



NEW YORK CITY DEPARTMENT OF EDUCATION (NYCDOE)

NO CHILD LEFT BEHIND (NCLB)

DIVISION OF CONTRACTS AND PURCHASING **FREQUENTLY ASKED QUESTIONS (FAQs)**

Q How can I (or my organization) become an approved SES provider?

A An individual or organization or agency may apply to the New York State Education Department (NYSED) for approval to provide Supplemental Education Services (SES). An approved SES provider must meet specified criteria for providing services in English language arts (including reading), and/or mathematics in order to help students achieve New York's learning standards.

Entities eligible to apply to provide supplemental educational services may include, but are not limited to: community based organizations, charter schools, private schools, public schools, libraries, private companies, institutions of higher education, family literacy programs/Even Start programs, Boards of Cooperative Educational Services (BOCES), and faith-based organizations.

The federal "No Child Left Behind" Act requires that the NYSED provide annual notice regarding the Request for Qualifications (RFQ) application process. The New York State Education Department conducts an RFQ process once a year. The schedule is posted on the NYSED website: (<http://www.emsc.nysed.gov/nyc/SES/SES.html>). Prospective providers should periodically visit the NYSED website for further information.

Once approved by the NYSED, providers who wish to work in NYC public schools will need to enter into an agreement (contract) with the NYC Department of Education. Newly State approved SES providers should attend the NYCDOE's Annual Pre-Application Conference. Information regarding the date, location and time of the Orientation is posted on the NYCDOE's DCP NCLB website at:

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

Q What is the current annual per pupil allocation for SES?

A To determine the per pupil allocation for SES for NYC, divide the Title I allocation by the number of poverty level students as per the 1997 census. See the SED website at:

<http://www.ed.gov/about/overview/budget/titlei/fy07/newyork.pdf>

Q Where do I obtain information on NCLB? Where can I receive assistance in completing applications for contract, updating my contact information?

A General information regarding NCLB and the NYCDOE's SES program can be found at the NYCDOE's NCLB website: <http://schools.nyc.gov/Administration/NCLB.htm>

The site includes a link for SES providers with specific information and resources regarding responsibilities, reporting and documents. The NYCDOE's Division of Contracts and Purchasing also has a NCLB website that provides contract application information, timelines, updated lists of contacts, informational lists and booklets, and information for providers to update their staff contact information.

The information is updated periodically and can be viewed at:

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

Q Where does a provider obtain information about completing a VENDEX and W-9 Form?

A In order to receive payment, your contract must be registered with The New York City Office of the Comptroller. Vendex document(s) and W-9 form must be completed.

You may download a W-9 form from NYCDOE's website at: <http://schools.nyc.gov/Offices/DCP/KeyDocuments/FormsforVendors.htm>

You must comply with the City's Vendex procedures as set forth by the Mayor's Office of Contract Services ("MOCS"). Forms and instructions are available at: <http://www.nyc.gov/html/mocs/html/research/vendex.shtml> Please forward your Vendex documents to the Mayor's Office of Contract Services (MOCS).



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Q Since I will be providing services at a non-school site, where do I obtain a required Building Certificate of Occupancy?

A The building superintendent of the site may have a copy on file. If not, you are to contact the NYC Department of Buildings.

Q What is the time period or window for submitting an application for contract with the NYCDOE to provide services?

A The time line is posted yearly on the Department of Education's Division of Contracting and Purchasing website at:
<http://schools.nyc.gov/Offices/DCP/Vendor/NoChildLeftBehind>

Q Where and when do I get my contract number?

A Once the Application for Contract is completed, (including, insurance certificates, budget information, forms, etc.), and is returned to the Department of Education's Division of Contracts and Purchasing, it is reviewed. If there are any questions, the NCLB Contract Coordinator and/or the NCLB Staff Attorney, will contact your SES/NCLB staff person. When both parties agree to the terms and conditions, a contract will be sent to you electronically. When all parties have signed the contract, and all other required documents are included in our contract packet, it is forwarded to the NYC Comptroller's Office. When approved, it will be registered and a contract number will be issued. The Department of Education will notify you by email to give you your contract number and other pertinent information. Once received, the DCP's NCLB website will update it's posting of the Listing of Contracted Approved Providers that will contain current vendor and contract numbers.

Q What are the steps for getting a contract registered?

A

1. NYCDOE's Division of Contracts and Purchasing (DCP) sends contract with instructions to provider for review and signatures.
2. Provider returns signed contract to DCP's NCLB Attorney as per instructions.
3. NYCDOE signs contract. DCP sends the contract with all supporting documentation to DCP's Vendor Resources Department who is responsible for forwarding contracts to the NYC Comptroller's Office for registration.
4. By law, the NYC Comptroller's Office has up to 30 days to review and approve the contract. As part of the review, they may require additional documentation in which the provider will be contacted for such material by DCP. The statutory period will be told until such time as satisfactory documents are submitted.
5. Upon approval, DCP is notified by the Comptroller's Office that the contract is registered.
6. The NCLB Contract Coordinator notifies provider, via e-mail confirmation, their contract is registered and may proceed in accordance with the terms and conditions of the contract.

Q Does NYCDOE have any instructions and/or guidelines for receiving a contract to provide NCLB services?

A Yes, please see the below website to view the NCLB Provider Manual – **Section II - Doing Business with the NCYDOE**

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