referenced above.**

The **BUSINESS ENTITY AND PRINCIPAL GUIDE** and the **NOT-FOR PROFIT AND INDIVIDUAL GUIDE** will assist you in completing and submitting the required questionnaires. **(SEE: PAGE 27)**

If you require further assistance, you should contact the Responsibility Center with whom you are doing business or contact the New York City Vendex Unit at **(212) 788-0010.**

Forward the completed contract package to the Responsibility Center.

Access this screen by placing the following URL in your web browser:
<http://schools.nyc.gov/Offices/DCP>



The screenshot shows a Microsoft Internet Explorer browser window with the following elements:

- Browser Title Bar:** NYC Dept. of Ed. On Line Forms for Vendor - Microsoft Internet Explorer
- Address Bar:** http://schools.nyc.gov/Offices/DCP/MostPopularClicks/OnLineVendor.htm
- Page Header:** TEXT VERSION | PRINT-FRIENDLY VERSION | SITE MAP | CONTACT US
- Logo:** NYC Department of Education, Joel I. Klein, Chancellor
- DCP Logo:** Division of Contracts & Purchasing
- Date:** Tuesday, September 05, 2006
- Navigation Menu:**
 - > DCP Home
 - > Portal
 - > Organization
 - > Commodities
 - > Guides for Schools
 - > Professional Services
 - > Listing Applications
 - > Information for Vendors
 - > Contact Us
 - > Contracts/Grants Tracking
 - > Policies and Procedures
 - > Exceptions to Competitive Bidding
- Main Content Area:**
 - Forms for Vendors**
 - In order to read pdf files, you must have Adobe Reader.**
[Click here to download Adobe Reader](#)
 - Apply to our Bidder's List**
 - Vendex Forms**
 - W9 Form (PDF Format)**
 - The New W9 Form Instructions**
- Footer:** Division of Contracts & Purchasing, DCP logo

A box labeled "Screen 16" is overlaid on the bottom right of the page content.

Adobe Reader - [w9form4[1].pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select 118% Help Y79 Adobe Reader 7.0

DO NOT SUBMIT FORM TO IRS - SUBMIT FORM TO REQUESTING AGENCY.
9/04 Revision

**CITY OF NEW YORK
SUBSTITUTE FORM W-9: REQUEST FOR
TAXPAYER IDENTIFICATION NUMBER & CERTIFICATION**

TYPE OR PRINT INFORMATION NEATLY. PLEASE REFER TO INSTRUCTIONS FOR MORE INFORMATION.

Part I: Vendor Information

1. Legal Business Name: _____

2. If you use DBA, please list below: _____

3. Entity Type (Check one only):

Non-Profit Corporation Corporation Government City of New York Employee Individual / Sole Proprietor Trust

Joint Venture Partnership Limited Liability Co. Resident/Non-Resident Alien Non-United States Business Entity Estate

Part II: Taxpayer Identification Number (TIN) & Taxpayer Identification Type

1. Enter your TIN here: (DO NOT USE DASHES)

2. Taxpayer Identification Type (check appropriate box):

Employer ID No. (EIN) Social Security No. (SSN) Individual Taxpayer ID No. (ITIN) N/A (Non-United States Business Entity)

Part III: Primary 1099 Vendor & Remittance Address

1. Primary 1099 Vendor Address:
Number, Street, and Apartment or Suite Number _____
City, State and Nine-Digit Zip Code or Country _____

2. Remittance Address:
Number, Street, and Apartment or Suite Number _____
City, State and Nine-Digit Zip Code or Country _____

1 of 1

start Vendor GuideDCP... Inbox - Microsoft... NYC Dept. of Ed... OPM's On-Line Fo... Adobe Reader - [... 9:57 AM

A Vendor Guide for Providing Professional Services to the New York City Public Schools

Adobe Reader - [w9form4[1].pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select 118% Help Adobe Reader 7.0

Pages

City, State, and Nine Digit Zip Code or Country

City, State, and Nine Digit Zip Code or Country

Part IV: Exemption from Backup Withholding

For payees exempt from Backup Withholding, check the box below. Valid explanation required for exemption. See instructions.

Exempt from Backup Withholding

Part V: Certification

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding. Under penalties of perjury, I certify that the number shown on this form is my correct Taxpayer Identification Number (TIN).

Sign Here:

Signature Phone Number Date

Print Preparer's Name Phone Number

FOR SUBMITTING AGENCY USE ONLY

Submitting Agency Code: _____ Submitting Agency Name: _____

Contact Person: _____ Telephone Number: () _____

Payee/Vendor Code: _____

DO NOT FORWARD W-9 TO COMPTROLLER'S OFFICE. AGENCIES MUST FAX COMPLETED W-9 FORMS TO: 718 - 935-2155

1 of 1

start Vendor GuideDCP... Inbox - Microsoft... NYC Dept. of Ed... OPM's On-Line Fo... Adobe Reader - [... 9:58 AM

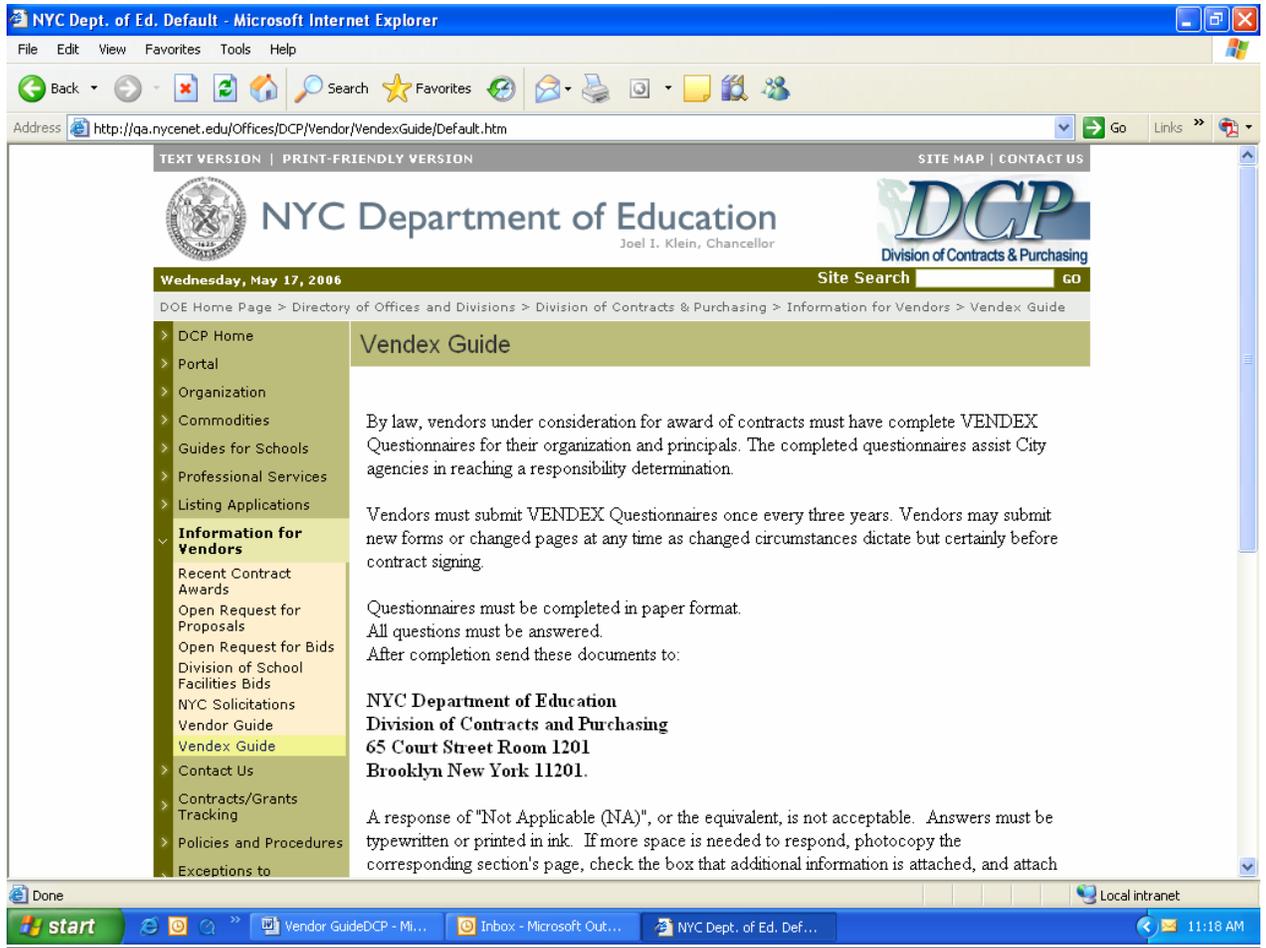
A Vendor Guide for Providing Professional Services to the New York City Public Schools

The screenshot shows a Microsoft Internet Explorer browser window displaying a web form. The address bar shows the URL: <http://schools.nyc.gov/NR/rdonlyres/E1994DD1-FA50-4AC3-82D7-0B9264466539/12303/SchoolFormNew.do>. The browser title is "Microsoft Internet Explorer".

The form is titled "Top of Form" and "Division of Contracts & Purchasing Non-Contracted Vendor Add Form For DOE School and Administration Use Only". It contains several sections for data entry:

- Approver's Information:** Fields for Approver's Name (Principal or Supply Secretary), Date, Approver's Signature, Location, Title, District/ROC, Phone #, Fax, and Email.
- Vendor Name:** A single text field.
- Vendor's Address for Payment:** Fields for Vendor Payment Contact, City, State, Zip, Phone #, and Fax #.
- Purchase Order Address:** A checkbox labeled "Same as above" and fields for City, State, Zip, Phone #, and Fax #.
- Federal Tax ID Number:** A field for the Federal Tax ID Number (or Social Security).

The Windows taskbar at the bottom shows the Start button, several open applications including "Inbox - Microsoft Out...", "Vendor GuideDCP.do...", and "http://schools.nyc.go...", and the system clock showing 3:48 PM.



C. TRACKING THE REGISTRATION OF A CONTRACT

It is now possible for vendors to access up-to-date information for both district specific expense contracts and full value contracts via Division of Contracts and Purchasing website. This information, which is updated daily, will assist both DOE offices and contracted vendors in obtaining the latest status of the contracts that have been submitted for registration. In addition, for those contracts that have been successfully registered, the Financial Accounting management System (FAMIS) contract number will be listed.

To access contract registration information, follow these steps:

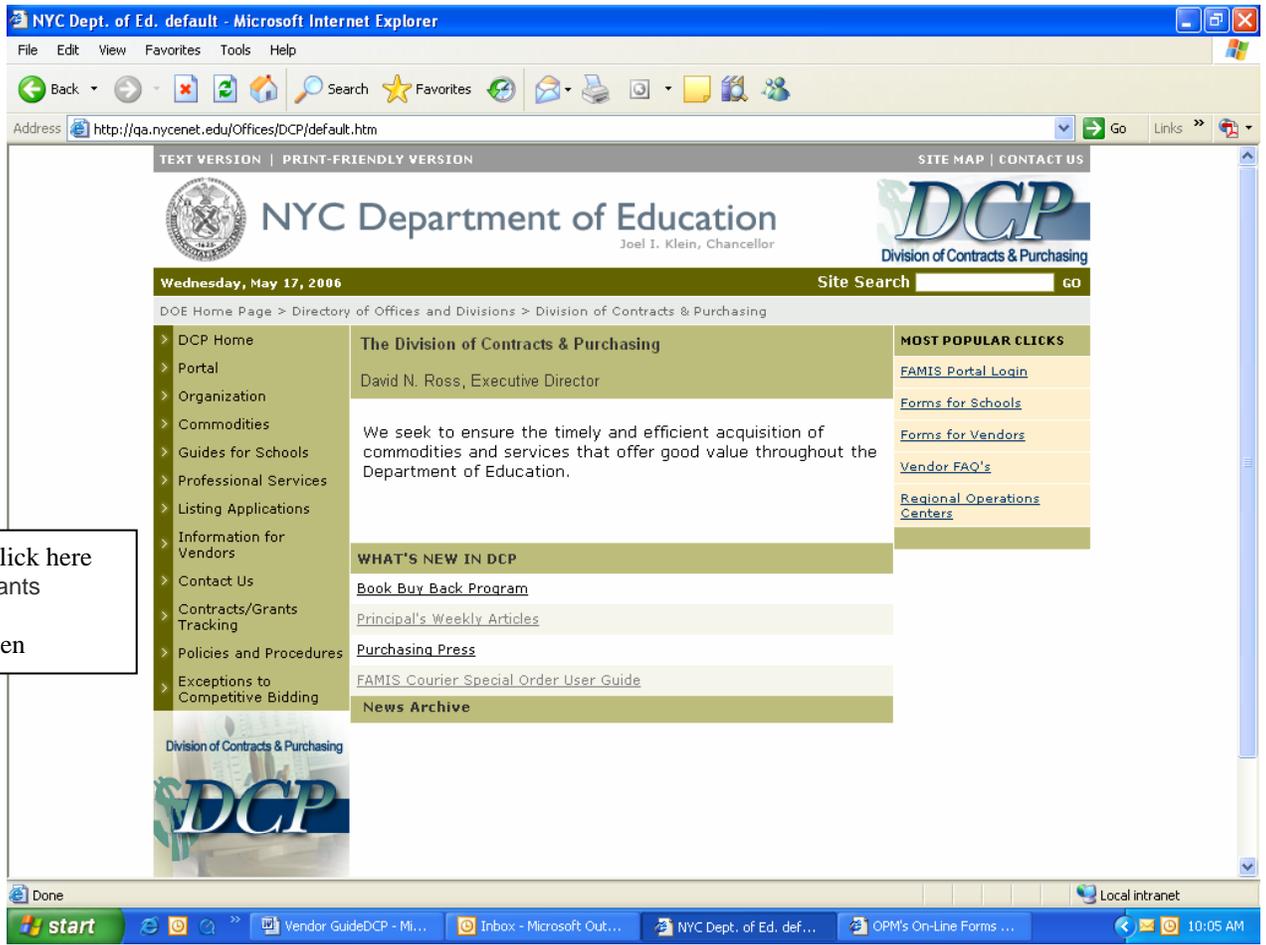
- a) Enter the Department of Education website at:

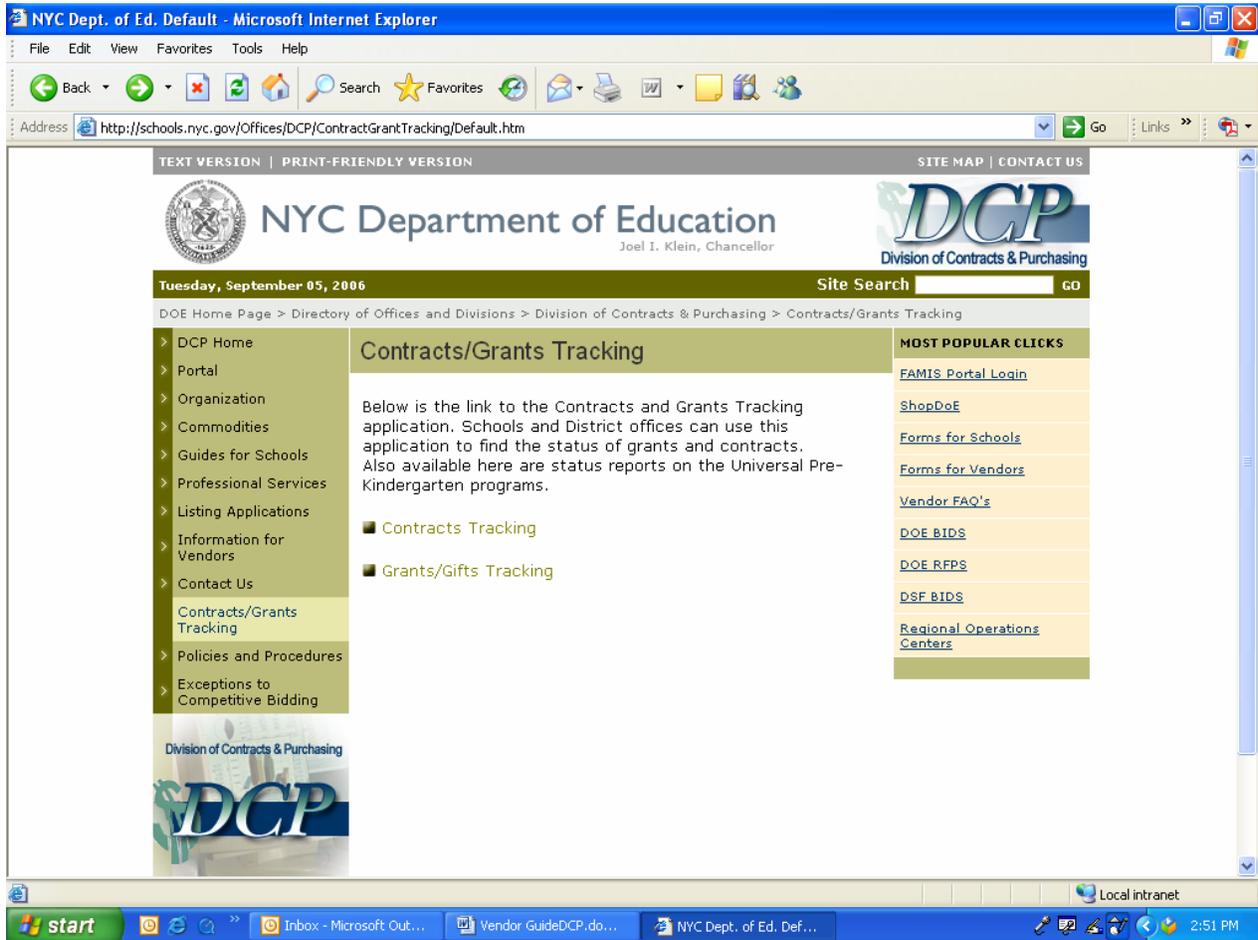
<http://schools.nyc.gov/dcp>

Click on: Contracts/Grants Tracking. (SEE PAGE 28, 29)

If you require any assistance, contact the Office of Contract Management at (718) 935 4774.

**B. IDENTIFYING EXISTING NEW YORK CITY
DOE PROFESSIONAL SERVICE
CONTRACTS BY VENDOR**





V. REGISTERING AS A CONTRACTED NEW YORK CITY DOE VENDOR

Upon the award of a contract to provide services to our school system a vendor must register with New York City Office of the Comptroller and the Department of Education. The registration process will facilitate the sharing of information concerning DOE service needs, provide for timely payment when service has been completed and ensure the safety of our children.

The forms, which a new vendor will need to complete, may be accessed on the Department of Education Website at:

<http://schools.nyc.gov/dcp>

Click on :Contracts/Grants Tracking (SEE PAGE 29)

A. Register with the New York City Office of the Comptroller by submitting:

- **FORM W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER & CERTIFICATION**

Click on: W9 On-line Form (SEE PAGES 24 & 25)

This form must be forwarded to the Office of the City Comptroller. When it has been processed, you will be added to the New York City Accounting System.

B. Register with the New York City Department of Education by submitting:

Non-Contracted Vendor Add Form (SEE PAGES 26)

This form must be submitted in partnership with a Community School District or Department of Education Responsibility Center. When completed, it is forwarded to the Division of Contracts and Purchasing as indicated.

C. Complete the NYCDOE security clearance by submitting:

- **FINGERPRINT REFERRAL FROM (SEE PAGES 31 & 32)**

If a vendor is to come into contact with students a background check must be completed and clearance obtained before the start of service.

The selected vendor should be sure to request that the Responsibility Center Business Manager complete Section I of the FINGERPRINT REFERRAL FORM.

A Vendor Guide for Providing Professional Services to the New York City Public Schools

Answer "YES" or "NO" to the following questions. If your answer to any of these questions is "YES", explain, giving details, in the space provided below. You must answer these questions truthfully even though you may have disclosed the same information to Board of Education or another agency on a previous occasion. Please be advised that if you answer "NO" to question #1, and your fingerprint results disclose a conviction record, your application will be denied. Please sign your name at the end of this section.

		YES	NO
1	Have you ever been convicted of or pled "GUILTY" or pled "NO CONTEST" to any offense in this state or elsewhere? (i.e. Felonies, Misdemeanors and Violations, except minor traffic infractions.)		
2	Are any criminal charges currently pending against you in this state or elsewhere?		
3	Have you ever forfeited bail or bond following your appearance as a defendant in a criminal court action?		
4	Has a Family Court ever rendered a finding indicating you have abused or neglected a child? If so, explain below the date and nature of the finding, which court, and the name of the judge.		
5	Have you ever had any professional certificate or license denied, revoked, or suspended?		
6	Have you ever been discharged or required to resign from any position for reasons other than a layoff due to reduction in the work force?		
7a	Have charges ever been preferred against you by an employer?		
7b	Were you found guilty of the charges?		
8	Have you ever resigned as an alternative to facing charges or dismissal?		
9	Have you ever been disqualified for employment in any civil service position?		
10	Have you ever had a teaching license or certificate denied, revoked, or suspended by the Board of Examiners or Board of Education because of unsatisfactory service or criminal record?		
11	Have you ever received an unsatisfactory rating in conjunction with any pedagogical employment?		
12	Have you ever been discontinued from probationary service or denied tenure as a pedagogue?		
13	Did you ever receive a discharge from military service which was issued under other than honorable circumstances?		
14a	Are you now, or were you ever employed by the Board of Education of the City of New York? If yes, indicate dates _____		
14b	Were you ever fingerprinted by the Board of Education?		

Explanation: _____

Falsifying an employment application is a punishable offense under the Penal Law of New York State.

 SIGNATURE OF PERSON BEING FINGERPRINTED

 DATE

SECTION III: EMPLOYMENT ELIGIBILITY VERIFICATION COMPLETE EXEMPT

 SIGNATURE OF EXAMINER

 SIGNATURE OF FINGERPRINT TECHNICIAN

VI. RECEIVING PAYMENT FOR SERVICES

A. ELECTRONIC FUND TRANSFER

An electronic fund transfer is a transfer of funds through an automated file transmission that instructs a financial institution to transfer funds to a vendor's bank account.

The New York City Department of Education's checks are processed by the City of New York's accounting system. Therefore, if you are a vendor who is currently registered in the City's EFT program there is no need to process any additional paperwork for your invoices to be paid via an EFT.

It is the City's policy that usually only one account is recognized per vendor tax identification number. Therefore, all payments will be deposited into one account irrespective of the number of New York City agencies your organization is expecting payments from.

B. ASSIGNMENT OF CONTRACT

Contractors may not assign, transfer, convey, sublet or otherwise dispose of an Agreement or its right, title or interest therein or its power to execute such Agreement, to any person or corporation without the previous written consent of the Chancellor or the Chancellor's designee.

C. FREEDOM OF INFORMATION LAW: OFFICE OF LEGAL SERVICES

If you require information regarding the award of contracts, and such information is not readily available, you may request the information under the New York State Freedom of Information Law (FOIL). Please contact Susan Holtzman at 212-374-2989.

D. EVALUATING SERVICE PROVIDERS

The evaluation of each vendor's performance is an important part of the professional services process. It is through this evaluation that Responsibility

Centers verify that public dollars have been spent wisely and in the best interest of children.

Vendor evaluations are also needed to highlight the beneficial qualities of the successful services and identify those that did not meet expectations. Therefore, as a part of providing professional services, vendors are asked to cooperate with the DOE staff preparing professional service evaluations.

VII. SUPPORT SERVICES

Whether you are searching the Web for business opportunities or monitoring the contracting process, there are many people who are prepared to provide you with assistance.

On the following pages are three directories, which provide the names and phone numbers of New York City Department of Education staff members who served as valued resources to our school system.

A. REGIONAL CONTRACT ADMINISTRATORS (SEE PAGES 42)

These staff members are prepared to work with you to review the services that you offer and evaluate and pay for the services that have been provided.

Call for:

- Approval to provide a professional service
- Participation in the bidding process
- Purchase Orders and to submit Payment Invoices

B. FREQUENTLY ASKED QUESTIONS AND ANSWERS (SEE PAGES 37-39)

This publication has been designed to provide you, the vendor of professional services, with all of the information that you will need to work with our schools and responsibility centers in the interest of our students.

This subchapter has been included to further clarify the information that has been presented. We have provided our responses to the questions most frequently asked by vendors. We hope that you will find it helpful.

A. REGIONAL CONTRACT ADMINISTRATORS

REGION #	CSD #	OPERATION CENTER	Contract Administrators	Phone #
1	9, 10	B	Scott Matluck	718-741-3963
2	8,11,12		David Cohen	718-741-5022
3	25,26,28, 29	C	Michael Feder	718-281-7510
4	30,24,32	D	Richard Switach	718-391-8127
5	19,23,27		Tara Toure	718-391-8187
6	17,18,22	F	Fred Mavaro	718-390-1434
7	20,21,31		Nelson Roman	718-390-1438
8	13,14,15,16,79	E	Andy DeSimone	718-935-3580
			Mitch Kasper	718-935-3582
9	1,2,4,7	A	Katie Raab	212-356-3820
10	3,5,6		Maxine Needle	212-356-3819

C-FREQUENTLY ASKED QUESTIONS AND ANSWERS

- Q1: I have a great service that I want to sell to the Department, but I was told I need a vendor number or a contract number first. How do I get these?
- A1: Remember the difference between a vendor number and a contract number (see Section 1). If you want to provide services to the Department and you do not already have a contract to do so, you should respond to an RFP.
- Q2: I understand that I should wait for an RFP to be issued, but everybody who's ever used my services says they are wonderful. My services will greatly benefit the teachers and students, but nobody at the Department knows about them. I don't have time to sit around and wait for somebody to put out an RFP. I need to go into these schools and TELL them about my services. Aren't there other options besides waiting for an RFP to come out?
- A2: As discussed in Section 2.3, a district can request an exception if they choose to purchase your services without going through a solicitation process. The vendor would have to convince the district that requesting this exception is in the best interests of the district. Ultimately, it is up to the district, not the vendor, to request an exception. If a district does not want to purchase your services, that is its prerogative.
- Q3: I have a problem. My contact at the school didn't tell me any of this. My company already provided 2 months of workshops in one school, and now my school contact told me that in order to get paid, I have to call the Department's Division of Financial Operations to get vendor number or a contract number or something.
- A3: As has already been discussed, it is not that simple. Did you get a purchase order prior to performing these services?
- Q4: No, what's a purchase order?
- A4: A purchase order is a document that the district fills out that certifies that funds have been set aside (encumbered) in the Department's accounting system for the services you are about to perform. A Vendor is supposed to get a copy of the purchase order before beginning services. It is your guarantee that you will be paid. How did this relationship between you and this school begin?
- Q5: I just went from school to school, until I found a principal who was interested in my services. I then arranged with him to provide the workshops.
- A5: You will often find that on the school level, many administrators do not fully understand the procurement rules, as seems to have happened in your case. There should have been a solicitation from the District prior to purchasing your services. In this case, it seems that you initiated the relationship, and no solicitation occurred.

Q6: So what do I do now? How do I get paid?

A6: The only way that you will be able to be paid at this point is for the district to request an exception to bidding after the fact. The principal you have been working with needs to call the business manager from his district and explain the situation, so that it can be rectified.

Q7: How do I prevent this from happening again?

A7: First, never start services without first getting a copy of the purchase order. Secondly, be aware of our procurement rules, and make sure that you are providing services in accord with them.

Q8: I want to make sure that I understand the Listing Application section. Are you saying that if my services fit the description provided, I don't have to wait for an RFP or have a district request an exception in order to get a contract with the Department?

A8: Correct.

Q9: Great. How do I get a listing application?

A9: In order to establish a listing application, you must contact the Division of Contracts and Purchasing in order to request the establishment of a listing application. You must also get written evaluations by three District Superintendents expressing interest in your organization. For more details, please consult our listing applications web page at <http://schools.nyc.gov/offices/dcp/vendor/vendorguide/step5.htm>

Q10: You referred to a listing application as a requirements contract. What does that mean, and what other types of contracts are there?

A10: There are generally two types of contracts that the Department of Education enters into:

A “requirements” contract is a contract under which the vendor will provide discrete units of service (i.e. workshops, courses, etc.), at discrete unit costs, the total amount of which is not known at the time the contract is signed. Under this type of contract, a district can purchase units of service from the vendor as needed. These types of contracts are often system-wide, meaning that any district/school may purchase services from the vendor under this contract. However, having a requirements contract is not a guarantee that any districts will purchase your services.

A “full-value” contract is a contract under which the vendor will provide integrated services and/or provide the Department with specific deliverable(s) as a whole. These are generally used by only one district/office.

Q11: What does it mean to be on a “bidder’s list”?

A11: When an RFP goes out, a notice is sent to the vendors who are on the list to receive RFPs that fall under that category (see Page 8). Generally, the notice will inform you that the RFP is available to be downloaded from the web site, at <http://schools.nyc.gov/Offices/DCP/Vendor/RFP>. In order to get onto one or more bid lists, a vendor should complete a bid list add form online at <https://vendorportal.nycenet.edu>. Please note, however, that you should check the web site at least once a week to keep abreast of all the RFPs that are available.

Q3.12: What if I want to sell textbooks? Or instructional software? Do these follow the same rules?

A3.12: No. Textbooks and instructional software follow different procedures and do not involve the RFP process. For information on how to sell textbooks to the Department, please call Aldrina Hazell at 718-935-2101. For information on how to sell instructional technology to the Department, please call Charles Blair at 718-935-2111.

Q3.13 I am an individual consultant who comes and gives talks to the kids in the schools. My services would be very valuable to the schools. Do I have to wait and respond to an RFP?

A3.12 An individual is free to respond to an RFP, as long as the specific provisions of that RFP don’t preclude it. However, there is a separate procedure for individual consultants to do business with the Department of Education. If a district or school wants to purchase your individual consulting services, you must go through a contracted company named Tempforce. The contract administrator for the district can help you through this process.

-END-