



# **MULTIPLE TASK AWARD CONTRACT (MTAC) PROCESS**

**Finance Service Center**  
**Monday – Friday**  
**8:00 am – 5:00 pm**  
**(718) 935-4444**  
**[ClientServices@schools.nyc.gov](mailto:ClientServices@schools.nyc.gov)**

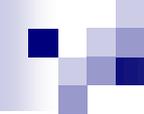
**Division of Contracts and Purchasing (DCP)**  
**David Ross, Executive Director**  
**Susan Dick-McKeon, Chief Administrator**  
**Joy Gentolia, Director**

# Overview

- What is a Multiple Task Award Contract?
- Why use MTAC Contracts?
- Pre-Qualification Process
- MTAC Selection Process
- MTAC Thresholds
- Using the MTAC Selection Tool
- MTAC School Guide/Creating an MTAC Request

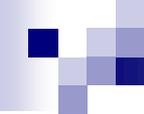
# What is an MTAC?

A multiple task award contract (MTAC) is a form of requirements contract that is established to allow multiple users to access the same or similar services on an as needed basis. These contracts are initially established through a pre-qualification processes that is not competitive.



# Why use MTAC contracts?

- Listed vendors have been screened/pre-qualified.
- There are many vendors to choose from.
- Listed vendors have DOE contracts, so there's quick access to services.
- Used appropriately, they meet our legal requirements for competition to assure “best value.”



# Pre-qualification process:

- DCP reviews proposals to assure they meet minimum qualifications.
- Committees review and evaluate proposals, rating them based on a common scale.
- DCP conducts background checks.
- DCP conducts price negotiations.
- Contracts are vetted and approved by DOE senior management and PEP.
- Contracts are signed and registered with the NYC Comptroller.

# MTAC Selection Process:

- Services up to \$25K require no competition. Services over \$25K require some level of review/competition.
- The level of spending drives the numbers of proposals and committee members required.
- For each MTAC, a minimum number of vendors is required to respond. If the minimum number of responses is not received, the system will re-release to additional vendors.
- Vendors named in a competitive grant are not required to go through the MTAC process.

# MTAC Thresholds

MTAC Threshold	Vendor(s) (Minimum)	Required # of Proposals (Minimum)	Committee Members (Minimum)
\$0 - \$25,000	N/A	N/A	N/A
>\$ 25,000 - \$100,000	3 (School selects 2 -- MTAC system selects 1)	2	1
>\$100,000 - \$250,000	5 (School selects 3 -- MTAC system selects 2)	3	3
> \$250,000	All	1	3

Vendor Information

Vendor Number:

01

>> RETRIEVE VENDOR INFORMATION

Vendor:

Attr

Address

City: NEW YORK

State: NY

Zip:

Phone:

Fax:

Toll Free:

Discount Terms

Contract #:

Selected Contract Information

Title

District  
(s)

End Date

Contract Type:

MTAC Number:

>> RETRIEVE

Contract requires an MTAC. See [MTAC/PQS Info](#)

MTAC not required: Under \$25,000 OR Vendor is named in grant.

# Using the MTAC Selection Tool

Scope of service should have adequate information for vendors to offer a clear and complete response:

- Objective
  - Identify needs that are specific to your school and its population.
  - Tell where the school is located.
- Deliverables include grade level, # of students/teachers involved and other information that will assist vendors to submit a competitive response.
- Work tasks/Timeline – Include any specific tasks that are required and include day/frequency/duration of the services.
- Never refer to a specific vendor or vendor's program.
- Negotiate with vendors to offer better pricing or additional services and/or suggest large orders discounts off contract prices.

# Using the MTAC Selection Tool(cont.)

- Evaluation Committee
  - # of Members based on the procurement threshold.
  - Members are not permitted to report to or supervise another committee member.
  - Select individuals that are familiar with the services needed.

# MTAC School Guide – Creating an MTAC Request

<http://10.2.21.224/MTAC>

Welcome to MTAC [MTAC Help](#) | [MTAC Administration](#) | [CLOSE](#)

### ^ MTAC Info

PQS/MTAC is an ongoing open enrollment process that creates a qualified pool of vendors to facilitate a simplified and expedited vendor selection process for the schools. PQS enables vendors to become eligible to deliver a particular service. Once approved and placed on the pre-qualified list, vendors are able to receive MTAC awards to deliver those particular services. The MTAC portion of the process is completed by the school or office requiring service and allows clients to draw services from the eligible pool of vendors identified from the PQS process. Any services valued greater than \$25,000 require clients to follow certain guidelines to select vendors. Clients create a scope, solicit proposals and score proposals and award to the most cost-effective and capable vendor.

User ID:

Password:

### ^ Contact Us

- o Email: [PurchasingPortal@Schools.NYC.Gov](mailto:PurchasingPortal@Schools.NYC.Gov)
- o Phone: Client Services, 718-935-4444



^ **MTAC Info**

PQS/MTAC is an ongoing open enrollment process that creates a qualified pool of vendors to facilitate a simplified and expedited vendor selection process for the schools. PQS enables vendors to become eligible to deliver a particular service. Once approved and placed on the pre-qualified list, vendors are able to receive MTAC awards to deliver those particular services. The MTAC portion of the process is completed by the school or office requiring service and allows clients to draw services from the eligible pool of vendors identified from the PQS process. Any services valued greater than \$25,000 require clients to follow certain guidelines to select vendors. Clients create a scope, solicit proposals and score proposals and award to the most cost-effective and capable vendor.

**Welcome! Gentolia Joy, [Click here to continue.](#)** 

^ **Contact Us**

o Email: [PurchasingPortal@Schools.NYC.Gov](mailto:PurchasingPortal@Schools.NYC.Gov)

o Phone: Client Services, 718-935-4444

OPTIONS FOR USER : jgent

---



Create New MTAC



(There are No Existing MTACs, please proceed by creating a new MTAC)

Contract Abstracts

## SEARCH PQS CONTRACTS

### BY SERVICE DESCRIPTION

Select Service Description

-- Choose Service Description --

Select Service Component

----- Choose Component -----

----OR----

### BY PQS NUMBER

Enter PQS Number

----OR----

### BY CONTRACT NUMBER

Enter Contract Number

----OR----

### BY VENDOR NAME

Enter Vendor Name

Go

[Home](#)

## SEARCH PQS CONTRACTS

### BY SERVICE DESCRIPTION

Select Service Description

Select Service Component

----

BY PQS

Enter PQS Number

----

BY CONTR

Enter Contract Number

----

BY VEN

Enter Vendor Name

-- Choose Service Description --

- Choose Service Description --
- Arts Education Services
- Career and Technical Education
- Compehensive School Reform
- ELA Professional Development
- ELL PD
- Enrichment Services
- Professional Development at Tran
- Professional Development for Early
- Professional Development for Gifte
- Professional Development for Scho
- Professional Development Services
- Professional Development Services
- rts Education Services
- School Based Mental Health and B
- Science
- Social Studies Professional Develo
- Special Education
- Special Education PD
- Student Support Services**
- System-Wide Program Evaluation
- System-Wide Program Math Profes
- Title I Nonpublic School Suppleme

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SEARCH PQS CONTRACTS

BY SERVICE DESCRIPTION

Select

Service

Description

Select

Service

Component

- Parent Development and Outreach - Family Literacy Program
- Parent Development and Outreach - Group Counseling
- Parent Development and Outreach - Home Visits
- Parent Development and Outreach - Individual Counseling
- Parent Development and Outreach - Leadership Development
- Parent Development and Outreach - Parent Support Services
- Parent Development and Outreach- Parent Support Services
- Professional Development
- Student Development - Supporting Students in Transition
- Student Support Services - Bullying Prevention**
- Student Support Services - Career Awareness and the World of Work
- Student Support Services - College/Post-Secondary Planning
- Student Support Services - Conflict Resolution/Violence Prevention
- Student Support Services - Group Counseling
- Student Support Services - Health Services
- Student Support Services - Individual Counseling
- Student Support Services - Leadership Development
- Student Support Services - Leadership Development, Career Awareness
- Student Support Services - Mentoring
- Student Support Services - Professional Development
- Student Support Services - Promoting Respect for Multicultural Diversity
- Student Support Services - Recreation/Sports
- Student Support Services - Supporting Students in Transition
- Student Support Services- Career Awareness and the World of Work
- Student Support Services- College/Post-Secondary Planning
- Student Support Services- Individual Counseling
- Student Support Services- Leadership Development
- Student Support Services- Leadership Development, Group Counseling, Conflict Resolution, Violence and Bullying Prevention, Multicultural Diversity
- Student Support Services- Professional Development
- Student Support Services- Promoting Respect for Multicultural Diversity

Enter PQS  
Number

Enter  
Contract  
Number

Enter  
Vendor  
Name

The user can scroll down to view further Student Support Services.

SEARCH PQS CONTRACTS

BY SERVICE DESCRIPTION

Select Service Description -- Choose Service Description - ▾

Select Service Component Student Support Services - Bullying Prevention ▾

---OR---

BY PQS NUMBER

Enter PQS Number

---OR---

BY CONTRACT NUMBER

Enter Contract Number

---OR---

BY VENDOR NAME

Enter Vendor Name

Go

Home



PQS SEARCH RESULTS – SERVICE DESCRIPTION

Select PQS Component	PQS Number	Service Description	Component	Contract Number	Vendor Name	Price
<input type="radio"/>	1C510	Student Support Services	Student Support Services - Bullying Prevention	QC5100M	Partnership with Children, Inc.	
		Student Support Services	Student Support Services - Bullying Prevention	QC5100N	The Center for Court Innovation/Fund for the City of NY	
		Student Support Services	Student Support Services - Bullying Prevention	QC510AC	Institute for Labor & The Community	
		Student Support Services	Student Support Services - Bullying Prevention	QC5100T	SCAN New York	
		Student Support Services	Student Support Services - Bullying Prevention	QC5100O	The Children's Aid Society	
		Student Support Services	Student Support Services - Bullying Prevention	QC5100G	ENACT	
		Student Support Services	Student Support Services - Bullying Prevention	QC5100J	Vision Ed. Inc.	
		Student Support Services	Student Support Services - Bullying Prevention	QC510AF	Operation Respect	
		Student Support Services	Student Support Services - Bullying Prevention	QC510AI	Puppetry in Practice	

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PQS SEARCH RESULTS - SERVICE DESCRIPTION

Select PQS Component	PQS Number	Service Description	Component	Contract Number	Vendor Name	Price
<input type="radio"/>	1C510	Student Support Services	Student Support Services - Bullying Prevention	QC510DH	Full Circle	
		Student Support Services	Student Support Services - Bullying Prevention	QC510CA	Green Chimneys School	
		Student Support Services	Student Support Services - Bullying Prevention	QC5100J	Vision Ed. Inc.	
		Student Support Services	Student Support Services - Bullying Prevention	QC510AC	Institute for Labor & The Community	
		Student Support Services	Student Support Services - Bullying Prevention	QC510AR	Good Shepherd Services	
		Student Support Services	Student Support Services - Bullying Prevention	QC510BH	Learning Through An Expanded Arts Program, Inc. (Leap)	
		Student Support Services	Student Support Services - Bullying Prevention	QC510BP	GroupWorks for Education, Inc	
		Student Support Services	Student Support Services - Bullying Prevention	QC510BV	Creative Response To Conflict, Inc.	
		Student Support Services	Student Support Services - Bullying Prevention	QC5100G	<a href="#">ENACT</a>	
		Student Support Services	Student Support Services - Bullying Prevention	QC5100O	Th	
		Student Support Services	Student Support Services - Bullying Prevention	QC5100T	SC	

If you put your cursor over the Vendors Name, a brief description will appear.

ENACT offers workshops that not only examine the key techniques to resolving conflicts, but also examines personal responsibility through self-awareness. We examine conflict as an opportunity for growth, and students learn techniques to resolve conflict and implement effective solutions by themselves.

PQS SEARCH RESULTS - SERVICE DESCRIPTION

Select PQS Component	PQS Number	Service Description	Component	Contract Number	Vendor Name	Price
<input type="radio"/>	1C510	Student Support Services	Student Support Services - Bullying Prevention	QC510DH	Full Circle	
		Student Support Services	Student Support Services - Bullying Prevention	QC510CA	Green Chimneys School	
		Student Support Services	Student Support Services - Bullying Prevention	QC510BT	Groupworks for Education, Inc	
		Student Support Services	Student Support Services - Bullying Prevention	QC510BV	Creative Response To Conflict, Inc.	
		Student Support Services	Student Support Services - Bullying Prevention	QC5100G	ENACT	
		Student Support Services	Student Support Services - Bullying Prevention	QC51000	The Children's Aid Society	

If you double click on the Vendors Name, their full Component Description will appear.

**Component Description -- Webpage Dialog**

ENACT offers workshops that not only examine the key techniques to resolving conflicts, but also examines personal responsibility through self-awareness. We examine conflict as an opportunity for growth, and students learn techniques to resolve conflict and implement effective solutions by themselves.

http://vptest.nycenet.edu/MTAC/RFPEExtendedDesc.aspx?PQSNo=

Local intranet

**PQS SEARCH RESULTS – SERVICE DESCRIPTION**

Select PQS Component	PQS Number	Service Description	Component	Contract Number	Vendor Name	Price
<input type="radio"/>	1C510	Student Support Services	Student Support Services - Bullying Prevention	QC5100M	Partnership with Children, Inc.	
		Student Support Services	Student Support Services - Bullying Prevention	QC5100N	The Center for Court Innovation/Fund for the City of NY	
		Student Support Services	Student Support Services - Bullying Prevention	QC5100AC	Institute for Labor & The Community	
		Student Support Services	Student Support Services - Bullying Prevention	QC5100T	SCAN New York	
		Student Support Services	Student Support Services - Bullying Prevention	QC5100O	The Children's Aid Society	
		Student Support Services	Student Support Services - Bullying Prevention	QC5100G	ENACT	
		Student Support Services	Student Support Services - Bullying Prevention	QC5100J	Vision Ed. Inc.	
		Student Support Services	Student Support Services - Bullying Prevention	QC5100AF	Operation Respect	
		Student Support Services	Student Support Services - Bullying Prevention	QC5100AI	Puppetry in Practice	

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# MTAC#1C510 Student Support Services – Appendix F Pricing Form

	A	B	C	D	E	F	G	H	I	J
Item	Component(s)	Title of Workshop, Course, Seminar or Activity	Description (300 words max) <b>(MANDATORY)</b>	Total Price Per Workshop, Course, Seminar or Activity (Dollars)	Sessions per Workshop, Course, Seminar or Activity (no. of sessions)	Hours per Session (Hours)	Duration of Workshop, Course, Seminar or Activity (in Weeks)	Min/Max Participants	Number of Instructors per Session	Instructor Rate per Hour (Dollars)  $\left( \frac{D}{E \times F \times I} \right)$
1										
2										
3										
4										
5										
6										
7										

PQS SEARCH RESULTS - SERVICE DESCRIPTION

Select PQS Component	PQS Number	Service Description	Component	Contract Number	Vendor Name	Price
<input checked="" type="radio"/>	1C510	Student Support Services	Student Support Services - Bullying Prevention	QC510DH	Full Circle	
<input type="radio"/>		Student Support Services	Student Support Services - Bullying Prevention	QC510CA	Green Chimneys School	
<input type="radio"/>		Student Support Services	Student Support Services - Bullying Prevention	QC5100J	Vision Ed. Inc.	
<input type="radio"/>		Student Support Services	Student Support Services - Bullying Prevention	QC510AC	Institute for Labor & The Community	
<input type="radio"/>		Student Support Services	Student Support Services - Bullying Prevention	QC510AR	Good Shepherd Services	
<input type="radio"/>		Student Support Services	Student Support Services - Bullying Prevention	QC510BH	Learning Through An Expanded Arts Program, Inc. (Leap)	
<input type="radio"/>		Student Support Services	Student Support Services - Bullying Prevention	QC510BP	GroupWorks for Education, Inc	
<input type="radio"/>		Student Support Services	Student Support Services - Bullying Prevention	QC510BV	Creative Response To Conflict, Inc.	
<input type="radio"/>		Student Support Services	Student Support Services - Bullying Prevention	QC5100G	ENACT	
<input type="radio"/>		Student Support Services	Student Support Services - Bullying Prevention	QC51000	The Children's Aid Society	

Develop Scope

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DEVELOP SCOPE

[? Click here for a scope example.](#)

PQS Contract Information:

1C510, Student Support Services, Student Support Services- Bullying Prevention

MTAC Number:

C592502606

MTAC Description:

Estimated Value of Procurement:

(potential providers.)

Borough:

Objective:

Identify needs that are specific to your population. Tell where the school is

**Requests should not refer to vendor or a vendor's program, but should be general. Also, your scope/request should have enough information for vendors to offer a clear and complete response.**

Ok

Deliverables / Supporting Materials:

Include Grade level, # of students/teachers, and other information that will help proposers

Work Tasks:

Include any specific tasks that you will be looking for.

Timeline:

Indicate the desired time(s) of day, frequency and duration of services you are looking for.

Submit Scope

DEVELOP SCOPE

If you select **Yes**, the system will direct you to the Learning Times Archive where you will be able to view the MTAC Application webcast.

PQS Contract Information:

1C510, Student Support Services, Student Support Services- Bullying Prevention

MTAC Number:

C592502606

MTAC Description:

Estimated Value of Procurement:

Borough:

Objective:

Identify needs that are specific to your population. Tell where the school is

Deliverables / Supporting Materials:

Include Grade level, # of students/teachers, and other information that will help proposers

Work Tasks:

Include any specific tasks that you will be looking for.

Timeline:

Indicate the desired time(s) of day, frequency and duration of services you are looking for.

**You should view the webinar for the MTAC process if you have not already done so. Do you wish to view now?**

Submit Scope



## Access to Webcast Recordings

### DCP Webcast Recordings

The following webcast recordings are available:

#### MTAC Application - Introduction to the MTAC Process

##### Recorded:

**Description:** A special webcast by the Division of Contracts and Purchasing on the new MTAC application.

**Recording:** To see and hear the recording of this webcast, click the "Launch Now" button to the right.

**Handout:** The slides used in this webcast are available in PDF format:



**Handout:**  
Slides from Webcast  
[PowerPoint Slides](#) [.pdf]

LAUNCH NOW ▶

## Showcase ...

These webcasts are made possible by:



with support from:



## DEVELOP SCOPE

[?](#) [Click here for a scope example.](#)

**PQS Contract Information:**

1C510, Student Support Services, Student Support Services- Bullying Prevention

**MTAC Number:**

C592502606

**MTAC Description:**

**Estimated Value of Procurement:**

(potential providers.)

**Borough:**

**Objective:**

Identify needs that are specific to your population. Tell where the school is

**Deliverables / Supporting Materials:**

Include Grade level, # of students/teachers, and other information that will help proposers

**Work Tasks:**

Include any specific tasks that you will be looking for.

**Timeline:**

Indicate the desired time(s) of day, frequency and duration of services you are looking for.

**You should view the webinar for the MTAC process if you have not already done so.  
Do you wish to view now?**

Yes

No

Submit Scope

If the client is not sure what to enter in the required fields, they can click on the **Scope Example**. If you cant view the select Borough drop down, then click and close the Scope example and the select borough tab will automatically populate.

## DEVELOP SCOPE

[Click here for a scope example.](#)

### PQS Contract Information:

1C510, Student Support Services, Student Support Services- Bullying Prevention

### MTAC Number:

C592502606

### MTAC Description:

### Estimated Value of Procurement:

*(The procurement estimate should not and will not be shown to potential providers.)*

### Borough:

Select Borough

### Objective:

Identify needs that are specific to your school and its population. Tell where the school is located

### Deliverables / Supporting Materials:

Include Grade level, # of students/teachers involved and other information that will help proposors shape their offer.

### Work Tasks:

Include any specific tasks that you will be looking for.

### Timeline:

Indicate the desired time(s) of day, frequency and duration of services you are looking for.

Submit Scope

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## SCOPE TEMPLATE(EXAMPLE)

Specify in clear, concise terms the details of the services you are requesting and the requirements to satisfy your needs.

**PQS Contract Information:**

1C510, Student Support Services - College/Post-Secondary Pl

**MTAC Number:**

C12345

**MTAC Description:**

Student Support Services - Student College Coun

**Estimated Value of Procurement:**

\$50,000

**Objective:**

Raise the awareness of all high school students about their post-secondary educational opportunities and increase the number of students accepted in post-secondary education institutions. Work in unison with faculty and staff to achieve these goals. (Tinton High School at 1 Fordham Plaza, Bronx NY 10458)

**Deliverables / Supporting Materials:**

The Student College Counselor will support our entire population of 250 students, from the 9th through 12th grades. Supporting materials should include, but not be limited to: College catalogs, sample college applications and letters of recommendation, literature concerning various scholarship and financing options, etc....

**Work Tasks:**

Services should include planning field trips to various colleges, coordination and supervision of college events in the school and direct assistance to students with their college application. The Counselor will also need to work with faculty and staff to assess a student's needs and design strategies to meet them.

**Timeline:**

The Student College Bound Counselor will be expected to work during school hours for the entire school year (9/1/08 - 6/30/09) on location at the school, and some hours after school for events and trips as necessary.

## DEVELOP SCOPE

[? Click here for a scope example.](#)

### PQS Contract Information:

1 C510, Student Support Services, Student Support Services - Bullying Prevention

### MTAC Number:

C617674664

### MTAC Description:

Student Support Services - Bullying Prevention

### Estimated Value of Procurement:

\$ 33,000

*(The procurement estimate should not and will not be shown to potential providers.)*

### Borough:

Bronx

### Objective:

Identify needs that are specific to your school and its population.  
Tell where the school is located.

Teach students of PS 10 how to deal with and recognize bullying behavior.

### Deliverables / Supporting Materials:

Include Grade level, # of students/teachers involved and other information that will help proposors shape their offer.

For 5 teachers with a total of 150 six grade students. Services should include role playing, student and lesson manuals, information text (books, magazine and etc).

### Work Tasks:

Include any specific tasks that you will be looking for.

Services should include one on one Mediation, role playing feedback and hold a max of 20 students per session. At the end of the training, students will receive an award for the completion of the program.

### Timeline:

Indicate the desired time(s) of day, frequency and duration of services you are looking for.

An 8 week program from 3:00pm - 5:00pm Monday through Thursday at the Annex building (room 210). Services should be completed by March 31, 2011.

Submit Scope

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## ESTABLISH VENDOR EVALUATION CRITERIA

### MTAC # C617674664 : Student Support Services - Bullying Prevention

Vendors will submit proposals in response to your scope and the four evaluation criteria below. You will evaluate their proposals based upon these four requirements. Decide which criteria are of most importance to you and enter a weight that corresponds with your judgment. Do a mouse over to view a definition of each criterion. Note: Price must be 25% or higher. Weights must total 100%. The default weight value for each is 25%)

Program Plan / Narrative:  %

Qualifications / Experience:  %

Organizational Capacity:  %

Price:  %

Total Weight: 100 %

[Submit Weights](#)

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ESTABLISH SELECTION COMMITTEE

MTAC # C617674664 : Student Support Services - Bullying Prevention

The selection committee is responsible for evaluating and scoring the vendor proposals in order to determine an award recommendation. Based on the estimated value of your procurement you need a minimum of **1** additional representative(s) on the selection committee. Click the Microsoft Outlook link to select a participant.

**Please note: No committee member shall report to or supervise another committee member.**

**Please enter a valid email Id.**

Enter Email Id or click on the lookup button to get a valid Email Id :  

Member Name	Member Email Id	Delete Member
Gentolia, Joy	jgent@schools.nyc.gov	

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## Email Lookup -- Webpage Dialog

### EMAIL LOOKUP

First Name:  Last Name:  Email:



Email Id	First Name	Last Name	Dept/Div/Off	Address
<a href="mailto:DBeasle@schools.nyc.gov">DBeasle@schools.nyc.gov</a>	Deanna	Beasley	00/NA/NYCDOE	1 FORDHAM PLAZA, NY, 10458

ESTABLISH SELECTION COMMITTEE

MTAC # C617674664 : Student Support Services - Bullying Prevention

The selection committee is responsible for evaluating and scoring the vendor proposals in order to determine an award recommendation. Based on the estimated value of your procurement you need a minimum of 1 additional representative(s) on the selection committee. Click the Microsoft Outlook link to select a participant.

**Please note: No committee member shall report to or supervise another committee member.**

Enter Email Id or click on the lookup button to get a valid Email Id :

Select Member

Member Name	Member Email Id	Delete Member
Gentolia, Joy	jgent@schools.nyc.gov	X

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ESTABLISH SELECTION COMMITTEE

MTAC # C617674664 : Student Support Services - Bullying Prevention

The selection committee is responsible for evaluating and scoring the vendor proposals in order to determine an award recommendation. Based on the estimated value of your procurement you need a minimum of 0 additional representative(s) on the selection committee. Click the Microsoft Outlook link to select a participant.

**Please note: No committee member shall report to or supervise another committee member.**

Enter Email Id or click on the lookup button to get a valid Email Id :

Member Name	Member Email Id	Delete Member
Gentolia, Joy	jgent@schools.nyc.gov	X
Beasley, Deanna	dbeasle@schools.nyc.gov	X



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## ESTABLISH SELECTION COMMITTEE

### MTAC # C617674664 : Student Support Services - Bullying Prevention

The selection committee is responsible for evaluating and scoring the vendor proposals in order to determine an award recommendation. Based on the estimated value of your procurement you need a minimum of 0 additional representative(s) on the selection committee. Click the Microsoft Outlook link to select a participant.

**Please note: No committee member shall report to or supervise another committee member.**

Enter Email Id or click on the lookup button to get a valid Email Id :  

Member Name	Member Email Id	Delete Member
Beasley, Deanna	dbeasle@schools.nyc.gov	X
Gentolia, Joy	jgent@schools.nyc.gov	X
Parihar, Vijay	vparihar@schools.nyc.gov	X

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## SELECT PROPOSERS (SYSTEM)

### MTAC # C617674664 : Student Support Services - Bullying Prevention

Based on the scope you created and the estimated value of your procurement a minimum of **3** vendor(s) must be solicited to propose on your MTAC, and a minimum of **1** vendor(s) must be selected by the system. The system has selected the vendor(s) listed below. You have the choice of selecting the remaining proposers, or opting for the system to select them.

Based on the estimated value of your procurement a minimum number of **2** proposals need to be received in order for the MTAC to be valid. If the minimum number of proposals are NOT received, the MTAC will be re-released to additional vendors so please account for additional time, if needed, within your overall timeline.

MTAC # C617674664 : Student Support Services - Bullying Prevention  
Estimated Value Of Procurement : \$ 33,000

#### SYSTEM SELECTED PROPOSERS

Green Chimneys School

Select Your Remaining Proposers

System Selects Your Remaining Proposers

[Home](#)

SELECT PROPOSERS (CLIENT)

**MTAC # C617674664 : Student Support Services - Bullying Prevention**

Use the table below to select your remaining proposers. Vendor names that are grayed out with checked boxes in the Selected Proposer column were selected by the system and cannot be changed. You may choose your remaining proposers by placing a check in the box next to your vendor of choice.

System Selected	Vendor Name	Selected Proposer	Service Description	Component
<input type="checkbox"/>	CIS Counseling Center, Inc.	<input type="checkbox"/>	Student Support Services	Student Support Services - Bullying Prevention
<input type="checkbox"/>	Community Counseling & Mediation	<input type="checkbox"/>	Student Support Services	Student Support Services - Bullying Prevention
<input type="checkbox"/>	Creative Response To Conflict, Inc.	<input checked="" type="checkbox"/>	Student Support Services	Student Support Services - Bullying Prevention
<input type="checkbox"/>	Effective Alternative in Reconciliation Services	<input type="checkbox"/>	Student Support Services	Student Support Services - Bullying Prevention
<input type="checkbox"/>	ENACT	<input checked="" type="checkbox"/>	Student Support Services	Student Support Services - Bullying Prevention
<input type="checkbox"/>	Full Circle	<input type="checkbox"/>	Student Support Services	Student Support Services - Bullying Prevention
<input type="checkbox"/>	Good Shepherd Services	<input type="checkbox"/>	Student Support Services	Student Support Services - Bullying Prevention
<input checked="" type="checkbox"/>	Green Chimneys School	<input checked="" type="checkbox"/>	Student Support Services	Student Support Services - Bullying Prevention
<input type="checkbox"/>	the leadership program, inc.	<input type="checkbox"/>	Student Support Services	Student Support Services - Bullying Prevention
<input type="checkbox"/>	Vision Ed. Inc.	<input type="checkbox"/>	Student Support Services	Student Support Services - Bullying Prevention

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RELEASE MTAC

MTAC # C617674664 : Student Support Services - Bullying Prevention

Below is the final list of vendors who will receive your scope and propose on your MTAC. Click the 'Release MTAC' button below to release the MTAC to these vendors. An electronic copy will be sent to you and a Procurement Analyst at the Department of Contracts and Purchasing.

MTAC # C617674664 : Student Support Services - Bullying Prevention  
Released on 12/12/2010 to the following Vendors :

---

Creative Response To Conflict, Inc.

ENACT

Green Chimneys School

Please select a MTAC Proposal Due Date:

Release MTAC

Restart Proposer Selection

[Home](#)

RELEASE MTAC

**MTAC # C617674664 : Student Support Services - Bullying Prevention**

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MTAC # C617674664 : Student Support Services - Bullying Prevention  
Released on 12/12/2010 to the following Vendors :

Creative Response To Conflict, Inc.  
ENACT  
Green Chimneys School

Please select a MTAC Proposal Due Date:

Release MTAC

December 2010						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Close

RELEASE MTAC

---

MTAC # C617674664 : Student Support Services - Bullying Prevention

Below is the final list of vendors who will receive your scope and propose on your MTAC. Click the 'Release MTAC' button below to release the MTAC to these vendors. An electronic copy will be sent to you and a Procurement Analyst at the Department of Contracts and Purchasing.

MTAC # C617674664 : Student Support Services - Bullying Prevention  
Released on 12/12/2010 to the following Vendors :

---

Creative Response To Conflict, Inc.

ENACT

Green Chimneys School

Please select a MTAC Proposal Due Date:

**Release MTAC**

Restart Proposer Selection

[Home](#)

[NTAC # C617674664 : Student Support Services - Bullying Prevention](#)

[NTAC # C617674664 : Student Support Services - Bullying Prevention is Released. An electronic copy has been sent to you, a Procurement Analyst at the Department of Contracts and Purchasing and all the selected Vendors.](#)

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OPTIONS FOR USER : jgent



[Create New MTAC](#)

[Contract Abstracts](#)



[Click On Existing MTAC Below to Edit or Review](#)

MTAC Number	MTAC Name	Access Type	Release Date	Proposal Due Date	Create Date	Member Acceptance	MTAC Status	Cancel MTAC
C617674664	Student Support Services - Bullying Prevention		12/12/2010	12/15/2010	12/12/2010		Proposal open for receipt	

**Committee : MTAC # C617674664 : Student Support Services - Bullying Prevention**

This message has not been sent.

Sent: None

To:

Cc:

**Congratulations! You have been chosen by Gentolia Joy as a selection committee member for MTAC Number – C617674664, MTAC Description - Student Support Services - Bullying Prevention . To accept or reject this nomination click on the 'Accept' or 'Reject' link at the bottom of this email. If you accept you will be notified when proposals have been received and the evaluation process begins. Click the link to view more information on this MTAC. Thank you.**

---

MTAC #: : C617674664  
MTAC Description: : Student Support Services - Bullying Prevention  
Estimated Value of Procurement: : \$ 33,000  
MTAC Owner: : Gentolia Joy

---

Please click this link to view MTAC details [View MTAC](#)

---

Please click the appropriate link to Accept or Reject this Nomination.

[Accept Nomination](#)

[Reject Nomination](#)

**MTAC # C617674664 : Student Support Services - Bullying Prevention**

**ACCEPT/REJECT SELECTION COMMITTEE MEMBER NOMINATION**

You have not Accepted or Rejected the Selection Committee Member Nomination for this MTAC. Please select one of the option to proceed further.

Accept Nomination  Reject Nomination

[Home](#)

**MTAC # C617674664 : Student Support Services - Bullying Prevention**

**CONFIRMATION FOR ACCEPTING NOMINATION BY SELECTION COMMITTEE MEMBER**

Please press Confirm button to accept the nomination. This will send a email to the owner of the MTAC and a confirmation email to you.

**Confirm Your Acceptance**

[Home](#)

**MTAC # C617674664 : Student Support Services - Bullying Prevention**

**CONFIRMATION FOR ACCEPTING NOMINATION BY SELECTION COMMITTEE MEMBER**

**Your Approval notice is sent to the owner of the MTAC.**

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OPTIONS FOR USER : jgent

 Create New MTAC

Contract Abstracts

 Click On Existing MTAC Below to Edit or Review

MTAC Number	MTAC Name	Access Type	Release Date	Proposal Due Date	Create Date	Member Acceptance	MTAC Status	Cancel MTAC
C617674664	Student Support Services - Bullying Prevention		12/12/2010	12/15/2010	12/12/2010	Accepted	Closed	

OPTIONS FOR USERS WHO ARE BOTH (OWNER AND SELECTION COMMITTEE MEMBER)

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Edit MTAC Committee Members

Evaluate MTAC

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## SELECTION COMMITTEE MEMBER EVALUATION

MTAC # C617674664 : Student Support Services - Bullying Prevention  
Today's Date : 12/29/2010  
MTAC Proposal Due Date : 12/15/2010  
Evaluator Name : Gentolia, Joy Evaluator Email ID : jgent@schools.nyc.gov

**Status : Closed for Proposals**

**View Scope & Evaluation Criteria**

Vendor Name	Responded Yes (within 48 hrs)	Submitted Proposal	Evaluations Completed	Award Recommended
Creative Response To Conflict, Inc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">View and/or Evaluate</a>	0/3	
Green Chimneys School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">View and/or Evaluate</a>	0/3	
ENACT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">View and/or Evaluate</a>	0/3	

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## EVALUATE PROPOSALS

MTAC # C617674664: Student Support Services - Bullying Prevention  
Estimated Value Of Procurement : \$ 33,000  
Vendor : Green Chimneys School  
Date : 12/29/2010

Evaluator Name : Gentolia, Joy Evaluator Email ID : jgent@schools.nyc.gov

<u>EVALUATION CRITERIA</u>	 <u>SCORE</u> (1=Worst ; 10=Best)	<u>WEIGHT</u>
<a href="#">Program Plan / Narrative:</a>	<input type="text"/>	25%
<a href="#">Qualifications / Experience:</a>	<input type="text"/>	25%
<a href="#">Organizational Capacity:</a>	<input type="text"/>	25%
<a href="#">Price:</a>	<input type="text"/>	25%
Student Workshops \$32,400 Performance \$1,800 Staff Workshops \$3,400 Grand Total \$37,600		
<b>Weighted Score:</b>	<input type="text"/>	100%

[Submit Score](#)

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## EVALUATE PROPOSALS

**MTAC #** C617674664: Student Support Services - Bullying Prevention  
**Estimated Value Of Procurement :** \$ 33,000  
**Vendor :** Green Chimneys School  
**Date :** 12/29/2010

**Evaluator Name :** Gentolia, Joy **Evaluator Email ID :** jgent@schools.nyc.gov

Evaluation is completed for this Vendor.

<u>EVALUATION CRITERIA</u>	<u>SCORE</u> (1=Worst ; 10=Best)	<u>WEIGHT</u>
<a href="#">Program Plan / Narrative:</a>	<input type="text" value="8"/>	<input type="text" value="25%"/>
<a href="#">Qualifications / Experience:</a>	<input type="text" value="8"/>	<input type="text" value="25%"/>
<a href="#">Organizational Capacity:</a>	<input type="text" value="8"/>	<input type="text" value="25%"/>
<a href="#">Price:</a>	<input type="text" value="8"/>	<input type="text" value="25%"/>
Student Workshops \$32,400 Performance \$1,800 Staff Workshops \$3,400 Grand Total \$37,600		
<b>Weighted Score:</b>	<input type="text" value="8"/>	<input type="text" value="100%"/>

[Evaluate Next Proposer](#)

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## EVALUATE PROPOSALS

**MTAC #** C617674664: Student Support Services - Bullying Prevention  
**Estimated Value Of Procurement :** \$ 33,000  
**Vendor :** Creative Response To Conflict, Inc.  
**Date :** 12/29/2010

**Evaluator Name :** Gentolia, Joy **Evaluator Email ID :** jgent@schools.nyc.gov

Evaluation is completed for this Vendor.

<u>EVALUATION CRITERIA</u>	<u>SCORE</u> (1=Worst ; 10=Best)	<u>WEIGHT</u>
<a href="#">Program Plan / Narrative:</a>	<input type="text" value="8"/>	<input type="text" value="25%"/>
<a href="#">Qualifications / Experience:</a>	<input type="text" value="7"/>	<input type="text" value="25%"/>
<a href="#">Organizational Capacity:</a>	<input type="text" value="7"/>	<input type="text" value="25%"/>
<a href="#">Price:</a>	<input type="text" value="6"/>	<input type="text" value="25%"/>
Student Workshops \$32,400 Performance \$1,800 Staff Workshops \$3,400 Grand Total \$37,600		
<b>Weighted Score:</b>	<input type="text" value="7"/>	<input type="text" value="100%"/>

[Evaluate Next Proposer](#)

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## EVALUATE PROPOSALS

**MTAC # C617674664: Student Support Services - Bullying Prevention**  
**Estimated Value Of Procurement : \$ 33,000**  
**Vendor : ENACT**  
**Date : 12/29/2010**

**Evaluator Name : Gentolia, Joy Evaluator Email ID : jgent@schools.nyc.gov**

Evaluation is completed for all the Vendors. Please click 'Tabulate Final Vote' button to view the final scores.

<u>EVALUATION CRITERIA</u>	<u>SCORE</u> (1=Worst ; 10=Best)	<u>WEIGHT</u>
<a href="#">Program Plan / Narrative:</a>	<input type="text" value="7"/>	<input type="text" value="25%"/>
<a href="#">Qualifications / Experience:</a>	<input type="text" value="7"/>	<input type="text" value="25%"/>
<a href="#">Organizational Capacity:</a>	<input type="text" value="6"/>	<input type="text" value="25%"/>
<a href="#">Price:</a>	<input type="text" value="6"/>	<input type="text" value="25%"/>
Student Workshops \$32,400 Performance \$1,800 Staff Workshops \$3,400 Grand Total \$37,600		
<b>Weighted Score:</b>	<input type="text" value="6.5"/>	<input type="text" value="100%"/>

[Tabulate Final Vote](#)

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### EVALUATION SUMMARY

Please click 'Submit Vote' to proceed further, else click on 'Re-evaluate' button.

Vendor Name	Score	Tie Status
Green Chimneys School	8	
Creative Response To Conflict, Inc.	7	
ENACT	6.5	

Re-Evaluate All

Submit Vote

## CONFIRM VOTE

MTAC # C617674664: Student Support Services - Bullying Prevention  
Estimated Value Of Procurement : \$ 33,000  
Evaluator Name : Gentolia, Joy

[Based on your scores you have selected the following proposer](#)

Vendor Number: 141568025  
Vendor Name: Green Chimneys School  
Contract Number: QC5100G

If the above is your correct choice please click "Confirm vote". If it is not your recommended choice please click "Re-evaluate all Proposals".

[Confirm Vote](#)

[Re-Evaluate All Proposals](#)

[Go Back to Evaluation Screen](#)

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## CONFIRM VOTE

---

Thank you for the evaluations. Final awarded vendor will be declared once all the evaluations are completed.

MTAC # C617674664: Student Support Services - Bullying Prevention  
Estimated Value Of Procurement : \$ 33,000  
Evaluator Name : Gentolia, Joy

Based on your scores you have selected the following proposer

Vendor Number: 141568025  
Vendor Name: Green Chimneys School  
Contract Number: QC5100G

[Go Back to Evaluation Screen](#)

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### SELECTION COMMITTEE MEMBER EVALUATION

MTAC # C617674664 : Student Support Services - Bullying Prevention  
Today's Date : 12/29/2010  
MTAC Proposal Due Date : 12/15/2010  
Evaluator Name : Gentolia, Joy Evaluator Email ID : jgent@schools.nyc.gov

**Status : Closed for Proposals**

[View Scope & Evaluation Criteria](#)

Vendor Name	Responded Yes (within 48 hrs)	Submitted Proposal	Evaluations Completed	Award Recommended
Creative Response To Conflict, Inc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <b>Evaluation Done</b>	3/3	
Green Chimneys School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <b>Evaluation Done</b>	3/3	Selected
ENACT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <b>Evaluation Done</b>	3/3	

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OPTIONS FOR USER : vparihar

 Create New MTAC

Contract Abstracts

 Click On Existing MTAC Below to Edit or Review

MTAC Number	MTAC Name	Access Type	Release Date	Proposal Due Date	Create Date	Member Acceptance	MTAC Status	Cancel MTAC
C397784361	100k +		11/15/2010	11/17/2010	11/15/2010	Accepted	Active	
C92679874	Test		11/1/2010	11/7/2010	11/1/2010	Accepted	Active	
C589849105	Test Member Email				11/1/2010	Accepted	Active	
C67895084	300,000		10/25/2010	10/30/2010	10/25/2010	Accepted	Cancelled	
C770862175	123,000		10/25/2010	10/17/2010	10/25/2010	Accepted	Cancelled	
C779660710	Email Test		10/19/2010	10/22/2010	10/19/2010	Accepted	Active	
C657709660	300K test		10/18/2010	10/17/2010	10/18/2010	Accepted	Pending for Approval 	
C149242325	TESTing		10/18/2010	10/17/2010	10/18/2010	Accepted	Approved & Awarded	
C569977349	test close out date		10/18/2010	10/17/2010	10/18/2010	Accepted	Active	
C672779997	test1		10/18/2010	10/29/2010	10/18/2010	Accepted	Active	

**Please note:** MTAC requests greater than \$100, 000 require approval from the Executive Director of the Division of Contracts and Purchasing. You will be notified via email of the status of your request after the vendor is selected and prior to the execution of the Purchase Order.

# Resources

- **MTAC Application Webcast**
- **Procurement policy and procedures**  
<http://schools.nyc.gov/Offices/dcp/DepartmentofEducation/ProcurementPolicyandProcedures.pdf>
- **Finance Service Center (718)935-4444**