Panel for Educational Policy
Contract Agenda
March 23, 2011

Item: 1 **Description:** Professional service consultants serving as the Chancellor and Superintendent's representatives for grievance appeals under various labor contracts.

Term: 1 year **Options:** None **Funding:** Tax Levy

Division: General Counsel and Legal Services **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Gary Laveman	$36,000
Gary Wittenberg	$36,000
Marcel Kshensky	$30,100
Michael Mirakian	$36,000
Stanley Fogel	$49,700

Item: 2 **Description:** Courier services for all schools and DOE central offices.

Term: 5 months **Options:** None **Funding:** Tax Levy

Division: Division of Financial Operations **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Deluxe Delivery Systems Inc.	$600,000

Item: 3 **Description:** Develop, file, and obtain approvals for Emergency Action Plans for six DOE buildings, as required by the New York City Fire Department.

Term: 3 years **Options:** None **Funding:** Tax Levy

Division: Division of School Facilities **Contract Type:** Full Value

Vendor Name	Annual Amount
Global Security Group, Inc.	$46,410

Item: 4 **Description:** Management of the day to day Level I IT service help desk operations.

Term: 5 years **Options:** 2 two year options **Funding:** Tax Levy

Division: Div. of Instructional & Information Technology **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Hewlett-Packard Company	$2,714,400

Item: 5 **Description:** Insurance brokerage and consulting services for K-12 pupil transportation.

Term: 5 years **Options:** 3 one year options **Funding:** Tax Levy

Division: Office of Pupil Transportation **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Willis of New York, Inc.	$250,000

Item: 6 **Description:** Academic, youth development and vocational support for over-age and under credited students.

Term: 5 years **Options:** None **Funding:** Tax Levy

Division: Division of School Support **Contract Type:** Full Value

Vendor Name	Annual Amount
CAMBA	$1,288,578

Center for Alternative Sentencing and Employment (CASES)	$310,500
East Side House	$737,296
Federation Employment & Guidance Service, Inc. (FEGS)	$795,000
Good Shepherd Services	$5,230,000
SCO Family of Services	$636,672

Item: 7 **Description:** Provide and manage an online voting system and operate the candidate application website used for the selection of Parent Representatives to Community Education Councils.

Term: 3 years **Options:** 2 one year options **Funding:** Tax Levy

Division: Office of Family Engagement and Advocacy **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Votenet Solutions, Inc.	$75,350

Item: 8 **Description:** Furnish and deliver classroom supplies to over 1500 central/school locations.

Term: 4 years **Options:** None **Funding:** Tax Levy

Division: Division of Contracts and Purchasing **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
School Specialty, Inc.	$6,500,000

Item: 9 **Description:** Heavy-duty cafeteria equipment for meal preparation in school cafeterias.

Term: 5 years **Options:** 270 day option **Funding:** Tax Levy

Division: Office of School Food **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Sam Tell & Son	$3,017,636

Item: 10 **Description:** Labor, material and supervision necessary for heating, ventilating and air conditioning (HVAC) projects for schools and administrative buildings in Brooklyn and Richmond.

Term: 4 years **Options:** 270 day option **Funding:** Tax Levy

Division: Division of School Facilities **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Biltmore Contracting	$1,975,000

Item: 11 **Description:** Processing of various chicken products and delivery to the food service distributors.

Term: 5 years **Options:** 180 day option **Funding:** Tax Levy

Division: Office of School Food **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Pilgrim's Pride Corp.	$7,373,376

Item: 12 **Description:** Repair of cafeteria and kitchen equipment in schools.

Term: 5 years **Options:** 180 day option **Funding:** Tax Levy

Division: Office of School Food **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
AM Motor Refrigeration Services corp.	$1,198,932
Mico Cooling Corp.	$2,528,737
Summit Restaurant Repairs & Sales, Inc DBA Summit Repairs	$1,812,031

Item: 13 **Description:** Instructional jet engines for Aviation High School.

Term: 10 months **Options:** None **Funding:** Tax Levy

Division: Community School District 24 **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Avotek	$61,000

Item: 14 **Description:** Instructional Turbine Mini-Lab System for aviation students.

Term: 1 year **Options:** None **Funding:** Tax Levy

Division: Community School District 24 **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Turbine Technologies, Ltd.	$49,000

Item: 15 Withdrawn

Item: 16 **Description:** Student support services including academic enrichment activities, leadership development, tutoring and homework assistance, and parent development and individual, group and family counseling.

Term: 5 years **Options:** None **Funding:** Various

Division: Office of School and Youth Development **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Hip Hop 4 Life	$100,000
Richard J Caron Foundation	$100,000
Rocking the Boat	$100,000

Item: 17 **Description:** Operating expenses for Penny Harvest program, where students throughout the five boroughs gather pennies and make grants with the proceeds.

Term: 1 year **Options:** None **Funding:** Tax Levy - City Council

Division: Office of Curriculum & Professional Development **Contract Type:** Full Value

Vendor Name	Annual Amount
Common Cents New York	$48,000

Item: 18 **Description:** Two vehicles to deliver meals to children at area parks, pools, etc. during the summer months.

Term: 3 months **Options:** None **Funding:** Private Funded

Division: Office of School Food **Contract Type:** Full Value

Vendor Name	Annual Amount
Vending Trucks Inc.	$175,800

Item: 19 **Description:** Expand community learning centers to provide academic enrichment opportunities for parents, families, and adolescent students in District 10.

Term: 1 year **Options:** 2 one year options **Funding:** State Grant - Vendor Named

Division: Office of School and Youth Development **Contract Type:** Full Value

Vendor Name	Annual Amount
Lehman College	$49,725

Item: 20 **Description:** Intervention and prevention programs for students at high-poverty and low-performing schools in District 18.

Term: 1 year **Options:** 2 one year options **Funding:** State Grant - Vendor Named

Division: Office of School and Youth Development **Contract Type:** Full Value

Vendor Name	Annual Amount
S.T.A.R.R., Inc.	$65,000

Item: 21 **Description:** Even Start Family Literacy program for parents and children in PS 503K and PS 506K, which have high-needs populations in District 20.

Term: 10 months **Options:** None **Funding:** State Grant - Vendor Named

Division: Community School District 20 **Contract Type:** Full Value

Vendor Name	Annual Amount
Sunset Park Health Council, Inc. DBA Lutheran Family Health Centers	$221,407

Item: 22 **Description:** Even Start Family Literacy program for parents and children in PS 24K, which has a high-needs population in District 15.

Term: 1 year **Options:** None **Funding:** State Grant - Vendor Named

Division: Community School District 15 **Contract Type:** Full Value

Vendor Name	Annual Amount
Sunset Park Health Council, Inc. DBA Lutheran Family Health Centers	$267,654

Item: 23 **Description:** Early literacy program to assist preschool children in developing their vocabulary, school readiness, and love of learning and reading.

Term: 1 year **Options:** None **Funding:** State Grant - Vendor Named

Division: Division of Portfolio Planning **Contract Type:** Full Value

Vendor Name	Annual Amount
The DollyWood Foundation	$183,459

Item: 1

Description:

Professional service consultants serving as the Chancellor and Superintendent's representatives for grievance appeals under various labor contracts.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH CHANCELLOR'S AND SUPERINTENDENT'S REPRESENTATIVES

Contract Cost	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$187,800	Tax Levy	7/1/10 - 6/30/11	None	Negotiated Service	No	Requirements
Vendor Name & Address	See table below.					

Service Requestor/Contract Manager:	Division of Contracts and Purchasing Contact
David Brodsky Director of Labor Relations Office of Labor Relations and Collective Bargaining	Romayne Jagessar Managing Director

STATEMENT OF PURPOSE

Authorization is requested to contract with five professional service consultants, three serving as Chancellor's representatives and two serving as Superintendent's representatives to execute all responsibilities for grievance appeals under various labor contracts, in an amount not to exceed $187,800.

DISCUSSION

These consultants were initially selected from a pool of applicants using the Division of Human Resources Consultant Nomination Process, and have been providing services since July 2010, all within the $25,000 earnings threshold per consultant. Those selected have particular skills, knowledge and experience handling the resolution of complex labor relations disputes involving school teachers and other school district personnel. This negotiated service agreement will cover the balance of each consultant's salary, or an additional $5,250 to $24,850, serving as a bridge agreement to a competitive process scheduled to be released during the 2011 school year.

The consultants will review and research issues related to appeals and other cases involving grievances, discuss each appeal with union and administration representatives, draft any decision or stipulation, and enter the required information in the OLRCB database. In addition to the assigned grievance appeals, these consultants will fulfill additional responsibilities which may include responding to inquiries, reading grievance decisions and advising supervisors and managers about documentation for an employee's file.

The Office of Vendor Research and Price Analysis compared the consultants' hourly rate of $43 to $50 to the equivalent titles of full-time DOE Associate Staff and Education Analysts whose hourly rates range from $48.77 to $63.15 respectively, which include fringe benefits. As the consultants' rates are either less than or fall within the salary range of equivalent titles, the rates can be deemed fair and reasonable.

A vendor background review, including VENDEX, the federal debarment list, and VCIP, has revealed no significant adverse information.

Chancellor's Representatives					
Vendor Name	**Rate**	**Estimated Days**	**Total Estimated Amount**	**Amount Liquidated**	**Requested Amount**
Stanley Fogel	$350	142	$49,700	$23,800	$24,850
Gary S. Laveman	$300	120	$36,000	$14,700	$11,100
Marcel Kshensky	$350	120	$30,100	$3,400	$5,250
		Total	$115,800	$41,900	$41,200
Superintendent's Representatives					
Vendor Name	**Rate**	**Estimated Days**	**Total Estimated Amount**	**Amount Liquidated**	**Requested Amount**
Gary Wittenberg	$300	120	$36,000	$16,500	$11,100
Michael Mirakian	$300	100	$36,000	$15,648	$11,100
		Total	$72,000	$32,148	$22,200
		Grand Total	**$187,800**	**$74,048**	**$63,400**

Item: 2

Description:

Courier services for all schools and DOE central offices.

REQUEST FOR AUTHORIZATION TO EXTEND AN EXISTING CONTRACT WITH DELUXE DELIVERY SYSTEMS, TO PROVIDE DEPARTMENT-WIDE COURIER SERVICES - 1C427

Estimated Contract Amount	Funding Source	Extension Term	Original Procurement Method	Procurement Method	Contract Type
$600,000	Tax Levy	Five Months	Request for Bids	Negotiated Service	Requirements
Vendor Name & Address	Deluxe Delivery Systems 777 8th Avenue, 2nd Floor New York, NY 10036				

Service Requestor/ Contract Manager	Division of Contracts & Purchasing Contact
Harvey Schoenfeld Chief Administrator Division of Finance and Operations (DFO)	Paul Simms Procurement Analyst

STATEMENT OF PURPOSE

Authorization is requested to extend a contract with Deluxe Delivery Systems (DDS) for courier services to all schools and DOE central offices. The current contract would otherwise expire on March 31, 2011.

DISCUSSION

The services to be provided by Deluxe Delivery Systems (DDS) include the system-wide delivery of payroll checks, interoffice mail, Committee on Special Education deliveries, and special on-demand deliveries. The Division of Contracts and Purchasing is currently drafting a new Request for Bids (RFB) to procure these services, but the anticipated timeframe for award of a new contract will be significantly later than the current contract expiration date. DDS was awarded the current contract through a competitive RFB and has provided these services satisfactorily for the past five years. DDS has agreed to continue to provide all required courier services at existing prices, terms, and conditions during the extension period.

The Committee on Contracts approved this Negotiated Service procurement on March 15, 2011, for an amount of $600,000 with a contract term from April 1, 2011 through August 31, 2011. The rationale for approval was continuity. The contract amount is based on FY 2010/2011 rates and the anticipated expenditures for the extension period. The Division of Contracts and Purchasing (DCP) compared the DDS's contract rates against the marketplace for similar services and found that DDS prices are consistently lower for all delivery services. Therefore, DDS pricing can be considered to be fair and reasonable.

DCP has performed a background check of the vendor, including the City's VENDEX files and the vendor CIP database. No significant adverse information was found. Furthermore, the vendor performed satisfactorily under the prior contract, and is therefore deemed responsible with respect to this extension.

Item: 3

Description:

Develop, file, and obtain approvals for Emergency Action Plans for six DOE buildings, as required by the New York City Fire Department.

REQUEST FOR AUTHORIZATION FOR GLOBAL SECURITY GROUP TO PREPARE EMERGENCY ACTION PLANS FOR DOE BUILDINGS

Total Contract Amount	Funding Source	Contract Term	Options	Is Contract Retroactive?	Procurement Method
$46,410	Tax Levy	Three Years	None	No	Simplified Procurement

Vendor Name & Address	Global Security Group 421 Seventh Avenue Suite 500 New York, NY 10001

Service Requestor and Contract Manager	Division of Contracts & Purchasing Contact
Volkert Braren Director of Program Management Division of School Facilities (DSF)	Shelley Epstein Division of Contracts and Purchasing

STATEMENT OF PURPOSE

Approval is requested to contract with Global Security Group (Global) to develop, file, and obtain approvals for Emergency Action Plans (EAPs) for six DOE buildings (Q800, Q859, K801, K802, K989, K997).

DISCUSSION

Each of the referenced buildings has a Fire Safety Director, as required by the New York City Fire Department (NYCFD); however, each building also requires the development of an EAP for filing with the NYCFD. This service is being contracted because the DSF does not have the expertise to prepare these plans. A Request for Bids is not possible because the services cannot be effectively evaluated and compared on price alone.

The highest annual amount for this contract is $46,410. It is possible that the work and payment process may take longer than one year. All Emergency Action Plans must be approved by the NYCFD before we accept and make payment. As such, we cannot be sure if it will all be completed within a year. Therefore, the term of the contract is three years.

The Simplified Procurement method was used to source this procurement as the estimated total cost was not to exceed $100,000. The RFP document (Simplified Procurement) was mailed to five companies recommended by the NYCFD and three proposals were received. An evaluation committee, consisting of two Deputy Directors of Facilities and the Director of Emergency Management from the DSF, reviewed the proposals. Proposals were rated based on the following criteria: Program Plan (25 points), Organizational Capacity (25 points), Demonstrated Effectiveness (25 points), and Proposal Price (25 points).

After reviewing the proposals, the committee narrowed the field to the two proposers (Global and Quality Fire Protection) whose proposals best met the requirements of the RFP and provided reasonable pricing. Both proposers were asked to provide their Best and Final Offers (BAFO).

Proposer	Initial Price	BAFO Price
Global Security Group	$50,446	$46,410
Quality Fire Protection Consultants	$53,000	$52,500
Homeland Safety	$83,000	N/A

The committee recommended Global Security Group, the low proposer, for award. Global provided a detailed program plan; had the necessary staff, professional resources, and school experience; and made the most advantageous offer. Because several proposals were received, a competitive process was assured; the prices are therefore deemed to be fair and reasonable.

Because Global states that it has not done $100,000 in business with the City, it is not listed in the VENDEX system. However, the vendor was recommended by the New York City Fire Department and supplied three references. A financial background check with Dun & Bradstreet revealed no significant adverse information. The vendor is therefore deemed responsible.

Item: 4

Description:

Management of the day to day Level I IT service help desk operations.

REQUEST FOR AUTHORIZATION FOR HEWLETT-PACKARD COMPANY TO PROVIDE LEVEL I INFORMATION TECHNOLOGY HELP DESK SERVICES

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$2,714,400 / $13,572,000	Tax Levy	Five Years	Two 2-year renewals	Request for Proposals (RFP)	No	Requirements
Vendor Name & Address	Hewlett-Packard Company 300 Hanover Street Palo Alto, CA 94304					

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Ted Brodheim Chief Information Officer Division of Instructional and Information Technology	James J. McBride Chief Administrator Central Office Procurement

STATEMENT OF PURPOSE

Authorization is requested to contract with Hewlett-Packard Company to provide Level I IT help desk operations. The five-year contract is estimated to be $13,572,000.

DISCUSSION

Under the direction of the Division of Instructional and Information Technology (DIIT), Hewlett-Packard will provide Level I IT help desk services to 140,000 teachers and administrative staff, handling all calls for IT assistance and providing systems management and performance monitoring. Level I support refers to the receiving of the initial call, logging the call, attempting to assist the caller, and escalating unresolved issues to the appropriate specialists. Hardware repairs are handled under separate contracts.

DOE has contracted with Hewlett-Packard to manage its the day-to-day IT help desk operations for the past seven years. Prior to this contract, DOE managed its own help desk but was unable to provide the necessary help desk services during high call volume periods. By outsourcing the work, DOE is able to take advantage of the vendor's flexibility in deploying its staff to cover fluctuating call volumes.

A request for proposals (RFP #R0844) was issued in May 2010. The RFP was advertised in the City Record and on the DOE website and eight proposals were received.

The evaluation committee consisted of three members from DIIT, and one each from the Office of the Chief Security Officer, the Office of Solutions Design & Engineering, and the Office of Service Delivery & End User Support. The evaluation criteria were as follows: Price (40 percent), Program Plan (20 percent), Organizational Capacity (20 percent), Demonstrated Effectiveness (15 percent), and Value Added (5 percent).

Six vendors provided proposals that indicated an understanding of DOE requirements and were considered competitive: Dell, Fujitsu America, Hewlett-Packard, NCO Group, PC Mall, and Technisource; these vendors were invited to make oral presentations.

The committee felt that, of the candidates, only Technisource and the incumbent Hewlett-Packard demonstrated the capacity to support the DOE call volumes; reference checks on the others supported this conclusion. Further, these two vendors provided the most comprehensive details on how their staffing and training supported their program plans.

The other vendors were eliminated from contention based on various combinations of the following negative factors:

- Inexperience with providing similar services.
- High prices.
- References who reported bad experiences.
- Insufficient capacity to handle call volume.
- Lack of plan details and documentation, especially with regard to implementation, staffing, and training.

Technisource's Best and Final Offer (BAFO) lowered their original proposed price considerably. They also demonstrated a strong support model and team structure. However, Technisource withdrew their proposal after BAFOs were received.

In its BAFO, HP increased its price per call by sixty cents. The reasons for the increase are:

- HP's initial pricing was based on the assumption the service level measurement for abandoned calls were be based on industry standards. However, because DOE wants to avoid having principals and teachers spending classroom preparation and instructional time on hold, we insisted on stricter service levels.
- DOE did not agree to the schedule of termination fees HP proposed to mitigate the financial risk they may face due to the early termination clause in the RFP.

Nonetheless, HP was clearly able to demonstrate the requisite organizational capacity and technical skills to meet DOE's needs. Thus, the committee recommended HP for contract award.

The Office of Vendor Research & Price Analysis (VRPA) is currently reviewing the pricing offered to the DOE and it is expected they will determine the pricing to be fair and reasonable. A background check is still being conducted and will be completed prior to contract registration.

PRICING SUMMARY		
Vendor	**Initial Proposed Pricing**	**BAFO Pricing**
Hewlett-Packard Company	**$12,780,000**	**$13,572,000**
Technisource	$16,009,000	$13,025,800
PC Mall	$9,130,000	
NCO Group	$10,597,000	
Fujitsu America	$13,919,963	
DELL, Inc.	$15,357,230	
CES Industries Inc.	$12,350,000	
Verizon	$26,269,465	

Item: 5

Description:

Insurance brokerage and consulting services for K-12 pupil transportation.

REQUEST FOR AUTHORIZATION TO PROVIDE INSURANCE BROKERAGE AND CONSULTING SERVICES FOR THE OFFICE OF PUPIL TRANSPORTATION

Annual/Total Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
Years 1-2: $225,000; Years 3-5: $250,000/ Total: $1,200,000	Tax Levy	6/30/11 - 6/30/16	Three 1-year renewal options	Request for Proposals (RFP)	No	Requirements
Vendor Name & Address	Willis of New York, Inc. One World Financial Center/200 Liberty Street New York, NY 10285					

Service Requestor/Contract Manager	Division of Contracts & Purchasing
Eric Goldstein Chief Executive Officer Office of School Support Services	Sande Pisik Procurement Analyst Division of Contracts & Purchasing

STATEMENT OF PURPOSE

Authorization is requested to contract with Willis of New York, Inc., to provide services that include insurance brokerage, consulting, claims management, claims adjustment, risk management, loss analysis, and accident investigation services. Additionally, Willis will conduct an annual managed competitive solicitation process to acquire an insurance carrier and third party administrator (TPA). The contract will be funded by the Office of Pupil Transportation (OPT).

DISCUSSION

The NYCDOE transports more than 60,000 special education and 110,000 general education students on about 6,700 school buses daily via contracted school bus vendors. These buses carry students in grades K-12 to and from school and other destinations throughout New York City. Pursuant to DOE policy, school buses must be insured at a minimum liability limit of $5 million per occurrence. Before the implementation of the Volume Automobile Liability Insurance Coverage and Administration (VALICA™) program in 2003, individual bus companies provided their own insurance. Since that time, the VALICA™ program has allowed the bus companies to take advantage of volume discounts. Accordingly, transportation contracts were amended in 2003 to provide that the DOE will purchase and pay for the first $1 million of liability per occurrence. The contracted school bus vendors provide coverage over and above this amount through supplemental or excess insurance.

Insurance brokerage and consulting services are required because the DOE does not have the in-house expertise to perform these services. It is also necessary to use a broker for this procurement as New York State will only allow insurance policies to be marketed by a registered broker.

A Request for Proposals (RFP) was issued because the services vary qualitatively and, therefore, cannot be effectively evaluated and compared on pricing alone. The cost for the insurance broker/consulting services is $1.2 million for the five-year contract period. This Request for Authorization (RA) will be amended to include the cost of the insurance policy premium each year, as determined by the results of competitive solicitations that will be managed by Willis. These solicitations will cover TPA services (claims management), cash collateral to cover losses and loss prevention programs. In FY'10, these costs totaled $26.5 million which consisted of:

- Insurance premium - $350,000
- TPA services - $1.2 million
- Cash collateral - $25 million
- Loss programs - $50,000.

Proposals were received from five companies: Jaybach Associates, Cunningham Group, Transportation Insurance Brokers (TIB), Atlantic Coast Surety, and Willis of New York. The evaluation committee consisted of representatives from OPT, the Office of School Support Services, and the Office of the Deputy Chancellor for Operations.

Jaybach Associates was not selected because their proposal did not cover key functions of the insurance program (claims management, marketing insurance policies and reporting procedures). Cunningham Group was not selected because they did not have sufficient general auto liability insurance experience, they did not provide procedures on conducting a managed solicitation process and lacked an acceptable risk management plan and their pricing was the high. TIB was not selected because their program plan lacked sufficient solutions for loss control and reporting strategies and because they could only offer limited evidence of success in managing programs similar to the DOE program.

Best and Final Offers (BAFO) were requested from Willis and Atlantic Coast and Willis offered services at half the cost of Atlantic. Willis also presented software applications to distribute information on claims more efficiently and reduce program costs. As the incumbent, Willis has demonstrated relevant experience and knowledge to provide services to the DOE.

Company	**Proposed Cost**	

Jaybach Associates	$1,800,000	N/A
Cunningham Group, Inc.	$8,304,500	N/A
Transportation Insurance Brokers (TIB)	$3,381,950	N/A
Atlantic Coast Surety	$3,392,500	BAFO: $3,047,500
Willis of New York	$1,200,000	BAFO: $1,200,000

Willis has also assigned a new project manager who will work closely with the DOE to lower the cost of settlements and bring more competition to the solicitation process for the insurance carrier and TPA.

The Vendor Research and Price Analysis Unit conducted a background check on Willis and found no significant adverse information. A review of their financials determined that they have the financial capacity to service this contract. Willis's pricing was the lowest of the five proposals received and due to the competitive process prices are deemed to be fair and reasonable. OPT has been satisfied with the services provided by Willis.

Item: 6

Description:

Academic, youth development and vocational support for over-age and under credited students.

REQUEST FOR AUTHORIZATION TO PROVIDE LEARNING TO WORK PROGRAMS FOR YOUNG ADULT BOROUGH CENTERS, TRANSFER SCHOOLS, NEW PATHWAY SCHOOLS, AND GED PROGRAMS

Estimated Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$8,998,046 / $44,990,230	Tax Levy	Five Years	None	Request for Proposals	No	Full Value

Vendor Name & Address	Vendors listed below.

Service Requestor/Contract Manager	Division of Contracts and Purchasing Contact
Tom Pendleton Office of Multiple Pathways to Graduation	Stephen Stamo Division of Contracts and Purchasing

STATEMENT OF PURPOSE

Authorization is requested to contract with the vendors listed below for academic, youth development, and vocational support for over-age and under-credited students to meet the requirements for graduation. This authorization will result in multiple fixed-price contracts. All of the contracts will be active for approximately five years commencing on or around July 1, 2011, and terminating on or around June 30, 2016. These contracts will replace contracts set to expire June 30, 2011, and two new Learning to Work Transfer Schools.

DISCUSSION

The intent of these contracts is to continue Learning-to-Work programs in compliance with a Mayoral Initiative announced in 2005. The primary goals of the Learning-to-Work Program are to provide a range of academic and youth development support services to over-age, under-credited students that enhance academic performance and outcomes, while assisting them in the development of work readiness skills and planning for post-secondary careers and college. These students will also learn how to use their educational and employment/internship activities as building blocks for achieving long-term goals.

A request for proposals was the preferred procurement method because the service require vendors with experience in assisting this student population, linkages with social service organizations and partnerships with employers who can place these students for internships.

These services are contracted out because the Learning-to–Work model requires partnerships with organizations providing youth development and support for re-engaging students and families, while offering greater access to community-based services.

The RFP was divided into four components: (1) Learning to Work for Young Adult Borough Centers, (2) Learning to Work for Transfer Schools, (3) Learning to Work for New Pathway Schools, and (4) GED Programs. Vendors were able to propose for multiple components and multiple locations, and were instructed to indicate the specific sites where they would provide services for existing and new programs. As in previous years, the locations of the new transfer schools will be identified by the time the contracts are finalized. No awards were made for Component 3 because the New Pathway School model will not be moving forward in the upcoming school year.

Proposals were evaluated by a nine-member committee drawn from the Office of Multiple Pathways to Graduation, the Office of Youth and Community Development, and the Office of Partnerships and Programs. Committee members were selected from a variety of offices to present a diversity of viewpoints. All members have experience working with community-based organizations that are contracted with the DOE to provide services to schools, programs and students. Proposals were scored using the following evaluation criteria: program plan (25 points), organizational capacity (25 points), qualifications and experience (25 points) and price (25 points).

Of the 21 organizations that submitted proposals, six were recommended for award, two with multiple sites. Two vendors failed to meet the minimum qualifications and were deemed non-responsive. They were both notified accordingly and did not protest. Multiple sites were awarded to Good Shepherd and CAMBA based on their high scores and capacity to take on the sites indicated in their proposal. The new sites were awarded to Good Shepherd and SCO Family of Services because they were the highest-rated community based organizations that can best serve the desired geographical location.

The number of recommended awards and total responses in each component are below:

Component	**1**	**2**	**3**	**4**
No. of Proposals Received	7	13	10	3
No. of Proposals Awarded	3	3	0	2

The Policy and Vendor Performance (P&VP) unit is currently conducting background checks. Adverse findings were identified for Good Shepherd relating to an overall unsatisfactory performance rating from

the Department of Youth and Community Development in 2007. However, the Office of Multiple Pathways to Graduation determined that Good Shepherd has performed satisfactorily in providing the service requirements in prior contracts. Another caution revealed that advocate counselors for Good Shepherd intentionally falsified and submitted records to a DOE school, but all those involved in the matter were terminated and Good Shepherd reimbursed the DOE for $70,143.

FEGS self-reported numerous cautions on vendex including:

- Failure to submit timely financial statements to the New York State Education Department. FEGS agreed to pay a fine without admitting wrongdoing in order to resolve the allegation.
- The Office of Investigations (OIG) issued a subpoena to FEGS regarding production of records related to an independent contractor. FEGS claims they were not involved in the matter and was simply the repository of the documents needed by OIG.
- The NYC Department of Health and Mental Hygiene issued a fine in the amount of $1,000 for failure to comply with certain administrative requirements relating to summer day camp activities. FEGS currently holds a valid permit to operate a day camp in NYC, in compliance with city licensing requirements.
- Administrative violations from Department of Sanitation and Department of Buildings. These violations have been satisfactorily addressed within the requisite time period.
- An alleged failure to have an approved fire plan for one of its sites in the Bronx. This matter was subsequently dismissed.
- An inquiry by the NYS Medicaid Fraud Control Unit regarding potential abuse by an independent contractor assigned by a third party staffing company to FEGS. FEGS was not the target or subject of the investigation.

P&VP deemed these findings as not significant enough to preclude an award because they have been adequately addressed. Once P&VP completes the remaining background checks, any significant adverse information will be reported in amended RAs.

A preliminary review of the vendors' pricing by the Cost Price Analysis (CPA) unit was conducted and has deemed the prices fair and reasonable. The BAFO negotiations resulted in savings for the final proposals of $228,981 in annual costs.

VENDOR	COMPONENT(S)	LOCATION	ESTIMATED ANNUAL AMOUNT
CAMBA, Inc.	2	(1) Brooklyn Academy HS (2) Cascades HS	$1,288,578
Good Shepherd Services	1, 2, 4	**COMPONENT 1:** (1) Stevenson Campus YABC (2) Monroe Campus YABC (3) Canarsie Campus YABC **COMPONENT 2:** (1) West Brooklyn Community HS (2) New Transfer HS (Brooklyn) **COMPONENT 4:** (1) Downtown Brooklyn Access GED (2) Manhattan Access GED	$5,230,000
Federation Employment and Guidance Service, Inc. (FEGS)	1	Arts & Business HS YABC	$795,000
East Side House	1	Truman HS YABC	$737,296
SCO Family of Services	2	New Transfer School (Bronx)	$636,672
Center for Alternative Sentencing and Employment Services (CASES)	4	Community Prep GED	$310,500

Item: 7

Description:

Provide and manage an online voting system and operate the candidate application website used for the selection of Parent Representatives to Community Education Councils.

REQUEST FOR AUTHORIZATION FOR VOTENET SOLUTIONS, INC., TO PROVIDE ONLINE VOTING SERVICES FOR THE SELECTION OF PARENT REPRESENTATIVES TO COMMUNITY EDUCATION COUNCILS – RFP R0821

GENERAL INFORMATION

Estimated Annual/ Per Election Cycle Cost; Total Contract Cost	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
2011 Election Cycle: $75,350 **2013 Election Cycle:** $70,350 **Total Contract Cost:** $145,700	Tax Levy	Three Years/ Two Election Cycles	Two additional 1-year periods	Request for Proposals (RFP)	No	Requirements
Vendor Name & Address	Votenet Solutions, Inc. 1420 K Street, NW, Suite 200, Washington, DC 20005					

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Ewel T. Napier Director Office for Family Information and Action (OFIA)	Paul Simms Procurement Analyst Central Office Procurement

STATEMENT OF PURPOSE

Authorization is requested to contract with Votenet Solutions, Inc ("Votenet") to provide and manage an online voting system and to operate the candidate application web site used for the selection of Parent Representatives to Education Councils. Elections occur every two years. Elections will be conducted in spring 2011 for the new term to begin July 1, 2011. Services are anticipated to commence on or about April 1, 2011, and will cover two election cycles.

DISCUSSION

Community Education Councils were established as representative bodies of parents of public school students under NY State Governance Law and Chancellor's Regulations. The voters who choose the appointed parent representatives are known as "Selectors." Each Selector in a community school district will cast nine votes for the Citywide Councils in the district in which the school is located. For the Citywide Councils (CCELL, CCSE, and D75 Council) each Selector will cast two votes. For the CCHS, including D79 programs, each High School Selector will cast two votes by borough.

The DOE does not have the resources or expertise internally to provide and operate an online voting system and must therefore externally acquire the necessary expertise. It was determined that a competitive sealed bid would not be an appropriate procurement method due to distinct technological, data security, and auditing requirements of an online voting system, as well as qualitative aspects of the required expertise for the associated web site development and graphical presentation.

The selection of parent representatives will involve a two-phase process. The first phase of selection involves an advisory vote by parents to inform Selectors of the parents' preferences.

The second phase is the selection of Council members by Selectors. The elections will select representatives for the thirty-two (32) Community Education Councils (CECs), one Citywide Council on Special Education (CCSE), one D75 Council, one Citywide Council on English Language Learners (CCELL), and one Citywide Council on High Schools (CCHS). The current term for sitting representatives ends June 30, 2011, and the existing selection web site and reusable aspects of previous online elections will be leveraged for future programs.

The vendor will manage the online candidate application, online voting, vote tabulation, and reporting of voting results to the DOE, including management of the final online representative selection process. Other services will include the provision of technical support to candidates and voters, including on-site presence at strategic voting locations as identified by the DOE. The vendor will also work in collaboration with the DOE to develop and organize the content on the DOE's web site that will be used for candidate application processing and voting.

The evaluation committee consisted of members from the Office for Family Information and Action (OFIA) [Program Office and Translation & Interpretation Unit], Office of Public Affairs, and a Community Education Council Parent Representative. They evaluated proposals based on the following criteria: Program Plan, Organizational Capacity, Demonstrated Effectiveness, and Price. Each criterion was equally weighted at a maximum of 25 points.

Four vendors submitted proposals and three were invited to present orally in addressing the committee's questions regarding their proposals. Election Services Solutions was not selected because of their high price. The committee determined that Everyone Counts ("EC") did not possess the capacity to meet all the requirements of the RFP within an acceptable timeframe and that they offered too little local support staff at voting sites.

Best and final offers (BAFOs) were requested from Votenet and the incumbent Election-America. While both adequately addressed the requirements of the RFP, the committee selected Votenet because they presented a comprehensive solution for the significant program challenge of simplifying the candidate application process through automation, in addition to offering significantly lower pricing.

Everyone Counts protested the award recommendation, arguing that they offered the services required by the RFP at the lowest price and that the committee did not correctly evaluate their proposal. A Protest Officer interviewed committee members and reviewed their notes and scoring. Upon review, it was determined that although EC's price was lower, the Committee had a reasonable basis for concluding that Votenet offered a considerably better program plan and had reasonable reservations about the EC proposal because it did not offer an online candidate application function (whereas Votenet offered a "ready to use" online function). Additionally, the Committee favored Votenet for having staff who would be present on site and offices in close proximity to the New York City area, which better positions them to deal with unforeseen issues.

	INITIAL PROPOSED PRICE		BAFO PRICE		
VENDOR	2011 ELECTION	2013 ELECTION	2011 ELECTION	2013 ELECTION	TOTAL PRICE
Everyone Counts	$32,500	$32,500	N/A	N/A	N/A
Votenet Solutions	$107,750	$101,750	$75,350	$70,350	$145,700
Election-America	$142,700	$136,700	$139,113	$131,475	$270,588

Election Services Solutions	$297,975	$250,000	N/A	N/A	N/A

The Division of Contracts and Purchasing compared pricing among competitors, as well as to the prior contract for similar services and determined Votenet's pricing fair and reasonable.

The DOE will reserve the option to extend the contract beyond year three for two additional one-year periods. The estimated total cost for this contract is $145,700, which does not include the cost for the optional extension periods. Because these elections and their resultant representative bodies are subject to NY State Governance Law and Chancellor's Regulations, it is uncertain whether they will continue in their present configuration beyond the 2013 election cycle. A cost estimate of services for any period beyond the contract term would therefore be inadvisable until the beginning of the extension period. Should the contract be extended, prices for the optional extension periods will be adjusted based on the U.S. Department of Labor Producer Price Index (PPI), Series ID: PCU5182105182101, Data Processing and Related Services.

A background check of Votenet included the City's VENDEX, CIP Report, and EPLS – Fed Debar List and revealed no significant adverse information. Dun and Bradstreet also reports a clear history and secure financial condition for Votenet, so they are found responsible.

Item: 8

Description:

Furnish and deliver classroom supplies to over 1500 central/school locations.

AUTHORIZATION TO CONTRACT WITH SCHOOL SPECIALTY, INC., TO FURNISH AND DELIVER CLASSROOM AND ART SUPPLIES

Estimated Annual/ Total Contract Cost	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$6,500,000 / $26,000,000	Tax Levy	Four Years	N/A	Competitive Sealed Bid	No	Requirement

Vendor Name & Address	School Specialty, Inc. 1156 Four Star Drive Mount Joy, PA 17552

Service Requestor/Contract Manager	Division of Contracts and Purchasing Contact
Andrea Black Director	Beverly Hamilton Procurement Analyst

STATEMENT OF PURPOSE

Authorization is requested to contract with School Specialty, Inc., to furnish and deliver classroom and art supplies to over 1,500 central/school locations. The annual spend for this contract is approximately $6,500,000, based on historical usage.

DISCUSSION

An RFB was released consisting of two aggregate classes: Aggregate Class 1 – Classroom and Arts Supplies, which consists of five sub-categories (art education, classroom, paper, basic, and curriculum supplies), and Aggregate Class 2 – Fine Arts Supplies, which consists of two sub-categories (fine art and paper supplies). Vendors were required to provide pricing for items supplied within each class. These materials have historically accounted for about 80 percent of the items that schools have purchased. Vendors were permitted to bid the brands and models listed within the bid or offer alternative products that were equivalent to the items specified.

Vendors were also required to provide a discount off the retail price for products within their company's catalog. Utilizing the discounts that each vendor offered, DCP compared pricing for a predetermined list of commonly used items within each vendor's catalog. To ensure equity among the bidders, only items that were available in all vendors' catalogs were used for this comparison. Once the comparisons were complete, the DOE tabulated the cost of the items within the bid and the cost of the items compared against the vendors' catalogs to determine each vendor's total bid submission.

DCP received eight bids for Aggregate Class 1, but four bidders failed to offer pricing on all the items listed and one of the four failed to submit various documents that were required to bid. Accordingly, these four vendor's proposals were deemed non-responsive. An evaluation of the remaining four bids determined that School Specialty, Inc., was the lowest bidder.

The following table lists the bid totals for each sub-category and the total bid amounts for Aggregate Class 1.

Sub-Category	School Specialty	United Supply	Gramco	Barclay's
Arts Education	$151,029.38	$179,097.85	$374,192.41	$273,542.53
Basic Supplies	$24,465.62	$34,182.24	$48,762.50	$50,478.13
Classroom Supplies	$270,235.57	$276,423.98	$469,675.22	$520,325.00
Paper	$333,283.00	$367,208.71	$539,940.61	$595,284.13
Supplemental Curriculum	$86,058.29	$121,459.31	$160,270.61	$155,954.54
Sub-Total	$865,071.86	$978,372.09	$1,592,841.35	$1,595,584.33
Pre-Determined List	$67,913.61	$64,764.57	$82,917.23	$85,917.23
Total Aggregate Class 1	**$932,985.47**	**$1,043,136.66**	**$1,675,758.58**	**$1,681,501.56**
Discount	**35.5%**	**41%**	**10%**	**20%**

The award for Aggregate Class 2 – Fine Arts Supplies will be evaluated upon the completion of the award for Aggregate Class 1. Schools can procure fine arts products under an existing City contract until an award is made.

The contract will allow for annual price adjustments, both upward and downward, based on statistics defined by the United States Department of Labor, Bureau of Labor Statistics; the Consumer Price Index; and "Pulp and Paper Week" Price Watch Paper Index. Price adjustment for the company catalog will be based on the list price in said catalog. The percentage discount offered in the bid will remain the same for the life of the contract. Price adjustments will be calculated annually starting January 1, 2012, and each year of the contract thereafter.

Background checks and price analysis review were submitted to the Vendor Research & Price Analysis (VRPA) unit; any significant adverse findings will result in an amended RA.

Item: 9

Description:

Heavy-duty cafeteria equipment for meal preparation in school cafeterias.

REQUEST FOR AUTHORIZATION
RFB B1475 – HEAVY DUTY CAFETERIA EQUIPMENT

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$3,017,636 / $15,088,180	Tax Levy	Five Years	270 days	Request for Bid (RFB)	No	Requirements
Vendor Name & Address	Sam Tell & Son Inc. 300 Smith Street Farmingdale, NY 11735					

Service Requestor/Contract Manager	Division of Contracts and Purchasing Contact
Janice Zapinsky Office of School Support Services (OSSS)	Edward Ginsberg Procurement Analyst

STATEMENT OF PURPOSE

Authorization is requested to contract with Sam Tell & Son Inc. ("Sam Tell") to provide heavy-duty cafeteria equipment for meal preparation in school cafeterias. The contract will commence upon execution and expire on October 31, 2015, with a DOE option to extend for an additional period of 270 days at the same prices, plus or minus the annual Producer Price Index (PPI) adjustment for the products and Consumer Price Index (CPI) adjustments for mark-up.

DISCUSSION

This bid was advertised for seven days in the City Record and on the DCP web site. There were two aggregate classes that received between four and five bids and 31 individual items that received between four and seven bids. Aggregate Class 1 included coffee brewers and accessories, Aggregate Class 2 included deli bars with attachments and accessories. The individual items included ovens, hot plates, milk chests, steamer-holding units, and other equipment used to prepare and serve meals in school cafeterias throughout the five boroughs.

This Request for Authorization (RA) covers both aggregate classes and 21 of the 31 individual items. The other 10 were covered in previous RAs, with 2 items awarded to Ideal Restaurant Supply, 2 items to Commercial Kitchen Design, 3 items to Chef's Depot and 3 items to Singer Equipment.

Sam Tell is the low bidder for both aggregate classes and 20 of the 31 individual items, and is recommended for award. Chef's Depot, the low bidder for the utility cart item, was unable to meet the bid specifications because the item they offered was smaller than specified and had fixed wheels (as opposed to swiveling) and did not protest the rejection. Sam Tell, the second low bidder, is also recommended for award of that item. (See attached)

A background check completed by the Vendor Research and Price Analysis Unit found no significant adverse information and a review of financial statements revealed no significant risks. Sam Tell has provided satisfactory service under prior contracts, so a qualification meeting was not necessary. The vendor is therefore deemed responsible.

The Vendor Research and Price Analysis unit determined that even though some of the prices bid by Sam Tell are higher than on past contracts, the prices overall are 1.8 percent lower than those on previous contracts. Due to the competitive nature of this procurement bid prices are deemed fair and reasonable.

Item: 10

Description:

Labor, material and supervision necessary for heating, ventilating and air conditioning (HVAC) projects for schools and administrative buildings in Brooklyn and Richmond.

REQUEST FOR AUTHORIZATION
BILTMORE FOR JOB ORDER CONTRACT (JOC) FOR HVAC

Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$1,975,000 / $7,900,000	Tax Levy	Four Years	270-day extension	RFB	No	Requirements
Vendor Name & Address	Biltmore General Contractors Inc. 526 Midland Avenue Staten Island NY10306					

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Volkert Barren, Program Director Division of School Facilities)	Shelley Epstein

STATEMENT OF PURPOSE

Authorization is requested to contract with Biltmore General Contractors, Inc. (Biltmore) for labor, material, and supervision necessary for heating, ventilating, and air conditioning (HVAC) projects for DOE schools and administrative buildings.

DISCUSSION

Through this Job Order Contract, each task has a pre-set unit price listed in a construction task catalog. Technical specifications are included for all tasks. Bidders were required to submit two multipliers (adjustment factors), which are used to calculate prices for work done during normal hours and for work done after hours. The bidders were provided with estimates for the percentage of work that is to be done during the two periods.

This bid was advertised for seven days in the City Record and on the DCP web site with two aggregate classes: Aggregate Class 1 for Brooklyn and Staten Island, and Aggregate Class 2 for Manhattan, Bronx, and Queens. Eight bids were received for Aggregate Class 1 and nine bids were received for Aggregate Class 2. The bid document stated it was the DOE's intention to award only one aggregate class to any one bidder, while reserving the right to award more than one class. In such cases, the bidder would be required to demonstrate that it has sufficient qualified personnel, equipment, and facilities to ensure that award of multiple classes will not lower the overall quality of services.

Pro-Con Group, the low bidder for both classes, was non-responsive. Pro Con did not demonstrate sufficient capacity in their initial and additional submission documents. No protest was received. Geomatrix was the second low bidder for both classes. A qualification meeting was held with Geomatrix and it was determined that they had the operational capacity to service one class and it was determined that the best overall savings was achieved by awarding Aggregate Class 1 to Biltmore and Aggregate Class 2 to Geomatrix. However, the DOE is examining a possible relationship between Geomatrix and another vendor in which both vendors bid on different DOE solicitations. Accordingly, award to Geomatrix is pending the outcome of that examination. Should these findings preclude award to Geomatrix, this class would have to be rebid.

Biltmore was the third-lowest bidder for Aggregate Class 1 and is recommended for award. A qualification meeting was held with Biltmore and it was determined that they had the organizational capacity to service the one class. Because Biltmore has provided satisfactory service on prior DSF contracts, DSF is confident they will continue to provide satisfactory service.

A review of financial statements did not reveal any risk associated with doing business with Biltmore. The Vendor Research and Price Analysis Unit (VRPA) conducted a background check and found a VENDEX caution from the New York City Office of the Comptroller, which found that the company failed to pay prevailing wages to an employee on a DOE contract. As part of a Stipulation Settlement, Biltmore paid $2,366. The agreement notes this was their first willful violation. A second willful violation within a six-year period will result in Biltmore's debarment. DSF now requires electronic payroll submissions and will monitor for compliance with prevailing wages.

The contract's estimated annual expenditure is $1,975,000 and will be funded by DSF. On average, the prices on this contract are seven percent lower than previous contracts for similar items. The state of the economy and the fact that vendors need to keep operating are factors contributing to the decrease. Because of the competitive nature of the procurement and the bids received, all prices are deemed to be fair and reasonable.

Item: 11

Description:

Processing of various chicken products and delivery to the food service distributors.

REQUEST FOR AUTHORIZATION
RFB B1642 – MANUFACTURER DIRECT FOOD PRODUCTS VI

Estimated Annual/Total Amount	Funding Source	Term of Contract	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$7,373,376 / $36,866,880	Reimbursable	Five Years	180 days	Request for Bids (RFB)	No	Requirements
Vendor Name & Address	Pilgrim's Pride Corp. 1770 Promontory Circle Greeley, CO 80634					

Service Requestor/Contract Manager	Division of Contracts and Purchasing Contact
Janice Zapinsky Contract Manager Office of School Support Services (OSSS)	Fior Castellon Procurement Analyst

STATEMENT OF PURPOSE

Authorization is requested to contract with Pilgrim's Pride to provide the processing of various chicken products using donated commodity from the U.S. Dept. of Agriculture (USDA) and delivery to the food service distributors. The distributors will make payment to Pilgrim's Pride directly. The annual estimated value of the contract is $7,373,376 per year and $36,866,880 over the five-year term of the contract. Prices will adjust annually based on the Producer Price Index (PPI). The contract will commence upon execution and expire on July 31, 2016. The DOE has the option to further extend for an additional period of 180 days at the same prices plus or minus the annual PPI adjustment.

DISCUSSION

This request for bids (RFB) was advertised for seven days in the City Record and on the DCP web site. It included three items: chicken nuggets, chicken patties, and roasted chicken. Two bids were received for each item (attached). Pilgrim's Pride, the low bidder for all three items, met all bid specifications and is recommended for award.

A comprehensive background check was conducted on Pilgrim's Pride and the following adverse findings were identified:

- In 2002, a listeria outbreak, in which eight people died, led to an investigation by the USDA of one of Pilgrim's Pride's plants. The USDA ultimately reported that the Food Safety and Inspection Services found that Pilgrim's Pride was following all required regulatory sanitary procedures and its "effectiveness checks were found to have been adequately performed." Although the company's products were never linked to the listeria outbreak fatalities, Pilgrim's Pride settled four wrongful death and injury lawsuits in 2006.

- In 2008, Pilgrim's Pride filed for Chapter 11 Bankruptcy protection. JBS USA Holdings purchased 64 percent of the company in December 2009, ending the bankruptcy.

- In 2009, Pilgrim's Pride issued a voluntary recall of buffalo chicken wings due to incomplete product labeling.

- In 2011, breaded chicken wing products were recalled because the product label did not include eggs in the ingredient statement. The vendor implemented corrective actions to prevent future incidents.

- A possible IRS lien has been identified against one of the principals. VRPA will track this matter until clearance is received.

Despite these issues, School Food has had a successful relationship working with Pilgrim's Pride and has determined their past performance to be satisfactory. Moreover, the company has expeditiously corrected any issues, such as labeling, that have arisen. As an added measure, the food safety plan requires all products under these contracts to undergo microbiological testing prior to shipment to schools.

Pilgrim's Pride's has provided service under prior contracts, so a qualification meeting was not necessary.

The bid prices for the chicken nuggets and chicken patties are approximately 24 percent lower than the previous contract. The bid price for the roasted chicken is approximately three percent higher. To determine if the price for the roasted chicken was within current market value, a pricing comparison was performed with the State of Virginia for the processing of a similar item. However, New York City and State pricing could not be compared because donated commodity is not used. The State of Virginia is paying approximately $1.25 per pound. The DOE cost is $0.8440 per pound.

A cost price analysis was performed and prices were found to be favorable to the DOE based on the comparison of prior contracted prices. Due to the competitive procurement for these items, prices are deemed fair and reasonable.

BID SERIAL NO.B1642: MANUFACTURER DIRECT FOOD PRODUCTS VI - Chicken Nugget, Patty and Roasted Chicken

DOE Spec. No.	Vendor Name	Est. Quantities	Unit of Measure (UoM)	*Bid Price w/out Donated Commodity - (Commercial)	*Bid Price with Donated Commodity	Contract value/Year	Total Contract value for 5 Years
BF P108 Chicken - Roasted	Pilgrims Pride	4,811,850	lb	$1.88000	0.84400	$4,808,962.89	$24,044,814.45
	Tyson Foods	4,811,850	lb	$1.59533	1.14750	$5,844,831.49	
BF P148 Chicken Nuggets	Pilgrims Pride	4,798,900	Portion	$0.28723	0.19234	$991,325.57	$4,956,627.85
	Tyson Foods	4,798,900	Portion	$0.33640	0.18700	$1,004,937.65	
BF P151 Chicken - Breaded Boneless Patty	Pilgrims Pride	7,378,200	Portion	$0.29366	0.19901	$1,573,087.58	$7,865,437.88
	Tyson Foods	7,378,200	Portion	$0.35390	0.20480	$1,676,068.80	
					Pilgrims' Total	$7,373,376.04	$36,866,880.18

*** Contract value for Items with donated commodity and commercial pricing are weighted 85% donated and 15% commercial**

Item: 12

Description:

Repair of cafeteria and kitchen equipment in schools.

REQUEST FOR AUTHORIZATION
RFB B1644 – REPAIR OF CAFETERIA AND KITCHEN EQUIPMENT

Estimated Annual/Total Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$5,539,700 / $27,698,502	Tax Levy	Five Years	180 days	Request for Bids (RFB)	No	Requirement
Vendor Name & Address	See Table Below for Awardees and Contract Data.					

Service Requestor/Contract Manager	Division of Contracts and Purchasing Contact
Janice Zapinsky Contract Manager, OSSS	Fior Castellon Procurement Analyst

Vendor Name	Address	Annual Amount	Total Amount
AM Motor Refrigeration Services Corp.	2418 Third Ave. Bronx, NY 10454	$1,198,932	$5,994,662
Mico Cooling Corp.	706 Executive Blvd Suite C, Valley Cottage, NY 10989	$2,528,737	$12,643,686
Summit Restaurant Repairs	160 East 2nd Street Mineola, NY 11501	$1,812,031	$9,060,155

STATEMENT OF PURPOSE

Authorization is requested to contract with the vendors listed above to provide repair of cafeteria and kitchen equipment to schools. The contracts will commence upon execution and expire on June 30, 2016. The DOE has the option to further extend for an additional period of 180 days at the same prices plus or minus the annual Consumer Price Index (CPI) adjustment for the labor rate and annual manufacturers' price list updates.

DISCUSSION

This request for bids (RFB) was advertised for seven days in the City Record and on the DCP web site. It included 14 aggregate classes, each of which received four or more bids.

Award is recommended to AM Motor for repair of refrigeration units in the Bronx and Brooklyn 1 and cooking units in Brooklyn 1. Mico Cooling is recommended for repair of refrigeration units in Queens and cooking units in the Bronx and Queens. Summit Restaurant is recommended for repair of refrigeration and cooking units in Manhattan and Brooklyn 2/Staten Island and repair of cutters and mixers citywide.

A subsequent RA will cover the three remaining citywide classes, which include the Repair of Dishwashers and Sinks citywide; Shutters, Roll-up Gates, Conveyor Belts, Dumb Waiters, Rack, and Preparation Tables citywide; and Disconnection, Installation, and Electrical Outlet Repair citywide.

Bidders were limited to one of the following award combinations:

- Two boroughs and one citywide; or
- One of two classes in each of two boroughs and one citywide; or
- One borough, one of two classes in a borough, and one citywide; or
- Three citywide classes.

Awards were made in each class according to the combinations that provided the lowest overall program cost. As such, some awards were not made to the low or second low bidder in a class. (See the attached table.)

Vendor Research and Price Analysis conducted comprehensive background checks on AM Motor, Mico Cooling, and Summit Restaurant. No significant adverse information was uncovered for AM Motor and Summit Restaurant. Mico Cooling was cited in an SCI investigation in 2007 for having failed to obtain authorization from School Food to begin cafeteria equipment repairs that exceeded $1,000, as per contract terms and conditions. The vendor cooperated with the investigation, submitted an acceptable corrective action plan, returned $9,275 to School Food and was approved to continue service under their DOE contract.

A review of the vendor financial statements did not reveal any risk associated with doing business with these companies. AM Motor and Mico cooling had provided service under prior contracts and School Food determined their performance to be satisfactory; qualification meetings were therefore not necessary. A qualification meeting was held with Summit Restaurant and it was determined that Summit has the financial stability and capacity required to service this contract.

The average bid price is approximately eleven percent lower than in the previous contract. A cost price analysis was performed only for Mico Cooling, who met the threshold for price analysis. Their prices were found to be 17 percent lower than the previous contract. Due to a competitive procurement, prices are deemed fair and reasonable.

Item: 13

Description:

Instructional jet engines for Aviation High School.

REQUEST FOR AUTHORIZATION TO ENTER INTO A SOLE SOURCE PROCUREMENT AGREEMENT WITH AVOTEK, INC.

Estimated Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?
$61,000	Tax Levy	3/1/11 – 12/31/11	None	Sole Source Goods	No
Vendor Name and Address	Avotex P.O. Box 219 Weyers Cave, VA 24486				

Service Requester/Contract Manager	Division of Contracts and Purchasing
Mario Cotumaccio Assistant Principal Aviation High School/District 24	Nick Labetti Procurement Analyst School-Based Procurement

STATEMENT OF PURPOSE

Authorization is requested to enter into a contract with Avotek, Inc., to supply instructional jet engines.

DISCUSSION

Aviation High School has requested approval to enter into a sole-source goods procurement for jet engines. The items requested are: an Instructional J34 Turbojet Run-able Engine Test Cell, and an Instructional Continental Run-able Engine Test Cell. These items are developed and manufactured by Avotek, a division of Aerospace Industries. The engines are designed specifically and solely for instructional applications. They teach students how to troubleshoot, teardown, and repair jet engines. Avotek is the sole provider of this equipment, and has provided a written guarantee that no other agency, institution, organization, school district, or municipality will receive better pricing than that offered to the New York City Department of Education.

DCP has researched and confirmed that the turbojet engine test cells have characteristics and features unique to this type of aircraft training systems. These features include a customized stand-alone running turbo engine with customized control panel, inverter, and RPM indicator. These features are not found on any other aircraft technology products currently on the market.

A sole-source procurement was publicly advertised in the City Record and on DCP's website. The DOE received one (1) no-bid response for this procurement and no other responses were received.

For the past four years, Avotek has increased the price to their products (trainers and components) by up to 6%. DCP has confirmed in writing from Avotek that the DOE is getting the best pricing available to school districts and educational agencies. Based on this assurance, the prices offered may be deemed fair and reasonable.

A background check was conducted by using the Uniform Commercial Code and Hoover's, which revealed no significant adverse information. On previous procurements for similar products, Avotek Inc. has performed in accordance with the contract terms and conditions. Based on these findings, Avotek, Inc., is deemed a responsible vendor.

Item: 14

Description:

Instructional Turbine Mini-Lab System for aviation students.

REQUEST FOR AUTHORIZATION TO ENTER INTO A SOLE-SOURCE PROCUREMENT AGREEMENT WITH TURBINE TECHNOLOGIES, LTD.

Estimated Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?
$49,000	Tax Levy	3/1/11 – 2/28/12	None	Sole Source Goods	No
Vendor Name and Address	Turbine Technologies, Ltd. 410 Phillips Street PO Box 105 Chetek, WI 54725				

Service Requester/Contract Manager	Division of Contracts and Purchasing
Mario Cotumaccio Assistant Principal Aviation High School/District 24	Nick Labetti Procurement Analyst School-Based Procurement

STATEMENT OF PURPOSE

Authorization is requested to enter into a contract with Turbine Technologies, Ltd., to supply an Instructional Turbine Mini-Lab System to be used by aviation students.

DISCUSSION

Aviation High School has requested our approval for a sole-source goods procurement for a turbine mini-lab system. This system offers experimental and teaching opportunities for thermodynamics-related courses and research. Thermodynamics is the science of energy conversion involving heat and other forms of energy. This system will enable aviation students to study the macroscopic variables of jet engines, such as temperature, volume, pressure, and force.

DCP has researched and confirmed that the turbine mini-lab system offered has characteristics and features unique to this type of aircraft training systems. These features include a customized, ready-to-operate miniature gas turbine power plant system, featuring an axial flow turbine state gas turbine with fully recirculating oil system. These features are not found on any other aircraft technology products currently on the market.

The prices recommended for these items are deemed fair and reasonable when compared to items of a similar nature that were procured in the past.

A sole-source procurement was publicly advertised in the City Record and on DCP's website. The DOE received no response for this procurement.

A background check was conducted by using the Uniform Commercial Code and Hoover's, which revealed no significant adverse information. On previous procurements for similar products, Turbine Technologies has performed in accordance with the contract terms and conditions. Based on these findings, Turbine Technologies is deemed a responsible vendor.

Item: 15

Description:

Withdrawn

Item: 16

Description:

Student support services including academic enrichment activities, leadership development, tutoring and homework assistance, and parent development and individual, group and family counseling.

REQUEST FOR AUTHORIZATION TO PROVIDE STUDENT SUPPORT, ACADEMIC ENRICHMENT, PARENT DEVELOPMENT, AND OUTREACH SERVICES (1C510 RA #7)

Annual / Total Contract Amount	Funding Source	Contract Term	Procurement Method	Is Contract Retroactive?	Contract Type
$300,000 / $1,500,000	Various	Five Years	Multiple Task Award Contract (MTAC)	No	Requirements

Vendor Names	Annual Contract Amount
Rocking the Boat	$100,000
Hip Hop 4 Life	$100,000
Richard J. Caron Foundation	$100,000

Service Requestor / Contract Manager	Division of Contracts & Purchasing Contact
Anna Alexandrakis-Pappas Senior Procurement & Grants Officer Office of School and Youth Development	Aldrina Hazell Procurement Analyst

STATEMENT OF PURPOSE

Authorization is requested to enter into requirements contracts for student and parent services that increase opportunities for educational enrichment and personal growth. These services will be provided at the discretion of each participating school. Six previous RAs for these services were approved by the Chancellor, recommending a total of 146 vendors for contract award.

DISCUSSION

The Office of School and Youth Development (OSYD) requested these contracts to help promote a positive school environment and to facilitate social growth among students. Five proposals were submitted since the last RA. Three were selected for award and two are pending review. The evaluation committee included an assistant principal, a principal, and a financial operations analyst, each knowledgeable in reviewing and evaluating proposals offering educational enrichment and personal growth. OSYD oversees the distribution of proposals to committee members based on their service specialty. The evaluation criteria consist of Program Plan (25 points), Organizational Capacity (25 points), Pricing (25 points), and Demonstrated Effectiveness (25 points). To be successful, vendors had to achieve a minimum score of 80 points.

The estimated annual amount for vendors with previous contracts for these services was derived from discussion with the program manager about potential usage, the vendors' availability to perform the services, and prior years' utilization. New vendors received an estimated base amount of $100,000. The costs per student for group events are provided in the following table; these events are paid for on a per-class basis.

Awarded Vendors	Component Services*	Number of Participants	Pricing Per Hour/ Student	Program Description
Rocking the Boat 60 East 174th Street Bronx, NY 10452	A, B, C (Water Safety)	Up to 25 students in each class	$26	"On Water Classroom" teaches water safety, chart reading, navigation, and wildlife identification; students are engaged in such skills as calculating distances, solving problems regarding water temperatures and pH balances, and decision making. During Saturday community rowing sessions, mid-semester open house, and celebrations, students, parents, and community participate together in activities that positively impact their neighborhoods.
Hip Hop 4 Life 5 Penn Plaza #1960 New York, NY 10001	A (Health & Wellness)	10-30	$4.33	After-school health events deal with issues such as obesity prevention, body image, and sexual health.
Richard J. Caron Foundation 243 North Galen Hall Road Wernersville, PA 19565	A, C (Counseling & Prevention)	4-35	$3.00	Prevention services workshops address such topics as alcohol and substance abuse.

***Descriptions of Component Services:**

Component A: Leadership development, individual and group counseling, bullying prevention, conflict resolution/violence prevention, mentoring, sports and recreation, career awareness and the world of work, respect for multicultural diversity, health, students in transition, professional development.

Component B: Tutoring, homework help, study skills, test taking, literacy enhancement, thematic projects.

Component C: Parent development and outreach; family literacy; individual, group, and family counseling; leadership development.

Rates were found to be fair and reasonable when compared with rates charged by similar providers.

Background checks included a review of the VENDEX database, the Uniform Commercial Code, and the Excluded Parties List System. No significant adverse information was found and all vendors were deemed responsible.

It is necessary to contract for personal services because the DOE does not possess the personnel necessary to meet the objectives of this program.

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

As part of the MTAC process all service requests over $25,000 must go through a competitive process for procurement of services. Schools will be required to create a scope of services and conduct a mini-solicitation process among the awarded vendors in their component areas. Vendors will be required to provide a statement of work and pricing based on their contracted services, which will be evaluated and scored by the school. Upon completion of this mini-solicitation process, schools will be able to secure services via purchase order. This process ensures competition among the large number of vendors who have been awarded contracts as a result of this procurement. Future RAs for these services will be submitted in batches as new providers are presented for award of contracts.

Item: 17

Description:

Operating expenses for Penny Harvest program, where students throughout the five boroughs gather pennies and make grants with the proceeds.

REQUEST FOR AUTHORIZATION FOR COMMON CENTS NY INC.

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$48,000	City Council	7/01/10 - 6/30/11	None	City Council Allocation Section 1-03 (c) of DOE Procurement Policy	Yes	Full Value
Vendor Name & Address	Common Cents NY, Inc. 570 Columbus Avenue New York, NY 10024 Contact : Sharon Alexander					

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Gregg Betheil Executive Director, Division of School Support & Instruction	Maxine Needle Director of Grants

STATEMENT OF PURPOSE

Authorization is requested to contract with Common Cents NY, Inc., to provide community service learning opportunities to approximately 500,000 New York City students each year through the Penny Harvest Program.

DISCUSSION

Penny Harvest is the largest service learning program active in New York City, operating in approximately 800 schools throughout the five boroughs. Through the program, children gather pennies, make grants, and take action to help people and causes such as protecting the young and elderly, supporting disaster relief, fighting disease, caring for the environment, and defending human rights. New York City children collect hundreds of thousands of dollars annually for these causes.

As children progress through the program, they learn to be responsible citizens, philanthropists, and community organizers and leaders. Student leaders, usually 15-20 students across multiple grades, meet weekly for 16 weeks to represent their schools in grant making. They research and discuss community issues with peers and community members; identify, interview, and visit potential grantees; and, ultimately, make funding decisions.

Common Cents staff trains and supports teachers to link service projects with academic lessons and provides ongoing assistance on-site. Common Cents also trains an adult facilitator in each school (a Penny Harvest Coach) to work with a group of student leaders to run the year-long program.

This contract is retroactive because the grant office had difficulty in obtaining the accessory documentation (such as work plan, budget, etc.) from the vendor.

A City Council allocation specifically named this vendor for the amount stated above. A contract for personal services is necessary because the contract is funded by a line-item budget allocation which

specifically named this vendor. To have the services provided by another party would be contrary to the allocation.

The vendor has provided satisfactory services in the past. DCP reviewed information regarding the vendor's background in VENDEX and VCIP and found no significant adverse information. The vendor is thus deemed responsible.

Pricing was established by the grantor in the grant award.

Item: 18

Description:

Two vehicles to deliver meals to children at area parks, pools, etc. during the summer months.

REQUEST FOR AUTHORIZATION TO PURCHASE VANS FOR THE OFFICE OF FOOD SERVICES

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$175,800	Wal-Mart Foundation	6/1/2011-8/31/2011	None	Vendor Named in Grant, Per Section 1-03(b) of DOE Procurement Policy & Procedures	No	Full Value
Vendor Name & Address	Vending Trucks Inc. 5 Litchfield Road East Brunswick, NJ 08816					

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Janice Zapinsky Project Director, Office of School Food	Maxine Needle Director of Grants

STATEMENT OF PURPOSE

Authorization is requested to contract with Vending Trucks Inc. to purchase two mobile kitchen vans for the Office of School Food to deliver meals to children at area parks, pools, etc., during the summer months.

DISCUSSION

Wal-Mart Foundation has awarded the New York City Department of Education (DOE) a grant in the amount of $225,000, of which $175,800 will be used to purchase two mobile vans. The remaining money is intended to cover support materials, staffing, and administrative costs. The vans will be equipped with refrigeration units and kitchen equipment to support the distribution of lunches and other cold meals in non-traditional locations such as beaches, parks, pools, and libraries.

The DOE receives federal reimbursements so that all children under 18 can receive a free meal during the summer months. In addition to serving these meals in schools, the DOE serves meals at locations including parks and pools. These trucks will help increase School Food's ability to serve more meals to children throughout the city.

The grant award specifically named Vending Trucks Inc. and the amount stated above. To have the services provided by another party would be contrary to the grant.

DCP reviewed information regarding the vendor's background in Mayor's Office of Contract Services database and found no advice of caution. The contract manager's office has experience with the vendor providing similar goods and confirms that they performed satisfactorily. The vendor is therefore deemed responsible.

Pricing for the contracted services was established by the grantor in the grant award.

Item: 19

Description:

Expand community learning centers to provide academic enrichment opportunities for parents, families, and adolescent students in District 10.

REQUEST FOR AUTHORIZATION FOR LEHMAN COLLEGE TO PROVIDE ACADEMIC ENRICHMENT SERVICES

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$49,725 / $149,175	SED	7/1/2010 – 6/30/2011	Two 1-Year Options	Vendor Named in Grant, per Section 1-03 (b) of DOE Procurement Policy & Procedures	Yes	Full Value
Vendor Name & Address	Lehman College 250 Bedford Park Blvd. West Bronx, NY 10458 Contact: Marcie Wolf					

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Vincent Chin Program Manager Office of School and Youth Development	Maxine Needle Director of Grants

STATEMENT OF PURPOSE

Authorization is requested to contract with Lehman College – Adult Learning Center (ALC) to provide instructional services to parents and families of adolescent students who attend five schools (IS 80, MS 254, MS 391, West Bronx Academy for the Future, and Celia Cruz High School) in District 10.

DISCUSSION

Lehman College – Adult Learning Center (ALC) will create or expand community learning centers to provide academic enrichment opportunities for parents, families, and adolescent students. ALC will conduct initial needs and literacy assessments, and will provide six parent workshops whose topics will include parenting adolescents, health and nutrition, and identifying appropriate high schools for children. Additional workshops will focus on ESOL (English for Speakers of Other Languages), literacy, GED, and computer technology. The participants will also be involved in the the Adult Learning Center (ALC) staff's planning processes to help them become more involved in the learning that takes place at the Center.

A competitive sealed bid was impractical and a contract for personal services is necessary because the contract is funded by a grant, and the grant award specifically named this vendor for the amount stated above. To have the services provided by another party would be contrary to the grant.

The contract is retroactive because the vendor did not submit the required documents in a timely manner.

DCP completed a check of the vendor's background and found no significant adverse information. The contract manager's office has experience with the vendor providing these services and confirms that it performed satisfactorily. The vendor is thus deemed responsible.

The total price for the contract services was established by the City Council.

Item: 20

Description:

Intervention and prevention programs for students at high-poverty and low-performing schools in District 18.

REQUEST FOR AUTHORIZATION FOR AFTER SCHOOL PROGRAMS IN INTERVENTION AND PREVENTION SERVICES

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$65,000/ $195,000	Grant Awarded by USDOE; 21st Century Title V B Awarded through SED	7/1/10-6/30/11	Two 1- Year options to renew	Vendor Named in Grant, per Section 1-03 (b) of DOE Procurement Policy & Procedures	Yes	Full Value
Vendor Name & Address	S.T.A.R.R., Inc. 3626 East Tremont Avenue #201 Bronx, NY 10465					

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Vincent Chin Program Manager Office of School and Youth Development	Maxine Needle Director of Grants

STATEMENT OF PURPOSE

Authorization is requested to contract with Standing Together Achieving Real Results (S.T.A.R.R.) Inc., for after-school youth development services at IS 211 John Wilson and PS 272 Curtis Esterbrook.

DISCUSSION

S.T.A.R.R. will provide intervention and prevention programs for students at high-poverty and low-performing schools in District 18. These students face multiple risk factors and diminished opportunities, and schools have difficulty providing them with the services they need. The vendor will provide 25 students at IS 211 and up to 50 students at P.S.272 with the following programs:

> *LEAD* (Learn, Empower, Action and Development) – a comprehensive leadership development program that helps students develop planning and decision-making skills and positive attitudes about themselves.
>
> *ESCAPE IT!* – a conflict resolution and anger management program.

A competitive sealed bid was impractical and a contract for personal services is necessary because the contract is funded by a grant, and the grant award specifically named this vendor for the amount stated above. To have the services provided by another party would be contrary to the grant.

The contract is retroactive because the vendor did not submit the required documents in a timely manner.

DCP completed a check of the vendor's background, including the VENDEX system, and found no significant adverse information. The contract manager's office has experience with the vendor providing these services and confirms that it performed satisfactorily. The vendor is thus deemed responsible.

Pricing for the contract services was established by the grantor in the grant award.

Item: 21

Description:

Even Start Family Literacy program for parents and children in PS 503K and PS 506K, which have high-needs populations in District 20.

REQUEST FOR AUTHORIZATION FOR EVEN START FAMILY LITERACY SERVICES

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$ 221,407	USDOE Even Start Family Literacy Awarded through SED	9/1/2010 – 6/30/2011	None	Vendor Named in Grant, Per Section 1-03(b) of DOE Procurement Policy & Procedure	Yes	Full Value
Vendor Name & Address	Sunset Park Health Council d/b/a Lutheran Family Health Center 150 55th Street Brooklyn, NY 11220 Contact: Patricia Clancy					

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Patricia Payne SGO District 20	Maxine Needle Director of Grants

STATEMENT OF PURPOSE

Authorization is requested to contract with Sunset Park Health Council d/b/a Lutheran Family Health Center for the Even Start Family Literacy Program. This family literacy program serves parents and children zoned for PS 503K and PS 506K, which have high-needs populations in Community School District 20.

DISCUSSION

The objective of the Even Start grant is to provide family literacy services that will improve the educational opportunities for low-income families. Sunset Park Health Council d/b/a Lutheran Family Health Center will provide family literacy services for up to 40 families per year. Families work, play, and learn together in a comprehensive family literacy program whose components -- adult education, early childhood education, interactive literacy activities, parenting and home visits -- are integrated. The vendor's services include: two daily sessions of programming, each with concurrent adult education and early childhood classes; nine hours per week, which includes seven hours of English Language Literacy (ELL) and early childhood education; one hour of parenting skills education for parents while children are simultaneously learning in the early childhood classroom; and one hour of interactive literacy activities for parents and children together. School age children of these families participate in activities after school and on school holidays.

A contract for personal services is necessary because the contract is funded by a grant, and the grant award specifically named this vendor for the amount stated above. To have the services provided by another party would be contrary to the grant.

This contract is retroactive because the grant office had difficulty in obtaining acceptable documentation (such as work plan, budget, etc.) from the vendor. The vendor had to resubmit documentation many times before it was acceptable.

DCP reviewed the vendor's information in the VENDEX system and determined that it has performed unsatisfactory on other previous city contracts. However, the Contract Manager's office has experience with the vendor providing these services and confirms it performed satisfactorily. The vendor is thus deemed responsible.

Pricing for the contracted services was established by the grantor in the grant award.

Item: 22

Description:

Even Start Family Literacy program for parents and children in PS 24K, which has a high-needs population in District 15.

REQUEST FOR AUTHORIZATION FOR EVEN START FAMILY LITERACY SERVICES

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$267,654	USDOE Even Start Family Literacy Awarded through SED	9/1/2010 – 8/31/2011	None	Vendor Named in Grant, Per Section 1-03(b) of DOE Procurement Policy & Procedure	Yes	Full Value
Vendor Name & Address	Sunset Park Health Council d/b/a Lutheran Family Health Center 150 55th Street Brooklyn, NY 11220 Contact: Patricia Clancy					

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Danielle Kolker Operations Manager CFN 102 – Sheehan Network	Maxine Needle Director of Grants Division of Contracts and Purchasing

STATEMENT OF PURPOSE

Authorization is requested to contract with Sunset Park Health Council d/b/a Lutheran Family Health Center for the Even Start Family Literacy Program. This family literacy program serves parents and children zoned for PS 24K, which has a high-needs population in Community School District 15.

DISCUSSION

The objective of the Even Start grant is to provide family literacy services that will improve the educational opportunities for low-income families. Sunset Park Health Council d/b/a Lutheran Family Health Center will provide family literacy services for up to 40 families per year. These services include: two daily sessions of programming, each with concurrent adult education and early childhood classes; nine hours per week, which includes seven hours of English Language Literacy (ELL) and early childhood education; one hour of parenting skills education for parents while children are simultaneously learning in the early childhood classroom; and one hour of interactive literacy activities for parents and children together. School age children of these families participate in activities after school and on school holidays.

A contract for personal services is necessary because the contract is funded by a grant, and the grant award specifically named this vendor for the amount stated above. To have the services provided by another party would be contrary to the grant.

This contract is retroactive because the grant office had difficulty in obtaining acceptable documentation (such as work plan, budget, etc.) from the vendor. The vendor had to resubmit documentation many times before it was acceptable.

DCP reviewed the vendor's information in the VENDEX system and determined that it has performed unsatisfactory on other previous city contracts. However, the Contract Manager's office has experience with the vendor providing these services and confirms it performed satisfactorily. The vendor is thus deemed responsible.

Pricing for the contracted services was established by the grantor in the grant award.

Item: 23

Description:

Early literacy program to assist preschool children in developing their vocabulary, school readiness, and love of learning and reading.

REQUEST FOR AUTHORIZATION FOR NEW YORK CITY IMAGINATION LIBRARY SERVICES

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$183,459	NYSED	7/1/10-6/30/11	None	Vendor Named in Grant, Per Section 1-03(b) of DOE Procurement Policy & Procedures	Yes	Full Value
Vendor Name & Address	The Dollywood Foundation 2700 Dollywood Parks Boulevard Pigeon Forge, TN 37863					

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Sharon Rencher Executive Director, NYC Imagination Library Initiative	Maxine Needle Director of Grants

STATEMENT OF PURPOSE

Authorization is requested to contract with the Dollywood Foundation to promote the development of emergent literacy and language skills in high-needs school communities in Manhattan, Brooklyn, the Bronx, and Queens.

DISCUSSION

The Dollywood Foundation has created a service known as "Dolly Parton's Imagination Library," which provides age-appropriate books to children from birth to five years of age. The Imagination Library is an early literacy program, founded by singer-songwriter Dolly Parton, that assists preschool children in developing their vocabulary, school readiness, and love of learning and reading.

For the 2010-2011 school year, the New York City Department of Education is partnering with Dolly Parton's Imagination Library, and other New York City agencies and organizations, to pilot an enhanced version of the Imagination Library in targeted high-need school communities. An anticipated citywide expansion of the piloted program is planned for the 2011-2012 school year. Every child registered with the NYCDOE chapter of the Imagination Library is mailed one age-appropriate book free of charge per month.

The goal of NYC's Imagination Library program implementation is to promote the development of emergent literacy and language skills by encouraging all NYC parents to read aloud to their children from birth until age five. A committee of experts in the field of early childhood literacy selects the Imagination Library books; the vendor oversees the selection process and the books' delivery. The projected number of children to be served in 2011 is 18,000 children.

The grantor's program is a Title I 1003(a) grant. A contract for personal services is necessary because the contract is funded by a grant, and the grant award specifically named this vendor for the amount stated above. To have the services provided by another party would be contrary to the grant.

This contract is retroactive because the vendor did not provide the required documentation in time.

DCP reviewed information regarding the vendor's background in the VENDEX system and found no significant adverse information. The contract manager's office has experience with the vendor providing these services and confirms that they performed satisfactorily. The vendor is therefore deemed responsible.

Pricing for the contracted services was established by the grantor in the grant award.