

Contracts Agenda for the Meeting of the Panel for Educational Policy - Wednesday, September 21, 2016

<b>Request for Proposals</b>				
<b>Description</b>	<b>Estimated Highest Annual Spending</b>	<b>Estimated Total Spending</b>	<b>Contract Term</b>	<b>Agenda Item</b>
<a href="#">WITHDRAWN - Full Day Universal Prekindergarten Services for four year olds commencing 2016-2017 (Educational Continuity)</a>	-	-	3 Years	1
<a href="#">Full Day Universal Prekindergarten Services for four year olds commencing 2016-2017 (Zip Codes)</a>	\$958,218	\$2,609,654	3 Years	2
<a href="#">UPK 1/2 Day Services Universal Prekindergarten Services for four year olds commencing 2016-2017</a>	\$634,615.20	\$1,903,845.60	3 Years	3
<a href="#">Specialized High Schools Admissions Test (SHSAT)</a>	\$3,527,127	\$13,394,945	6 Years	4

<b>Multiple Task Award Contract Process</b>				
<b>Description</b>	<b>Estimated Highest Annual Spending</b>	<b>Estimated Total Spending</b>	<b>Contract Term</b>	<b>Agenda Item</b>
<a href="#">Evaluation services to assess the effectiveness of a variety of educational programs including instructional support, staff development, conflict resolution, and student services (RA #2).</a>	\$160,000	\$800,000	5 Years	5
<a href="#">Professional development for instructional technology services to assist with integrating computer technology into the instructional program (RA #5).</a>	\$200,000	\$1,000,000	5 Years	6
<a href="#">Professional development for school leaders and teachers in instructional strategies, student-center academic counseling services, sustainable leadership, quality teaching, and student achievement (RA #16).</a>	\$360,000	\$1,800,000	5 Years	7
<a href="#">Social Studies professional development and direct student services (RA #5).</a>	\$30,000	\$150,000	5 Years	8
<a href="#">Student support services (RA #22)</a>	\$30,000	\$150,000	5 Years	9

<b>Competitive Sealed Bid</b>				
<b>Description</b>	<b>Estimated Highest Annual Spending</b>	<b>Estimated Total Spending</b>	<b>Contract Term</b>	<b>Agenda Item</b>
<a href="#">Instructional learning materials for schools.</a>	\$787,517.42	\$3,937,587.09	5 Years	10
<a href="#">Standpipe and sprinkler systems maintenance.</a>	\$2,217,840	\$11,089,200	5 Years	11

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<b>Negotiated Services</b>				
<b>Description</b>	<b>Estimated Highest Annual Spending</b>	<b>Estimated Total Spending</b>	<b>Contract Term</b>	<b>Agenda Item</b>
<a href="#">A five-day Service in Schools Leadership Institute program for 32 high-school students.</a>	\$30,400	\$30,400	40 Days	12
<a href="#">Universal Prekindergarten Services</a>	\$559,800.48	\$1,724,401.44	3 Years	13

<b>Exercise Extension in Contract</b>				
<b>Description</b>	<b>Estimated Highest Annual Spending</b>	<b>Estimated Total Spending</b>	<b>Contract Term</b>	<b>Agenda Item</b>
<a href="#">Third contractual extension for job order contract consultation and management services.</a>	\$8,800,000	\$8,800,000	1 year	14

<b>Listing App Text Books</b>				
<b>Description</b>	<b>Estimated Highest Annual Spending</b>	<b>Estimated Total Spending</b>	<b>Contract Term</b>	<b>Agenda Item</b>
<a href="#">Textbooks and ancillary materials</a>	\$50,000	\$350,000	7 Years	15
<a href="#">Textbooks and ancillary materials</a>	\$95,601	\$669,207	7 Years	16
<a href="#">Textbooks and ancillary materials</a>	\$98,176	\$687,232	7 Years	17
<a href="#">Textbooks and ancillary materials</a>	\$26,400	\$184,800	7 Years	18
<a href="#">Textbooks and ancillary materials</a>	\$46,000	\$322,000	7 Years	19

<b>Sec1-03(c) City Council</b>				
<b>Description</b>	<b>Estimated Highest Annual Spending</b>	<b>Estimated Total Spending</b>	<b>Contract Term</b>	<b>Agenda Item</b>
<a href="#">City Council funded anti-gun violence initiative.</a>	\$58,100	\$58,100	1 Year	20
<a href="#">City Council funding to provide support and technical assistance for schools implementing a community school strategy.</a>	\$475,000	\$475,000	1 Year	21
<a href="#">Pilot program to provide elementary and middle school students in low-income communities' opportunities to incorporate technology into their education through professional development, hands-on workshops and structured school visits.</a>	\$250,000	\$250,000	1 Year	22

<b>Technical Changes</b>

**WITHDRAWN**

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH PROVIDERS OF EARLY CHILDHOOD EDUCATION SERVICES FOR FOUR-YEAR-OLDS IN THE UNIVERSAL PREKINDERGARTEN (UPK) PROGRAM (RFP R1117)**

Estimated Annual / Total Contract Amounts	Funding Source	Contract Term	Options	Estimated Option Amount	Procurement Method	Is Contract Retroactive?	Contract Type
\$958,218 / \$2,609,654	New York State Education Department (NYSED), Tax Levy	Three Years	Options to Extend for Two 1-Year Periods or One 2-Year Period	\$1,651,436	Request for Proposals (RFP)	Yes	Requirements

<b>Vendor Names</b>	See table below
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Shanny Spraus-Reinhardt Executive Director, Field Operations Division of Early Childhood Education	Sophia Pappas Chief Executive Officer Division of Early Childhood Education	Angela Edwards Chief Administrator Central Office Procurement

**PURPOSE**

Authorization is requested to contract with the vendors listed in the attached table to provide high-quality instructional programming as part of the Full-Day Universal Prekindergarten (UPK) program.

**DISCUSSION**

In 1997, the New York State Education Department (NYSED) established the Universal Prekindergarten program (UPK), which entitles eligible four-year-olds to receive 2 hours and 30 minutes of instructional programming for 180 days at no charge to families. In March 2014, the State legislature approved a \$300 million grant to expand full-day pre-kindergarten access in New York City. The legislation allows for high-quality UPK programs to be awarded new full-day UPK seats or to convert existing half-day seats to full-day seats.

The UPK program operates citywide in public and non-public school settings. Achieving universal access to prekindergarten services depends on the partnerships that link community-based organizations with the NYC public school system.

Additionally, New York State Education Law provides for a statewide Universal Prekindergarten Program and contracts for these services are necessary. This solicitation was conducted as a

Request for Proposals (RFP) and not as a Request for Bids (RFB) because these services are administered directly to children and must be evaluated on five (5) criteria listed in the RFP.

The City of New York is continuing to implement Pre-K for All, a truly UPK system in New York City that provides every age-appropriate child with free, full-day, high quality pre-K. As such, an RFP was released on December 17, 2015, seeking to identify and award eligible high-quality early childhood providers who are willing to collaborate with the DOE’s Division of Early Childhood Education (DECE) to implement the Pre-K for All program in New York City districts with a need for more publicly-funded, full-day pre-K seats than the DOE is able to offer within the New York City public school system. This RFP is open to providers planning to serve pre-K in any of the New York City zip codes in which the DOE has determined there is high need for pre-K seats. The deadline for proposals was February 3, 2016.

DECE performed a needs analysis to determine areas to target for full-day seats citywide. DECE measures this seat gap by evaluating the difference between the estimated number of Pre-K aged students in each district and zone, and the number of Pre-K seats available.

The RFP requested vendors to submit proposals for sites located in any of the eligible zip-codes listed in the RFP, which are anticipated to have the greatest unmet demand for Pre-K for All seats in 2016-2017. However, demand within zip-codes varies and the DOE reserved the right to not award proposals if they are determined at the time of award to fall in areas where seats are not needed.

Of the 132 proposals received in HHS Accelerator, 96 were evaluated after removing non-responsive proposals during the responsiveness checks. There are 3 vendors recommended for award of full-day programs at 3 sites in this Request for Authorization. Additional sites will be included in subsequent RAs. Contracts for these services are necessary because the DOE does not possess the personnel to perform them.

The program provides at least 180 days of full-day Pre-K for All services, including at least 176 days of instruction and four (4) days of professional development for teachers. Providers must operate five (5) days (Monday to Friday) in a typical week, and provide a minimum of six (6) hours and twenty (20) minutes and a maximum of seven (7) hours of Pre-K for All services each day. Providers may request approval from the DECE field offices to operate 6 days per week in a typical week (Monday through Friday and either Saturday or Sunday) and/or to operate for fewer than six (6) hours and twenty (20) minutes per day.

DECE convened evaluation committees comprised of DECE field office Pre-K for All instructional and operational personnel to evaluate proposals under their guidance, as well as consultants with extensive experience in Early Childhood education. Proposals were scored using the following evaluation criteria:

<b>RESPONSE CATEGORY</b>	<b>MAXIMUM POINTS</b>
Vision & Organizational Capacity	11
Effective School Leadership and Collaborative Teachers	21
Rigorous Instruction	33
Strong Family-Community Ties	24
Supportive Environment	11

All vendors in areas where additional seats are needed who met the minimum qualifications, scored at or above the 55 points, proposed a viable site, and presented fair and reasonable prices are recommended for award. In areas where the capacity of vendors exceeded the estimated demand for services, awards were made based on vendor scores.

While price is not an evaluation criteria, contract awards were subjected to successful budget negotiations between the DOE and proposers based on fair and reasonable price per student. DECE negotiated budgets, inclusive of the cost-per-child and any proposed start-up funding (materials, furniture, and/or construction) with vendors recommended for award. Proposers' program expenditures were subject to review to assure that actual expenditures were consistent with the approved budgets. The negotiated cost-per-child is the amount charged for the term of the entire contract.

The UPK full-day expansion allows for limited start-up funds for programs beginning new full-day programs. Vendors requiring start-up funds were offered additional resources outside of their negotiated per child rate for the first year of their contract. These funds will support facilities improvements necessary for their required Department of Mental Health and Hygiene permit, other small upgrades, or for furniture and other materials for their new classrooms.

**VENDOR RESPONSIBILITY**

The vendors listed below and their principal owners and officers were subject to a comprehensive background check and no significant adverse information was found. Therefore, all listed vendors have been determined to be responsible.

Vendor	Site District	Site ID	Geographic Borough	Site Zip Code	Awarded # of Full-Day Seats	Negotiated Cost per Child for Full-Day Seats	Negotiated Annual Contract Amount for Full-Day Seats	Start-up costs for furniture and materials	Start-up costs for facilities/permits	Highest Annual Amount	Total 3-Year Contract Amount
Little Friends School Sunnyside, Inc.	24	QBNP	Q	11368	40	\$ 10,350.00	\$ 414,000.00	\$ 30,000.00	\$ 30,000.00	\$ 474,000.00	\$ 1,302,000.00
Neshama 1 Inc.	21	KCQV	K	11223	18	\$ 11,651.00	\$ 209,718.00	\$ 15,000.00	\$ 18,000.00	\$ 242,718.00	\$ 662,154.00
Evangelical Lutheran Church of Our Saviour	28	QBNA	Q	11374	20	\$ 10,100.00	\$ 202,000.00	\$ 15,000.00	\$ 24,500.00	\$ 241,500.00	\$ 645,500.00

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH PROVIDERS OF EARLY CHILDHOOD EDUCATION SERVICES FOR FOUR-YEAR-OLDS IN THE UNIVERSAL PREKINDERGARTEN (UPK) PROGRAM (RFP R1133)**

Estimated Annual / Total Contract Amounts	Funding Source	Contract Term	Options	Estimated Option Amount	Procurement Method	Is Contract Retroactive?	Contract Type
\$634,615.20 / \$1,903,845.60	New York State Education Department (NYSED), Tax Levy	Three Years	Options to Extend for Two 1-Year Periods or One 2-Year Period	\$1,269,230.40	Request for Proposals (RFP)	Yes	Requirements

<b>Vendor Name &amp; Address</b>	See attached table.
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Shanny Spraus-Reinhardt Executive Director, Field Operations Division of Early Childhood Education	Sophia Pappas Chief Executive Officer Division of Early Childhood Education	Angela Edwards Chief Administrator Central Office Procurement

**PURPOSE**

Authorization is requested to contract with the vendors listed in the attached table to provide high-quality instructional programming as part of the Half-Day Universal Prekindergarten (UPK) program.

**DISCUSSION**

In 1997, the New York State Education Department (NYSED) established the Universal Prekindergarten program (UPK). Within the Pre-K for All program, the DOE offers half-day pre-K programming which entitles eligible four-year-olds to receive 2 hours and 30 minutes of instructional programming for 180 days at no charge to families. The UPK program operates citywide in public and non-public school settings. Achieving universal access to prekindergarten services depends on the partnerships that link community-based organizations with the NYC public school system.

Additionally, New York State Education Law provides for a statewide Universal Prekindergarten Program and contracts for these services are necessary. This solicitation was conducted as a Request for Proposals (RFP) and not as a Request for Bids (RFB) because these services are administered directly to children and must be evaluated on five (5) criteria listed in the RFP.

The City of New York is continuing to implement Pre-K for All, a truly UPK system in New York City that provides every age-appropriate child with free, high quality pre-K. As such, an RFP

was released on March 28, 2016, seeking to identify and award eligible high-quality early childhood providers who are willing to collaborate with the DOE’s Division of Early Childhood Education (DECE) to implement the Pre-K for All program in New York City and provide publicly-funded half-day pre-K seats than the DOE is able to offer within the New York City public school system. This RFP is open to providers planning to serve pre-K in New York City in which the DOE has determined there is high need for half-day pre-K seats. The deadline for proposals was May 6, 2016.

Contract awards pursuant to this RFP are contingent upon site viability, organizational capacity, performance of the provider, and availability of funding.

Eighty six (86) proposals were received in HHS Accelerator and evaluated after conducting responsiveness checks. There are 6 vendors recommended for award of half-day programs at 6 sites on this Request for Authorization. Additional sites will be included in subsequent RAs. Contracts for these services are necessary because the DOE does not possess the personnel to perform them.

The program provides at least 180 days of half-day Pre-K for All services, including at least 176 days of instruction and four (4) days of professional development for teachers. Providers must operate five (5) days (Monday to Friday) in a typical week, and provide a minimum of two (2) hours and thirty (30) minutes of Pre-K for All services each day.

DECE convened evaluation committees comprised of DECE field office Pre-K for All instructional and operational personnel to evaluate proposals under their guidance, as well as consultants with extensive experience in Early Childhood education. Proposals were scored using the following evaluation criteria:

RESPONSE CATEGORY	MAXIMUM POINTS
Vision & Organizational Capacity	11
Effective School Leadership and Collaborative Teachers	21
Rigorous Instruction	33
Strong Family-Community Ties	24
Supportive Environment	11

All vendors in areas where additional seats are needed who met the minimum qualifications, scored at or above the 55 points, proposed a viable site, and presented fair and reasonable prices were considered eligible for award. To ensure a fair allocation of half-day seats and with the goal of maintaining the current size of the half-day pre-K system, a citywide cap was applied. In the initial determination of award, sites were awarded no more than 36 seats; however for sites that are currently serving half-day, there was an opportunity to offer the number of seats currently served at the site. In order to ensure half-day seats are distributed throughout the system, awards were made using the tests of quality and viability while also considering the goal of maintaining the number of half-day seats established as the citywide cap.

While price is not an evaluation criteria, contract awards were subjected to successful budget negotiations between the DOE and proposers based on fair and reasonable price per student. DECE negotiated budgets, inclusive of the cost-per-child with vendors recommended for award.

Proposers' program expenditures were subject to review to assure that actual expenditures were consistent with the approved budgets. The negotiated cost-per-child is the amount charged for the term of the entire contract. Half-day proposers are not eligible to apply for any start-up funding.

**VENDOR RESPONSIBILITY**

The vendors listed below and their principal owners and officers were subject to a comprehensive background check and no significant adverse information was found. Therefore, all listed vendors have been determined to be responsible.

Vendor	Site District	Site ID	Geographic Borough	Site Zip Code	Awarded # of 1/2 Day Seats	Negotiated Cost per Child for 1/2 Day Seats	Negotiated Annual Contract Amount for 1/2 Day Seats	Start-up costs for furniture and materials	Start-up costs for facilities / permits	Highest Annual Amount	Total 3-Year Contract Amount
Kissena Cherry Daycare Inc.	25	QBON	Q	11358	18	\$ 3,990.00	\$ 71,820.00	\$ -	\$ -	\$ 71,820.00	\$ 215,460.00
Little Brilliant Minds Inc.	20	KCNN	K	11204	15	\$ 3,994.08	\$ 59,911.20	\$ -	\$ -	\$ 59,911.20	\$ 179,733.60
Riverdale Childcare Experience LLC DBA The Learning Experience	10	XBAH	X	10463	36	\$ 3,992.00	\$ 143,712.00	\$ -	\$ -	\$143,712.00	\$ 431,136.00
Yeshivath Ohr Haiim	28	QAIW	Q	11418	18	\$ 3,990.00	\$ 71,820.00	\$ -	\$ -	\$ 71,820.00	\$ 215,460.00
Catholic School Region of the Northwest and South Bronx	10	XAFC	X	10463	36	\$ 3,992.00	\$ 143,712.00	\$ -	\$ -	\$143,712.00	\$ 431,136.00
Center of Excellence Queens Village, Inc.	29	QBOJ	Q	11429	36	\$ 3,990.00	\$ 143,640.00	\$ -	\$ -	\$143,640.00	\$ 430,920.00

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH NCS PEARSON, INC. FOR SPECIALIZED HIGH SCHOOLS ADMISSIONS TESTS – R1061**

Estimated Annual / Total Amount	Funding Source	Contract Term	Options	Estimated Total Options Amount	Procurement Method	Is Contract Retroactive?	Contract Type
Year 1: \$3,527,127 Year 2: \$2,369,647 Year 3: \$2,174,616 Year 4: \$2,062,354 Year 5: \$2,171,475 Year 6: \$1,089,724 Total: \$13,394,945	Tax Levy	Six Years	Two 1-Year Extensions	\$2,179,449	Request for Proposals (RFP)	No	Requirements

<b>Vendor Name</b>	NCS Pearson, Inc. 19500 Bulverde Rd. San Antonio, TX 78259
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<b>Contract Manager</b>	<b>Lead Contracting Officer</b>	<b>Division of Contracts &amp; Purchasing Contact</b>
Dan Park Executive Director Office of Assessment Division of Teaching and Learning	Morayo Tracey Oyemade Deputy Senior Executive Director Finance and Procurements Division of Teaching and Learning	Lisvett Jaen Lead Procurement Analyst

**PURPOSE**

Authorization is requested on behalf of the Office of Assessment, Division of Teaching and Learning (DTL) to contract with NCS Pearson, Inc. (Pearson) to provide a standardized testing program designed to select students for admission to the City’s specialized public high schools.

**DISCUSSION**

New York State Law 2590-Section G requires that admissions to specialized high schools be determined by a single competitive examination; the Specialized High Schools Admissions Test (SHSAT) is designed to satisfy this mandate. The students who take this examination are among the highest-achieving students in grades 8 and 9; approximately 30,000 eighth graders and 5,000 ninth graders take the SHSAT annually. The grade 8 test must be aligned to the Common Core Learning Standards (CCLS) through grade 7, and the grade 9 test must be aligned to the CCLS through grade 8. The assessment covers mathematics and English Language Arts (ELA) skills at the highest level of performance for students who have completed seventh and eighth grades. These include critical thinking and problem-solving skills that are part of the CCLS. Students historically are tested over one weekend, both Saturday and Sunday, with separate morning and afternoon testing sessions.

The DOE released a Request for Proposals (RFP) in the fall of 2014 seeking vendors to provide an admission testing program that assesses students’ knowledge and skills to help determine the likelihood of their academic success in a high school for high-achieving students. Proposals

were received from NCS Pearson, Questar Assessment, and the College Board. Historically, few vendors have shown the capacity to offer these services; the predecessor RFP received only two proposals.

Following the initial round of evaluations and oral presentations, the DOE postponed the evaluation process in order to identify strategies and supports aimed at increasing the diversity of the student populations in the City’s specialized high schools. As part of this effort, the DOE announced a six-point initiative aimed to ensure that students at the specialized high schools better reflect the demographics of all DOE students.

The pause in the evaluation process afforded the DOE an opportunity to incorporate the administration of the SHSAT to students during the school day at select middle schools, a provision that the DOE determined would not have affected the willingness or mix of vendors responding to the RFP, since this change entailed only the addition of one test form. Upon resumption of the evaluation process in late 2015, proposers were given the opportunity to update proposals and pricing within the parameters of the solicitation’s modified requirements. Two of the three proposers submitted updated proposals; however, the College Board withdrew its proposal from consideration. The evaluation criteria outlined in the original solicitation did not change.

The evaluation committee was reconvened with two replacement evaluators, one because an evaluator transitioned to another role with the DOE outside of the central office, and the other to better diversify the evaluators with a member of the DOE’s Research and Policy Support Group who currently advises the Deputy Chancellor of Strategy and Policy on Specialized High School admissions policy. The committee also included representatives from DTL’s Office of Assessment (Program Team and Design & Evaluation Team); Office of Student Enrollment; and Office of Curriculum, Instruction & Professional Learning; all committee members had expertise in assessment design and evaluation, test administration, psychometrics, enrollment program management, program access and accommodations for students with special needs and English Language Learners, and alignment between test items and the Common Core Curriculum. The committee scored proposals based on the following criteria for the essential services only: organizational capacity (25 points), program plan (25 points), price (25 points), and demonstrated effectiveness (25 points).

The Department also engaged non-DOE experts in the fields of value-added modeling, statistical evaluation of programs, assessment development and validation, and program management to provide professional and expert opinions on content, program plan, and other technical matters in order to make a well-informed decision on selecting the best qualified organization. The evaluation committee as reconstituted with the two replacement evaluators, scored the proposals.

The table below summarizes the pricing for the two remaining proposals, both of which were considered to be in the competitive range:

Proposing Vendor	Originally Proposed Amount	Negotiated Amount	BAFO
NCS Pearson	\$13,403,475	\$13,700,253	\$13,394,945
Questar Assessment	\$9,699,181	\$12,113,453	\$11,674,929

During negotiations with both vendors, and as part of the re-assessment of the SHSAT program, proposers were asked to include a provision for school-day administration of the SHSAT at some middle schools for 8<sup>th</sup> grade students and were provided with an estimated number of additional schools for each test administration cycle during the term of the contract. As a result, overall proposed prices for both vendors increased due to the need to develop additional test forms to maintain test item security and the increased volume of ancillary services related to development and administration, such as scoring, scanning, printing, packaging/handling, and shipping.

The evaluation committee determined that Pearson's proposal contained a clearer, more consistent, and more thorough description of item types, scoring methodology, and psychometric approaches to scoring, scaling, and equating. Moreover, Pearson showed a stronger understanding of the test's content, difficulty level, high-stakes nature, as well as the necessity of meeting deadlines and milestones. Hence, Pearson received the higher overall score based on the aforementioned evaluation criteria.

The committee noted, in particular, that:

- Pearson's psychometric plan followed a within-year, common-item approach to operational equating and scaling. The primary design is a simultaneous calibration using a Rasch model; the analysis of embedded field test items and the linking of all items back to the item bank (and the scale from previous years) are separate, subsequent analyses. The plans for forms design, including embedded field-test items thoroughly address complexities such as passage-based item sets and reading load.
- Pearson proposed a precise process for the assignment of test-takers and for reporting these assignments and related information to the DOE. It includes an algorithm describing the assignment process, a process for investigating exception (no-match) cases, and detailed plans to report subset lists of no-match records that would be of value to the DOE.

Pearson did disclose several instances in which errors were judged by clients, including the DOE, to have had significant impact on their programs, which resulted in the assessment of liquidated damages. However, Pearson provided many examples in which it delivered on its test construction, printing and delivery, scanning, and scoring commitments. Moreover, Pearson demonstrated more extensive experience than Questar in both SHSAT and high-stakes assessments for high school admissions.

The committee concluded that Pearson's item development timeline was clear and realistic. Their proposal contained a process for reviewing commissioned passages for the ELA portion, including quantitative and qualitative text complexity analysis. Their plan to ensure the accuracy and quality of the scoring process includes initial checks to ensure that documents scan correctly and key checks after the test administration to ensure that items are keyed correctly. Thus, on the basis of the reasons listed above, the committee recommended Pearson for contract award.

The costs associated with Pearson's final price of \$13,394,945 are primarily labor-related. A comparison of Pearson's labor costs with those of Questar shows that, while Pearson proposed a significantly higher number of labor hours, Pearson's weighted average hourly rate is lower than Questar's.

Pearson's proposed labor costs are higher than those under the prior contract, due in part to the increase in labor hours associated with aligning the test with Common Core Learning Standards (CCLS). Proposed labor rates are not directly comparable to those of the prior contract due to a change in Pearson's cost model. However, after accounting for the 2.7 percent increase in the Consumer Price Index for the 18 months ending June 2016, proposed rates for comparable titles fall within the range of those approved for other competitively awarded contracts for software development, implementation, and testing and analysis. Pearson has also attested that the proposed labor rates are similar to its contracted rates with other government entities.

Pre-SHSAT preparation and study materials and printing costs make up over 85 percent of Pearson's materials budget and unit prices for printing are mostly lower than either the prices under the prior contract after factoring in the Producer Price Index or lower than the unit prices proposed by Questar. Moreover, a proposed 61 percent increase in pre-SHSAT material costs over those of the prior contract is below the 79 percent increase in the number of units estimated by the DOE. The DOE also calculated a G&A rate for Pearson that was consistent with Questar's and at a level comparable to other competitively awarded vendors for similar services.

On the basis of the above analysis and in light of the committee's qualitative evaluation of Pearson's offerings, pricing has been determined to be fair and reasonable.

This contract will cover five test cycles over its six-year term with test development anticipated to commence immediately following contract award and the first test administrations scheduled for the fall of 2017.

A contract for these services is necessary because the DOE does not have the expertise, personnel, and resources to meet the program's objectives. An RFP was the preferred method of procurement because of the need to qualitatively evaluate the proposing organizations and services offered.

#### **VENDOR RESPONSIBILITY**

Pearson Education is the indirect parent company of NCS Pearson.

Noteworthy information identified for both Pearson Education, Inc. (Pearson Education) and NCS Pearson, Inc. (NCS Pearson):

- In December 2011 and February 2012, Pearson Charitable Foundation and Pearson Education received subpoenas from the Charities Bureau of the New York Attorney General's office requesting documents and information related to the foundation and various Pearson Education businesses including NCS Pearson. This matter was resolved by an agreement between the Attorney General and Pearson Charitable Foundation on December 12, 2013, in which the Pearson Charitable Foundation agreed to pay \$7.7 million, add three independent directors to its board, not feature Pearson Education products at events funded by the Foundation, and pay \$200,000 for the costs of the investigation. This is reported as a caution in the VENDEX for both Pearson Education and NCS Pearson.

Noteworthy information identified for Pearson Education:

- The Equal Opportunity Commission (EOC) has conducted 23 investigations of Pearson Education since 2007, ten have been dismissed, eight settled without admission of guilt, and five were settled with the terms of the settlement deemed confidential.

- Since 2010, Pearson Education has received 10 OSHA violations. All matters have been closed and addressed with penalties ranging from \$4,225 to \$6,800.
- A number of actions were brought against Pearson Education between 2006-2016 regarding copyright infringement and reduced royalties. All have either had summary judgment granted in favor of Pearson, or have been settled.
- In 2015, Los Angeles Unified School District (LAUSD) planned to spend \$1.3 billion getting iPads, preloaded with Pearson Education curriculum, for each student in the district. Under that contract, Apple and Lenovo agreed to provide the iPads while Pearson Education provided curriculum on the devices as a subcontractor. In the spring of 2015, LAUSD sought a refund, citing technical issues with the Pearson Education platform and incomplete curriculum. Pearson Education publicly defended the curriculum it provided LAUSD, which included digital learning content for math and English courses. In September 2015, the prime vendors, Apple and Lenovo, agreed that Pearson Education would pay LAUSD a \$6.45 million settlement, which LAUSD accepted. Pearson Education has confirmed that it has continued to provide products, services and curriculum to LAUSD.
- In January 2008, Pearson Education was named in a civil lawsuit involving antitrust charges, after Pearson Education intended to merge with three additional entities, collectively "Reed Elsevier." The United States Department of Justice DOJ's complaint alleged monopolization, and required Pearson Education and Reed Elsevier to divest themselves of certain assets. Pearson Education entered into an antitrust agreement with the DOJ dated June 2, 2008, and consented to an entry of final judgment without trial or adjudication of any issue of fact or law, and without this final judgment constituting any evidence against or admission by any party regarding any issue of fact or law.

Noteworthy information identified for NCS Pearson:

- NCS Pearson has been involved in 40 investigations by multiple agencies (Equal Employment Opportunity Commission (EEOC), Cedar Rapids Civil Rights Commission, NY State Division of Human Rights, Illinois Department of Human Rights, Massachusetts Commission Against Discrimination, Pennsylvania Human Rights Commission, Texas Workforce Commission, Michigan Department of Labor, VA Division of Human Rights, Iowa Civil Rights Commission, Minnesota Department of Human Rights and California Department of Fair Employment and Housing) between the years of 2012-2016 for racial/color, disability, gender/sex, age, and national origin discrimination and retaliation of former and current employees. Of the 40 discrimination investigations, 28 have been dismissed without the imposition of any penalties, fines or damages, or any further action and 12 are still pending with the EEOC (age/sex/race/disability discrimination and retaliation), the Pennsylvania Human Relations Commission (race discrimination), NY State Division of Human Rights (age discrimination) and the Illinois Department of Human Rights (age/race discrimination). This is reported as a caution in the NCS Pearson VENDEX.
- Several Federal agencies investigated claims that NCS Pearson overcharged the Transportation Security Administration (TSA) for recruitment and hiring services. The matter was settled in 2008 with no finding of wrongdoing when NCS Pearson agreed to pay \$5.6 million. In 2010, the TSA sought and received an additional \$232,328 to resolve unallowable cost provisions in the settlement agreement.
- In April 2013, NCS Pearson released findings that there were errors in the scoring of the most recent DOE Gifted and Talented exams. The errors affected 4,735 students, 2,698 of which were told they did not qualify for the Gifted and Talented program when, in fact, they did. The remaining 2,037 students who previously did not qualify for district programs were subsequently found to qualify for citywide programs. NCS Pearson submitted a corrective

action plan that includes process improvement, the expansion of the administrative advisory committee, and a change in subcontractors, which the DOE believes adequately addresses the issues. NCS Pearson did not charge the DOE for the first year of services provided under the contract, which services were valued at over \$2 million. Pearson has not committed any errors in the scoring of the SHSAT. The SHSAT and G&T programs were formally managed by different teams at Pearson, but since 2013 both have come under the same program management at Pearson. Since 2013, Pearson been able to correctly score the G&T tests without further issues; there are additional program planning meetings each year to review the business requirements documentation that outline the scoring procedures and ensure they are implemented correctly. This is reported as a caution in VENDEX.

- News reports indicated that on March 15, 2012, the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) announced that Pearson had settled a hiring discrimination lawsuit. During a scheduled compliance review, OFCCP determined that, in 2009, NCS Pearson violated an Executive Order that prohibits federal contractors from practicing job discrimination based on race, color, religion, sex, or national origin, and provides for affirmative action to ensure equal employment opportunity. NCS Pearson entered a conciliation agreement with OFCCP to pay \$100,000 in back wages and interest to the sixty-seven (67) affected job seekers and offer associate software developer positions and retroactive seniority to at least four class members as positions became available. Additionally, the company would revise its selection policies and procedures to ensure equal employment opportunities for future applicants.
- From June 2010 through October 2010, the Florida Department of Education (FL DOE) experienced difficulties with NCS Pearson concerning Florida Comprehensive Assessment Tests (FCATs) including delays in delivering results, failure to deliver testing materials to some schools, problems in writing and grading the tests, technology issues, and problems with the trial runs of the state's new computerized end-of-course exams as several students were kicked off the electronic system or could not log in. NCS Pearson paid the state \$14.7 million in damages, added staff and revamped its testing systems. NCS Pearson continues to provide support to the FL DOE on the Florida Comprehensive Assessment Tests (FCAT) program and the FL DOE recently extended the FCAT contract with NCS Pearson through November 30, 2016.
- In 2010, the Wyoming Department of Education (WY DOE) was pursuing damages against NCS Pearson in relation to an \$8 million per year contract to develop testing software. Students across Wyoming were having trouble with the online portion of the Proficiency Assessments for Wyoming Students (PAWS) as it was kicking them off or causing very long delays between questions. Later that year, the state decided to return to a paper and pencil format as the online version was eliminated due to numerous problems plaguing the software. On May 9, 2011, the WY DOE and NCS Pearson entered into a settlement agreement concerning the spring 2010 online testing issues. NCS Pearson continued to provide services to the WY DOE until the planned expiration of the contract on December 2, 2012.
- In 2007, a plaintiff brought an action against National Evaluation Systems (now part of NCS Pearson) claiming a violation of the Americans with Disabilities Act and the Michigan Persons with Disabilities Civil Rights Act as a result of denial of requested testing accommodations for the Michigan test for Teacher Certification. While the plaintiff was granted a number of testing accommodations prior to testing including additional testing time, a separate quiet room, and frequent breaks during testing, the complaint alleged a denial of additional accommodations such as the use of a calculator, the ability to bring notes into the testing room, a reader, and a recorder/scribe. The parties settled the case in November 2007.

- In 2007, a server outage and NCS Pearson software problem caused students in more than two dozen Minnesota school districts to be kicked off a computer system and frozen out of tests. NCS Pearson did not pay a fine or admit wrongdoing and reported that the State of Minnesota continues to contract with them.
- In 2000, NCS Pearson, formerly known as National Computer Systems, Inc., settled with the Minnesota Department of Education (MN DOE) in a class action lawsuit involving an error, after 8,000 Minnesota students were told they had failed the test when they had actually passed. As part of the settlement, NCS Pearson agreed to pay a confidential sum to the students without an admission of wrongdoing. The MN DOE continues to contract with NCS Pearson.

The DOE believes that the established Pearson SHSAT team responsible for this contract will continue to perform the SHSAT work successfully. In light of the size of Pearson Education, Inc and NCS Pearson, which had approximately \$2.3 billion and \$1.85 billion in 2015 revenues, respectively, the satisfactory resolution of the above matters and the ongoing efforts to address those that remain open, the DOE does not believe any of these matters preclude a determination that either vendor is responsible.

**REQUEST FOR AUTHORIZATION FOR SYSTEMWIDE PROGRAM EVALUATION SERVICES (MTAC R0995) RA #2**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$160,000 / \$800,000	Tax Levy & Reimbursable Funds	Five Years	None	Multiple Task Award Contract (MTAC)	No	Requirements

Vendor Name & Address	Estimated Annual / Total Amount
Design & Development Resources for Education & the Arts dba ReLearning Curve 540 President Street, 3 <sup>rd</sup> Floor Brooklyn, NY 11215	\$130,000 / \$650,000
ExpandEd Schools, Inc. 1440 Broadway, 16 <sup>th</sup> Floor New York, NY 10018	\$30,000 / \$150,000

Contract Manager	Lead Contracting Officer	Division of Contracts and Purchasing Contact
Michelle Paladino Deputy Executive Director Division of Teaching & Learning	Morayo Tracey Oyemade Deputy Senior Executive Director Finance and Procurements Division of Teaching and Learning	Joy Gentolia Director Instructional Service Procurement

**PURPOSE**

Authorization is requested on behalf of the Division of Teaching and Learning to contract with the above-named vendors for systemwide program evaluation services. All services will be provided at the discretion of participating schools, central offices operating on behalf of schools, or consortiums of schools.

**DISCUSSION**

This is the second request for authorization for contracts recommended for award pursuant to a Multiple Task Award Contract (MTAC) solicitation seeking vendors to provide comprehensive evaluation services for various instructional programs and professional services, including needs assessments, logic models, surveys, focus groups, implementation evaluations, outcome evaluations, and data analysis summarized in written reports.

Schools, districts and DOE central and field offices implement various programs for instructional support, staff development, conflict resolution, and other types of pedagogical services. In order to determine the success and effectiveness of these programs, a qualitative evaluation must often be conducted.

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

There are currently 14 contracts for systemwide program evaluation services under a previous solicitation; nine of these contracts expired on June 30, 2016. Under these contracts, vendors

provided services to 48 schools and 11 central/field offices, including the Division of Teaching and Learning, the Division of Early Childhood Education, the Bureau of Non-Public Schools, the Office of English Language Learners, and the Office of Safety and Youth Development.

18 proposals received and evaluated by a minimum of three members drawn from a pool of nine evaluators consisting of program directors, including a former teacher and research specialists. Proposals were scored based on program plan (25 points), organizational capacity (25 points), pricing (25 points), and demonstrated effectiveness (25 points). Successful vendors were required to achieve a minimum score of 80 points. The committee recommended 17 of the vendors for contract award, of which five were named in the first RA and two are named here. Ten vendors are still undergoing price analysis and background checks.

The costs of program evaluation services vary and depend on the scale of the program being evaluated. Table A shows the proposed and negotiated average hourly rates for each vendor. The negotiated rates range from \$77 for Relearning Curve’s services for evaluating professional development, after-school programs, whole school reform, and innovation adoption, including program implementation, educators' responses to professional development, gains in content knowledge, and/or instructional skills and data collection, to \$83 for ExpandEd’s evaluation of the implementation and impact of 21st Century Community Learning Centers after-school programs. ExpandEd’s implementation evaluation will assess the quality of after-school activities and the level of participant and staff satisfaction with the existing program. The impact evaluation will measure the degree to which program activities help youth attain the educational, social, and behavioral changes needed to ensure that they are on track to graduate from high school, and are college- and/or career-ready.

Negotiations resulted in an average cost savings of approximately 19 percent in hourly rates to the DOE. Pricing for both vendors was determined to be fair and reasonable based on a comparison with hourly rates for like services by vendors contracted under similar solicitations.

TABLE A		
Awarded Vendor	Original Average Hourly Rate	Negotiated Average Hourly Rate
Design & Development Resources for Education & the Arts dba ReLearning Curve	\$121	\$77
ExpandEd Schools, Inc.	\$84	\$83

The estimated annual contract amount for Relearning Curve is derived from their previous contract for these types of services. ExpandEd Schools, Inc. is a new vendor with an estimated minimum amount for a requirements contract of \$30,000.

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 a part of the MTAC process, all service requests over \$25,000 must go through a competitive process for procurement of services. Users 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 user. Upon completion of this mini-solicitation process, schools will be able to secure services via purchase order. This

process is to ensure 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.

**VENDOR RESPONSIBILITY**

Background checks, including VENDEX, VCIP, the System for Award Management, Uniform Commercial Code, Workers Compensation Board, the NYS Department of Labor, OSHA, and the NYS Charities Registry, found no significant adverse information. Both vendors have therefore been determined to be responsible.

**REQUEST FOR AUTHORIZATION (RA #5) FOR PROFESSIONAL DEVELOPMENT SERVICES IN INSTRUCTIONAL TECHNOLOGY (MTAC R1077)**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$200,000 / \$1,000,000	Tax Levy & Reimbursable Funds	Five Years	None	Multiple Task Award Contract (MTAC)	No	Requirements

Vendor's Name & Address	Component	
Digital Age Learning, Inc. 80 Kathwood Road Yonkers, NY 10710	1, 2, 3	
Contract Manager	Lead Contract Manager	Division of Contracts & Purchasing Contact
Celine Lewin-Azoulay Executive Director, Office of Innovation Division of Instructional and Information Technology	Janine Maisano Administrator Division of Instructional and Information Technology	Albert Hu Procurement Analyst Instructional Service Procurement

**PURPOSE**

Authorization is requested on behalf of the Office of Innovation to contract with Digital Age Learning (DAL) to provide professional development services in instructional technology for educators and administrators in Pre-K through 12<sup>th</sup> grade. These services will be provided at the discretion of participating schools, central offices operating on behalf of schools, or consortiums of schools.

**DISCUSSION**

To increase the integration of technology across the Common Core curriculum and help ensure that educators and their students are equipped with appropriate leading-edge technology and support, the DOE must acquire professional development services for its teachers, leaders, coaches, and administrators. These services will focus on improving student performance, enhance and support instruction, and increase schools' capacity to independently expand the instructional use of computer technology.

Awarded vendors provide PD services in instructional technology and assist with integrating computer technology into instructional programs so that educators and administrators can make appropriate use of computers and other technologies in classrooms. PD program delivery methods include presentations, lectures, workshops, and courses.

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

Vendors proposed for one or more of the following components:

- 1) Professional development workshops that will increase teachers' and administrators' ability to make effective and appropriate use of computers, telecommunications, the Internet, and related technologies.
- 2) Professional development through curriculum enrichment services, through which organizations will develop model lessons and co-teaching archetypes in collaboration with school-based staff.
- 3) Professional development through mentoring, through which organizations will provide one-on-one partnerships with classroom teachers. This PD can include a combination of services from Components 1 and 2, and one-on-one services such as observations, experiences, and studies for teaching improvement.

Proposals were evaluated by a minimum of three evaluators. The evaluation committees included a principal, a teacher, senior instructional coaches, and program directors. Proposals were scored based on program plan (25 points), organizational capacity (25 points), pricing (25 points), and demonstrated effectiveness (25 points). Successful vendors were required to achieve a minimum score of 80 points.

Fifteen vendors were recommended for contract awards under previous RAs and one is recommended here.

DAL's professional development program is built on research aimed to assist teachers in integrating technology into class lessons and differentiated instruction. DAL's workshops increase both teachers' and students' comfort with and expertise in computer technology. Tools and cloud-based applications allow teachers to build learning spaces or personal learning networks with 24/7 access. In addition, DAL uses videoconferencing to provide real-time spaces so that instructional specialists can meet and work together across schools, cities, or states.

DAL's average hourly rate of \$206 per instructor has been determined fair and reasonable based on a comparison with hourly rates for similar services provided by vendors contracted under this solicitation.

The estimated annual contract amount for DAL was derived from their previous contract expenditures for these types of services.

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

As a part of the MTAC process, all service requests over \$25,000 must go through a competitive process for procurement of services. Users 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 user. Upon completion of this mini-solicitation process, schools will be able to secure services via purchase order. This process is to ensure 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.

**VENDOR RESPONSIBILITY**

Digital Age Learning Inc. and its principal owners and officers were subject to a comprehensive background check and no significant adverse information was found. Therefore, the vendor has been determined to be responsible.

**REQUEST FOR AUTHORIZATION (RA #16) FOR PROFESSIONAL DEVELOPMENT  
FOR SCHOOL LEADERS AND TEACHERS (MTAC R0929)**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$360,000 / \$1,800,000	Various, including Tax Levy & Reimbursable	Five Years	None	Multiple Task Award Contract (MTAC)	No	Requirements

Vendors' Names & Addresses	Component	Estimated Annual / Total Contract Amount
Cooke Center for Learning and Development 475 Riverside Drive, Suite 730 New York, NY 10115	3, 5	\$330,000/ \$1,650,000
New Visions for Public Schools Inc. 320 West 13 <sup>th</sup> Street, 6 <sup>th</sup> Floor New York, NY 10014	5	\$30,000 / \$150,000

Contract Manager	Lead Contracting Officer	Division of Contracts and Purchasing Contact
Morayo Tracey Oyemade Deputy Senior Executive Director, Finance and Procurements Division of Teaching and Learning	Morayo Tracey Oyemade Deputy Senior Executive Director, Finance and Procurements Division of Teaching and Learning	Albert Hu Procurement Analyst Instructional Service Procurement

**PURPOSE**

Authorization is requested on behalf of the Division of Teaching and Learning (DTL) to contract with the above-named vendors for professional development for school leaders and teachers. These programs will be provided at the discretion of participating schools, central offices operating on behalf of schools, or consortiums of schools.

**DISCUSSION**

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

Vendors proposed for one or more of the following focus areas: 1) Leadership Development, 2) Curriculum Development, 3) Postsecondary Readiness, 4) Classroom Management and

Youth Development Principles, and 5) Shifting Pedagogical Practice: Data-Driven Decision-Making and Teacher Accountability.

Proposals were distributed to an evaluation committee that included former teachers, former principals, literacy coaches, math coaches, program directors, or operations staff from DOE central offices. Proposals were scored based on program plan (25 points), organizational capacity (25 points), pricing (25 points), and demonstrated effectiveness (25 points). Successful vendors were required to achieve a minimum score of 80 points.

Forty vendors were recommended for contract awards under previous RAs and two are recommended here.

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

Cooke Center's programs focus on building teachers' and school leaders' capacity to implement research-based and differentiated instructional strategies, deliver personalized postsecondary readiness services and promote sustainable instructional leadership. On-site consulting services offer best practices to increase instructional staff awareness and knowledge of opportunities to support students, particularly those with special needs who are transitioning from high school to postsecondary experiences. Cooke Center's consultants help teachers provide better job coaching for students pursuing postsecondary options.

The average hourly rate of \$218 for Cooke Center has been determined to be fair and reasonable based on comparison with hourly rates for similar services provided by vendors contracted under this solicitation.

The New Visions professional development program is built on data coaching and the ongoing development of data tools. New Visions offers Strategic Data Check-ins (SDC), a series of conversations between New Visions coaches and school leadership teams that model a process of identifying specific groups of students in need of support, crafting plans to address those needs consistent with the set of supports that exist in the school, and monitoring the completion of those plans. New Visions assists school leaders and their management teams build their skills and expertise in using performance data to create systems and implement strategies to increase student performance.

The average hourly rate of \$303 for New Visions has been determined to be fair and reasonable based on a comparison with hourly rates for similar services provided by vendors contracted under this solicitation.

The estimated contract amount for Cooke Center was derived from their previous contract expenditures for these types of services. New Visions is a new vendor with an estimated minimum amount for a requirements contract of \$30,000 for PD in Schools Leaders and Teachers Services.

It is necessary to contract for these services because the DOE does not possess the expertise 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 a part of the MTAC process, all service requests over \$25,000 must go through a competitive process for procurement of services. Users 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 user. 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.

### **VENDOR RESPONSIBILITY**

#### **Cooke Center**

Noteworthy information identified for prime vendor Cooke Center for Learning and Development (Cooke Center). The prior background reported a caution in VENDEX that revealed a spring 2006 investigation by the New York City Department of Investigation (DOI) regarding discrepancies in Cooke Center billing records for pre-school counseling services. According to the vendor's prior VENDEX submission, it cooperated fully and no subpoenas or formal demands were made, with the exception of a subpoena of the former Director of Cooke Center, who is no longer employed by the vendor. The DOE reached out to DOI, and they indicated they have no records of an investigation relating to the Cooke Center, though may have taken the above actions as a result of the below New York City Special Commissioner of Investigation for the New York City School District (SCI) matter.

The prior background also referenced a 2006 SCI matter, indicating that in December 2006, SCI reported to the vendor that it had conducted a fact-finding effort which was complete and found no evidence of wrongdoing on the part of the Cooke Center, and that no subpoenas were needed to collect information. The DOE reached out to SCI, and it advised that no misconduct was identified therefore, the matter was closed with no further action (a referral letter was not generated).

In light of the resolution of the above matter, the DOE does not believe this precludes a determination that the vendor is responsible.

#### **New Visions**

Background checks, including VENDEX, the Uniform Commercial Code, the Federal Tax Lien, and the System for Award Management, found no significant adverse information. New Visions has therefore been determined to be responsible to provide approved services.

**REQUEST FOR AUTHORIZATION (RA#5) FOR SOCIAL STUDIES PROFESSIONAL DEVELOPMENT AND DIRECT STUDENT SERVICES (MTAC R0997)**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$30,000 / \$150,000	Various	Five Years	None	Multiple Task Award Contract (MTAC)	No	Requirements

Vendor's Name & Address	Component
The New York City Urban Debate League, Inc. 25 Broadway, 12 <sup>th</sup> Floor New York, NY 10004	2

Contract Manager	Lead Contract Manager	Division of Contracts & Purchasing Contact
Jessica Kaplan Deputy Executive Director Office of Curriculum, Instruction & Professional Learning Division of Teaching and Learning	Morayo Tracey Oyemade Deputy Senior Executive Director Finance and Procurements Division of Teaching and Learning	Bryan E Hester Procurement Analyst Instructional Service Procurement

**PURPOSE**

Authorization is requested on behalf of the Division of Teaching and Learning to contract with the New York City Urban Debate League, Inc. (NYCUDL) for social studies professional development (PD) and direct student services. These services will be provided at the discretion of participating schools, central offices operating on behalf of schools, or consortiums of schools.

**DISCUSSION**

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

Vendors will provide professional development and direct student services in social studies to support the implementation of the DOE's initiatives, engaging teachers and students in work that incorporates social studies best practices, inquiry-based instruction, disciplinary literacy, and informed action around the topics of citizenship, leadership, and democracy.

Under these contracts, vendors provide services to schools and central and/or field offices, including Borough Field Support Centers, the Office of Curriculum and Instruction, and the Bureau of Non-Public Schools.

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

In response to the most recent solicitation, vendors proposed for one or both of these focus areas: 1) Social Studies Professional Development and 2) Social Studies Direct Student Services.

Proposals are evaluated by a minimum of three members drawn from a pool of five evaluators consisting of former instructors and operations personnel from the Office of Curriculum, Instruction and Professional Development. To ensure consistency, a training session was conducted for all committee members in which they received an overview of the process and a scoring rubric. Proposals were scored based on program plan (25 points), organizational capacity (25 points), pricing (25 points), and demonstrated effectiveness (25 points). Successful vendors were required to achieve a minimum score of 80 points.

Eight vendors were recommended for contract awards under previous RAs and one is named here.

The New York City Urban Debate League, Inc. offers standards-aligned services to implement and sustain customized scholastic debate education opportunities for students. Programs center on social studies skills and content knowledge and stress college and career readiness. NYCUDL conducts semester-long, year-long, and multi-year programs at individual school sites, with options to include tournaments hosted by other DOE schools and local universities. Classroom and curricular activities bolster critical thinking, communication, collaboration, creativity, and civic awareness. Participants use research and literacy skills as they create well-reasoned arguments related to social studies topics and gain self-confidence as they present them to audiences. In addition to in-person coaching, toolkits containing rubrics, surveys, curriculum guides, and other materials from partner organizations such as the National Speech and Debate Association, the National Association of Urban Debate Leagues, and the National Debate Coaches Association provide support.

NYCUDL's average hourly price was negotiated down from \$155 per hour to \$132 per hour, resulting in a 15 percent price improvement. Pricing has been determined to be fair and reasonable based on a comparison with hourly rates for like services by vendors contracted under similar solicitations.

The estimated annual contract amount for NYCUDL was based on the annual amount for new vendors with a social studies professional development and direct student services contract of \$30,000.

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 a part of the MTAC process, all service requests over \$25,000 must go through a competitive process for procurement of services. Users 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 user. 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 contract award.

**VENDOR RESPONSIBILITY**

A background check including VENDEX, VCIP, the System for Award Management, Uniform Commercial Code, Workers Compensation Board, the NYS Department of Labor, OSHA, and the NYS Charities Registry, found no significant adverse information. NYCUDL has therefore been determined to be responsible.

**REQUEST FOR AUTHORIZATION (RA #22)  
FOR STUDENT SUPPORT SERVICES (MTAC R0898)**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$30,000 / \$150,000	Tax Levy & Reimbursable Funds	Five Years	None	Multiple Task Award Contract (MTAC)	No	Requirements

Vendor's Name & Address	Component(s)
CORO New York Leadership Center 42 Broadway, Suite 1827 New York, NY 10004	1

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Robert J Weiner Chief Operating Officer Office of Safety and Youth Development	Robert J Weiner Chief Operating Officer Office of Safety and Youth Development	Bryan E Hester Procurement Analyst Instructional Service Procurement

**PURPOSE**

Authorization is requested on behalf of the Office of Safety and Youth Development (OSYD) to contract with CORO New York Leadership Center (CORO) to provide direct student support services and to increase opportunities for educational enrichment. These programs will be provided at the discretion of each participating school or central office operating on behalf of a school or consortium of schools.

**DISCUSSION**

Student support services sought through this MTAC fall within 19 components as follows:

- 1) leadership development and civic engagement
- 2) individual counseling
- 3) group counseling
- 4) mentoring
- 5) recreation/sports
- 6) college/post-secondary planning
- 7) career awareness and the world of work
- 8) conflict resolution/peer mediation
- 9) violence prevention/student safety
- 10) bullying prevention
- 11) substance abuse and problem gambling prevention and intervention
- 12) Internet safety
- 13) school attendance improvement
- 14) family support services
- 15) tutoring/homework assistance
- 16) study/test-taking skills
- 17) academic skills enhancement

- 18) thematic projects
- 19) family literacy

These services may take place inside or outside of school during the school day, after school, or on non-school days.

Proposals were distributed to an evaluation committee that included instructional specialists, operations analysts, grant managers, and directors from OSYD. To ensure scoring consistency, a training session was conducted for all committee members in which they received an overview of the process and a scoring rubric. Proposals were scored based on the following criteria: program plan (35 points), organizational capacity (20 points), pricing (25 points), and demonstrated effectiveness (20 points). Successful vendors were required to achieve a minimum score of 80 points.

One hundred twelve (112) vendors were recommended for contract awards under previous RAs and one is recommended here.

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

CORO offers a youth leadership training program for students who are serving on youth leadership councils and working on issues of policy and practice in their schools or elsewhere in the DOE. Student training program topics include fundamentals of leadership, an introduction to New York City government and the DOE, interpersonal skills, youth council management and facilitation, and other tools and techniques applicable to leadership roles. Coro's programs also include ancillary training and planning for DOE staff to work effectively with youth leadership councils. Topics covered in the staff training include effective youth-adult partnerships; preparing young people to do policy work; sustaining youth leadership councils; and involving youth effectively in decision making.

CORO's average program hourly rate was negotiated from \$188 per hour to \$115 per hour for a 39 percent price improvement. Pricing has been determined to be fair and reasonable based on a comparison with hourly rates for like services provided by other vendors contracted under this solicitation.

The estimated contract amount for CORO is based on the estimated annual amount for vendors with a new student support services contract of \$30,000.

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 a part of the MTAC process, all service requests over \$25,000 must go through a competitive process for procurement of services. Users 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 user. 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.

**VENDOR RESPONSIBILITY**

A background check including VENDEX, VCIP, the System for Award Management, Uniform Commercial Code, Workers Compensation Board, the NYS Department of Labor, OSHA, and the NYS Charities Registry, found no significant adverse information. CORO has therefore been determined to be responsible.

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH W.B. MASON CO.  
AND UNITED SUPPLY CORP. FOR INSTRUCTIONAL LEARNING MATERIALS**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$787,517 / \$3,937,587	Tax Levy	Five Years	None	Request for Bids (RFB)	No	Requirements

Vendor Name	Address	Est. Annual Amount	Est. Total Amount
W.B. Mason Co. Inc.	53 West 23 <sup>rd</sup> Street, 10 <sup>th</sup> Fl. New York, NY 10462	\$490,392	\$2,451,961
United Supply Corp.	250 44 <sup>th</sup> Street Brooklyn, NY 11232	\$297,125	\$1,485,627

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Andrea R. Black Director School Based Procurement	Susan Dick-McKeon Chief Administrator School Based Procurement	Daniel Gonzalez Procurement Analyst School Based Procurement

**PURPOSE**

Authorization is requested to contract with the vendors listed above to supply and deliver instructional learning materials to schools. These materials offer teachers a broad selection of products from four major subject categories: Literacy Items; Math Manipulatives; Instructional Toys, Games, and Puzzles; and Early Childhood Materials. Purchases will be made on an as-needed basis and funding will be provided by individual school budgets.

**DISCUSSION**

A Request for Bids (RFB) was released consisting of 11 manufacturer lines that have historically been used by schools. Ten of the manufacturer lines consist of a standard manufacturer's catalog, for which bidders were invited to submit a discount off catalog/retail pricing. One manufacturer's product line, Melissa & Doug, does not have a retail price list; rather, they have a dealer's price list. For this line, vendors were asked to bid an increase over the dealer's price. Contracts awarded pursuant to this RFB will maintain the discount/mark-ups throughout the term of the contracts while allowing for annual price adjustments based on the changes to list prices in each catalog.

Vendors had the option to bid on all or any of the 11 aggregate classes. Twelve bids were received, with four to eight bids per aggregate class. The lowest responsive, responsible bidder for each manufacturer's product line is recommended for award. A table listing the bids received for each of the classes awarded here appears at the end of this RA.

W.B. Mason Co Inc. is recommended for award of Aggregate Classes 2 (DIDAX, Inc.), 3 (Educational Insights), 6 (Learning Resources), 8 (Carson Dellosa), and 9 (MacDonald Publishing Co.), while United Supply Corp. is recommended for award of Aggregate Classes 4 (Edu-Shape), 7 (SI Manufacturing), and 10 (Seat Sack). Contract award for Aggregate Class 1 (Children's Factory) will likely be recommended in a future RA. Aggregate Classes 5 (Hasbro) and 11 (Melissa and Doug) will be re-bid. Both manufacturers offer multiple catalog price lists that are not standardized and thus cannot be used to conduct comparable bid tabulations. The

re-bids for each of these manufacturer lines will specify the price list vendors are to use when bidding in response to the new solicitation.

The current bid volumes are based on expenditures under the previous contract. When compared with the previous contract's expenditures, the winning bids represent a 41 percent reduction for the eight classes awarded here.

W.B. Mason Co. Inc. and United Supply Corp. have each confirmed that no other municipalities receive better pricing than the DOE. Prices have therefore been determined to be fair and reasonable.

**VENDOR RESPONSIBILITY**

Noteworthy findings identified for prime vendor, W. B. Mason. News sources report that the vendor was investigated by the US Attorney's and Massachusetts' Attorney Generals' offices in 2005. The investigation related to the company's accounting procedures around "aging credits" and improper write-off of credits due customers. As a result of the investigation, though there was no finding of liability or wrongdoing by WB Mason, in 2009 the vendor settled with the Commonwealth of Massachusetts by agreeing to overhaul its accounting system, ending the practice and paying \$573,000 in return for a release of civil claims. Therefore, the DOE does not believe this matter precludes a determination that the vendor is responsible.

United Supply Corp. and its principal owners and officers were subject to a comprehensive background check and no significant adverse information was found. Therefore, the vendor has been determined to be responsible.

W.B. Mason Co Inc. and United Supply Corp. both currently have contracts with the DOE and have provided satisfactory performance.

**INSTRUCTIONAL LEARNING MATERIALS**

Class No.	Manufacturer's Catalog	Bidders	% Discount Off Catalog List Price for Non-Line Items	Total Bid Amount
2	DIDAX, INC.	W.B. Mason Co. Inc.	42%	\$141,807.56
		United Supply Corp	45.80%	\$159,179.77
		S&S Worldwide	38%	\$169,145.61
		School Specialty Inc.	37.50%	\$179,153.25
		Hand2Mind, Inc.	38.20%	\$182,805.17
		Island School Art Supply	30%	\$204,894.57
		Gramco School Supplies Inc.	15%	\$249,299.53
3	EDUCATIONAL INSIGHTS	W.B. Mason Co. Inc.	42%	\$200,015.23
		School Specialty Inc.	35.30%	\$222,515.43
		MyOfficeProducts, LLC	41%	\$251,988.44
		United Supply Corp	45.80%	\$253,833.30
		Hand2Mind, Inc.	37.20%	\$282,655.31
		S&S Worldwide	37%	\$283,555.49
		Island School Art Supply	36%	\$304,470.61
Gramco School Supplies Inc.	24%	\$348,750.06		

Class No.	Manufacturer's Catalog	Bidders	% Discount Off Catalog List Price for Non-Line Items	Total Bid Amount
4	EDU-SHAPE	<b>United Supply Corp</b>	<b>43.20%</b>	<b>\$124,098.44</b>
		School Specialty Inc.	30.30%	\$141,514.17
		Kaplan Early Learning Company	21%	\$166,869.69
		Gramco School Supplies Inc.	5%	\$194,198.68
6	LEARNING RESOURCES	<b>W.B. Mason Co. Inc.</b>	<b>42%</b>	<b>\$1,442,037.72</b>
		School Specialty Inc.	36%	\$1,631,825.53
		MyOfficeProducts, LLC	45%	\$1,721,765.84
		United Supply Corp	45.80%	\$1,744,800.01
		Hand2Mind Inc.	37.20%	\$2,041,349.54
		S&S Worldwide	36%	\$2,089,077.95
		Island School Art Supply	35.50%	\$2,215,540.20
		Gramco School Supplies Inc.	26%	\$2,417,359.05
7	SI MANUFACTURING	<b>United Supply Corp</b>	<b>45.70%</b>	<b>\$123,385.84</b>
		School Specialty Inc.	30.50%	\$141,000.18
		Hand2Mind Inc.	30.50%	\$158,066.41
		S&S Worldwide	28%	\$165,259.80
		Island School Art Supply	22%	\$188,603.62
8	CARSON DELLOSA	<b>W.B. Mason Co. Inc.</b>	<b>42%</b>	<b>\$580,625.10</b>
		School Specialty Inc.	38%	\$656,018.60
		United Supply Corp	39.80%	\$712,875.94
		S&S Worldwide	38%	\$746,254.05
		Island School Art Supply	38.15%	\$749,995.74
		Different Roads to Learning Inc.	30%	\$848,177.93
		Gramco School Supplies Inc.	26%	\$893,885.19
9	MACDONALD PUBLISHING COMPANY	<b>W.B. Mason Co. Inc.</b>	<b>39%</b>	<b>\$87,475.00</b>
		United Supply Corp	43.30%	\$93,127.53
		Island School Art Supply	37.50%	\$103,213.44
		Gramco School Supplies Inc.	27%	\$120,553.30
10	SEAT SACK	<b>United Supply Corp</b>	<b>39.80%</b>	<b>\$1,238,142.20</b>
		Island Art School Supply	30%	\$1,333,710.25
		Seat Sack Inc.	35%	\$1,348,015.37
		Gramco School Supplies Inc.	18%	\$1,698,796.62

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH CHARLES A. DIMINO INC.  
FOR THE INSPECTION AND MAINTENANCE OF STANDPIPE AND SPRINKLER SYSTEMS**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Estimated Option Amount	Procurement Method	Is Contract Retroactive?	Contract Type
\$2,217,840 / \$11,089,200	Tax Levy	Five Years	270-Day Extension	\$1,663,381	Request for Bids (RFB)	No	Requirements

<b>Vendor Name &amp; Address</b>	Charles A. Dimino Inc. 2441 Bath Avenue Brooklyn, NY 11214
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
David Lewis Deputy Director, Program Management Division of School Facilities	Linda Green Chief Administrative Officer Division of School Facilities	Marissa L. Procope Director

**PURPOSE**

Authorization is requested on behalf of the Division of School Facilities (DSF) to contract with Charles A. Dimino Inc. to provide the labor, material, and supervision necessary to inspect, test, service, and maintain standpipe and sprinkler systems and ancillary equipment.

**DISCUSSION**

This contract will provide for labor, material, and supervision necessary to inspect, test, service, and maintain standpipe and sprinkler systems and ancillary equipment that functions as part of the fire safety system in schools and administrative buildings. The RFB provided estimated quantities for each work item. The contract estimates are based on prior usage and will be funded and managed by DSF.

A Request for Bids (RFB) was advertised for seven days in the City Record and on the DCP web site. The RFB consisted of the following five geographically defined aggregate classes: Class 1 – the Bronx, Class 2 – Queens, Class 3 – Manhattan, Class 4 – North Brooklyn, and Class 5 – South Brooklyn and Staten Island. The RFB’s requirement of a New York City Master Fire Suppression Piping Contractor License Class A or Class B or a New York City Master Plumber’s License limited the number of bids received for each class to two or three. Bidders submitted unit prices for testing standpipe systems, sprinkler systems and fire pumps according to FDNY and National Fire Protection Association (NFPA) requirements.

DSF determined that Charles A. Dimino, Inc. (Dimino), the low bidder, satisfied the requirements of the RFB and has the organizational capacity to service the contract. Dimino has had prior contracts with the DOE and has provided satisfactory service. DSF is confident that the vendor will continue to provide satisfactory service.

Dimino’s total pricing exceeds pricing under the prior contract by a multiple of almost five times, but we note that the prior vendor exercised its option to terminate the prior contract after four years as permitted by that contract. Moreover, the price increases indicate a change in the marketplace for these services; the previous vendor’s requested early termination of the predecessor contract after four years and decision not to bid in response to this RFB supports this view.

Dimino’s total bid amount was thirteen percent below DSF’s estimate and unit prices were below DSF’s estimate on all but three items. Two of these items are annual fire pump tests, and there are very few of these items in the system. The third item, while higher than DSF’s estimate is in the mid-range of the bids. As shown in the tables below, Dimino was the low bidder for all five classes, with a range of total bid pricing between 71 and 77 percent lower than the next lowest bidder across the five classes. We reached out to the second and third low bidders and they both confirmed that those are the rates that they charge for these services. Accordingly, pricing is determined to be fair and reasonable.

**VENDOR RESPONSIBILITY**

Charles A, Dimino Inc. and its principal owners and officers were subject to a full comprehensive background check and no significant adverse information was found. Therefore, the vendor has been determined to be responsible.

**INSPECTION AND MAINTENANCE OF STANDPIPE AND SPRINKLER SYSTEMS – B2777  
AGGREGATE CLASS 1 – THE BRONX**

Contractor Name	Annual Contract Value	Total Contract Value / 5 Years
<b>Charles A. Dimino Inc.</b>	<b>\$332,300</b>	<b>\$1,661,500</b>
Varsity Plumbing	\$1,213,045	
Leviathan Mechanical Corp.	\$1,432,710	

**AGGREGATE CLASS 2 – QUEENS**

Contractor Name	Annual Contract Value	Total Contract Value / 5 Years
<b>Charles A. Dimino Inc.</b>	<b>\$899,550</b>	<b>\$4,497,750</b>
Varsity Plumbing	\$3,114,593	
Leviathan Mechanical Corp.	\$3,705,165	

**AGGREGATE CLASS 3 – MANHATTAN**

Contractor Name	Annual Contract Value	Total Contract Value / 5 Years
<b>Charles A. Dimino Inc.</b>	<b>\$326,350</b>	<b>\$1,631,750</b>
Varsity Plumbing	\$1,111,150	
Leviathan Mechanical Corp.	\$1,219,200	

**AGGREGATE CLASS 4 – NORTH BROOKLYN**

Contractor Name	Annual Contract Value	Total Contract Value / 5 Years
<b>Charles A. Dimino Inc.</b>	<b>\$268,900</b>	<b>\$1,344,500</b>
Leviathan Mechanical Corp.	\$1,175,160	

**AGGREGATE CLASS 5 – SOUTH BROOKLYN / STATEN ISLAND**

Contractor Name	Annual Contract Value	Total Contract Value / 5 Years
<b>Charles A. Dimino Inc.</b>	<b>\$390,740</b>	<b>\$1,953,700</b>
Leviathan Mechanical Corp.	\$1,639,750	

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH CBK DIVERSIFIED INC.  
dba CBK ASSOCIATES TO PROVIDE A FIVE-DAY SERVICE IN SCHOOLS (SIS)  
LEADERSHIP INSTITUTE AND YOUTH SERVICE SUMMIT**

Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$30,400	Tax Levy	4/22/16 - 5/31/16	None	Negotiated Service	Yes	Full Value

<b>Vendor Name &amp; Address</b>	CBK Diversified Inc. dba CBK Associates 13108 Warren Avenue Los Angeles, CA 90066
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Jessica Kaplan Deputy Executive Director Office of Curriculum, Instruction, and Professional Learning Student Programs and External Partnerships Department Division of Teaching & Learning	Morayo Tracey Oyemade Deputy Senior Executive Director Finance & Procurements Division of Teaching & Learning	Lisvett Jaen Procurement Analyst Central Office Procurement

**PURPOSE**

Authorization is requested to contract with CBK Diversified Inc. dba CBK Associates for five days of training in a Service Leadership Institute for 32 high school students to lead a one-day Youth Service Summit, in which 250 elementary school students engaged in service-learning projects.

**DISCUSSION**

In partnership with the Office of Curriculum, Instruction, and Professional Learning, and Student Programs and External Partnerships (SPEP), CBK planned and facilitated a five-day Service in Schools (SIS) leadership institute for high school students, who in turn led elementary school students in a one-day youth service summit. Participation in the SIS leadership institute program enabled students to connect classroom content to real-world needs on school, local, national, and/or international levels. The 32 high school student participants were selected by a citywide application process. They developed essential literacy, numeracy, critical thinking, research, analytical, and communication skills and an expanded understanding of ethics, responsibilities, teamwork, and leadership.

In February 2016, the vendor that had previously provided these services on a non-contracted basis notified DOE's SIS program office that it had ceased offering youth leadership training services. Since the Office of the Mayor's NYC Service program stipulated that the Service in Schools leadership institute and youth service summit must take place in the spring of 2016, establishing a replacement vendor in a timely manner via a Request for Proposals (RFP) or other competitive procurement was impractical.

CBK was selected to design and develop the Institute and Summit programs from scratch based on CBK's expertise and experience as a long-term partner of the SIS initiative. CBK provides youth service and leadership training with a focus on climate and culture, youth engagement, effective teacher strategies, and environmental sustainability. Their work promotes service-learning strategies for academic success and aligns with current Common Core Standards and best teaching practices. In addition, CBK employs proprietary resources unique to the field of youth leadership training.

The scope of work, delivery timeline, work plan, outcome expectations, and pricing for the development and implementation of both programs were finalized in April so that the events could take place at the end of April and the end of May, respectively, as originally scheduled. Thus, this agreement is retroactive because CBK needed to begin services before a contract could be processed and registered.

A contract for these services is necessary because the DOE does not have the resources and expertise to provide them.

The contract amount includes two full days of planning and program development (including the production of a daily syllabus and daily outcomes), the five-day service and leadership training sequence for 32 students in grades 9-12, and the one-day youth service summit, in which 250 elementary students participate in a variety of service projects addressing community or global issues such as homelessness, hunger, health, and the environment.

CBK's budget primarily reflects staff labor costs (\$29,098) necessary to administer the program, while the remaining \$1,305 reflects a modest amount of general and administrative expenses. CBK included 70 hours provided to the DOE as an in-kind contribution. After accounting for those hours, CBK's weighted average program hourly rate to provide these services fell within the range of program hourly rates for comparable services provided through the current Multiple Task Award Contract (MTAC) for Professional Development for School Leaders. On this basis, pricing has been determined to be fair and reasonable.

#### **VENDOR RESPONSIBILITY**

A review of CBK Diversified Inc.'s background in the City's VENDEX files, its own procurement files, and federal debarment databases found no significant adverse information. The program office has also attested that CBK Diversified Inc. has provided satisfactory performance under previous agreements. The vendor has therefore been determined to be responsible with respect to this contract.

**REQUEST FOR AUTHORIZATION TO CONTRACT  
WITH A PROVIDER OF EARLY CHILDHOOD EDUCATION SERVICES FOR FOUR-YEAR-  
OLDS IN THE UNIVERSAL PREKINDERGARTEN PROGRAM (2016-2019)**

Estimated Annual / Total Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$559,800.48 / \$1,724,401.44	New York State Education Department (NYSED), Tax Levy	Three Years	Options to Extend for Two 1-Year Periods or One 2-Year Period	Contract via Negotiated Service per Section 3-08 of DOE Procurement Policy & Procedures	Yes	Requirements

<b>Vendor Name</b>	Brooklyn Kindergarten Society 1640 Pacific Street Brooklyn, New York 11213
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Shanny Spraus-Reinhardt Executive Director, Field Operations Division of Early Childhood Education	Sophia Pappas Executive Director Division of Early Childhood Education	Angela Edwards Chief Administrator Central Office Procurement

**PURPOSE**

Authorization is requested on behalf of the Division of Early Childhood Education (DECE) to contract with the vendor listed above to provide high-quality instructional programming as part of the Full-Day Universal Prekindergarten (UPK) program.

**DISCUSSION**

In 1997, the New York State Education Department (NYSED) established the Universal Prekindergarten program (UPK), which entitles eligible four-year-olds to receive 2 hours and 30 minutes of instructional programming for 180 days at no charge to families. In March 2014, the State legislature approved a \$300 million grant to expand full-day pre-kindergarten access in New York City. The legislation allows for high-quality UPK programs to be awarded new full-day UPK seats or to convert existing half-day seats to full-day seats.

The UPK program operates citywide in public and non-public school settings. Achieving universal access to prekindergarten services depends on the partnerships that link community-based organizations with the NYC public school system.

A Request for Proposals (RFP) was released in December 2013, seeking to award eligible early childhood providers willing to collaborate with the DECE to implement the UPK Program in New York City districts with a need for more seats than the DOE is able to offer within public schools. The deadline for proposals was February 18, 2014.

DECE received a record number of proposals from service providers in all five boroughs. Over 10,000 full-day UPK seats were awarded by DECE and presented to the Panel for Education Policy meetings.

Brooklyn Kindergarten Society (BKS), located at a New York City Housing Authority (NYCHA) facility in New York City, District 16, was originally awarded to open in September 2014, pursuant to RFP R1015. Serving a low income community, BKS submitted a proposal designed to provide high-quality early childhood education and family support services for children. However, subsequent to the submission of the proposal, BKS was unable to open its site due to construction delays. Since the NYCHA location required extensive capital construction work, approximately \$950,000.00 was earmarked by elected officials towards BKS capital improvements, leaving the site inoperable until construction was completed. Said construction work was deemed necessary for upholding DOE and DOHMH quality standards. The Department of Design and Construction is overseeing the construction work which is scheduled to be completed in time for September 2016.

BKS is an eligible high-quality early childhood provider that is able to meet the needs of its predominately low income community, specifically by offering parents increased support in meeting their children’s developmental needs.

DECE has reviewed BKS initial proposal data including a program quality plan, as well as a proposed operating space, and has determined that the provider has passed the quality threshold by demonstrating the ability to meet programmatic quality and operational expectations, objectives and regulations set forth by the NYSED and the DOE.

DECE seeks to award 51 full-day seats to BKS at \$10,976.48 per child and \$45,000.00 in start-up costs for Furniture and Materials.

The Committee on Contracts approved this negotiated services request on April 11, 2016. As such, it is beneficial to the DOE to contract with BKS for the provision of these services.

**VENDOR RESPONSIBILITY**

Brooklyn Kindergarten Society and its principal owners and officers were subject to a comprehensive background check and no significant adverse information was found. Therefore, the vendor has been determined to be responsible.

Vendor Name	Geographic Borough	Awarded No. of Full-Day Seats	Negotiated Cost per Child for Full-Day Seats	Start-Up Costs	Annual Contract Amount for Full-Day Seats
Brooklyn Kindergarten Society	K	51	\$10,976.48	\$45,000.00	\$559,800.48

**REQUEST FOR AUTHORIZATION TO EXTEND A CONTRACT WITH THE GORDIAN GROUP  
FOR JOB ORDER CONTRACT SYSTEM MANAGEMENT**

Original Annual / Total Contract Estimate	Funding Source	Original Contract Term	Options Now to Be Exercised	Estimated Options Amount	Procurement Method	Is Contract Retroactive?	Contract Type
\$2,875,000 / \$14,375,000	Tax Levy	Five Years (12/01/09 – 11/30/14)	Third 1-Year Option to Extend	Year 1 (12/01/14 - 11/30/15): \$6,500,000  Year 2 (12/01/15 - 11/30/16): \$7,500,000  Year 3 (12/01/16 - 11/30/17): \$8,800,000	Exercise of Option to Extend	No	Requirements

<b>Vendor Name &amp; Addresses</b>	The Gordian Group 30 Patewood Drive Suite 350 Greenville, SC 29615
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
David Lewis Deputy Director, Program Director Division of School Facilities	Linda Green Chief Administrative Officer Division of School Facilities	Marissa L. Procope Director

**PURPOSE**

Authorization is requested to exercise the last of three one-year options to extend a contract with the Gordian Group (Gordian) for Job Order Contract (JOC) consulting and construction management services.

**DISCUSSION**

JOCs are requirements agreements with predetermined technical specifications and estimated costs outlined in a construction task catalogue (CTC) that is used in conducting Requests for Bids (RFB). The Division of School Facilities (DSF) uses these contracts to coordinate complex, multi-trade construction projects through a contractor. Employing its current JOC management system, Gordian manages and consults on construction projects, monitors and tracks all project data, and generates reports on JOC contracts to ensure compliance and supervise contractors' performance. Gordian also consults on intricate RFBs, Requests for Proposals (RFP), and various other contracts.

Pursuant to a competitive RFP process, an evaluation committee selected Gordian to perform this work under a five-year contract with three one-year options to extend. The contract awarded

to Gordian was approved by the Panel for Educational Policy and registered with the New York City Comptroller. Although all proposers included the extension options in their proposals, the original RA mistakenly omitted the optional extension periods. As a remedy, the contract incorporated these extensions with the requirement that Panel for Educational Policy (PEP) and Chancellor Authorization be obtained before they could be exercised. The two previous options were exercised pursuant to previous RAs and approved by PEP. This request pertains to a third extension.

The cost of the extension is higher than the expenditure levels anticipated when the contract was originally awarded because of increases in capital and tax levy projects funded by the School Construction Authority, NYC Citywide Administrative Services (DCAS), the Department of Environmental Protection, the Office of Emergency Management, and the U.S. Department of Housing and Urban Development.

While the base contract used a sliding payment scale that reduces Gordian’s commission as the volume of work increased, actual spending has surpassed the high amount on the scale, as shown on the table below. Under the initial extension, the DOE negotiated a lower rate for expenditures over \$35 million. All other terms and conditions remain the same as under the original contract. Pricing for this extension has therefore been determined to be fair and reasonable.

Gordian has provided satisfactory service under its contract and DSF is confident that the vendor will continue to provide satisfactory service under the proposed contract extension.

**VENDOR RESPONSIBILITY**

Noteworthy information identified for The Gordian Group (TGG). VENDEX reports a caution stating that in March 2013, the firm was contacted by the Office of the Inspector General (OIG) for the United States Postal Service (USPS) seeking information related to the firm’s contract with the USPS. The OIG’s investigation covered the period from December 2011 through December 2015. The contract contained a “Most Favored Customer Pricing” clause that guaranteed USPS would receive a price equal to or lower than any price offered by the firm for “similar quantities under comparable terms & conditions.” TGG provided the requested pricing data to demonstrate compliance with the most favored customer pricing clause. The OIG determined that TGG’s pricing methodology was not clear, and that their interpretation of the “Most Favored” pricing clause was materially different than TGG’s interpretation. Subsequently, based on these findings, USPS contracting officials were able to negotiate better terms for a new contract with TGG beginning in December 2015, with a term of two years and four two-year renewable options. The OIG provided documentation indicating that the investigation is now closed. As such, the DOE does not believe this precludes a determination that the vendor is responsible.

**CONTRACT EXPENDITURES**

TERM		Original Estimate	Actual/Projected Spend
Base Contract	12/01/09 –11/30/14	\$14,375,000	\$22,124,573
Extension Year 1	12/01/14 - 11/30/15	\$6,500,000	\$8,000,000
Extension Year 2	12/01/15 -11/30/16	\$7,500,000	\$8,000,000
Extension Year 3	12/01/16 -11/30/17	NA	\$8,800,000

**CONSTRUCTION MANAGEMENT FEES**

<b>ORIGINAL PRICING</b>	
<b>CONSTRUCTION COST RANGE</b>	<b>FEE</b>
\$0 - \$10,000,000	10.00%
\$10,000,001 - \$15,000,000	9.75%
\$15,000,001 - \$20,000,000	9.50%
Over \$20,000,000	9.25%

<b>CURRENT PRICING</b>	
<b>CONSTRUCTION COST RANGE</b>	<b>FEE</b>
\$0 - \$10,000,000	10.00%
\$10,000,001 - \$15,000,000	9.75%
\$15,000,001 - \$20,000,000	9.50%
\$20,000,001 - \$35,000,000	9.25%
Over \$35,000,000	9.00%

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH KAPLAN EARLY LEARNING COMPANY TO PROVIDE TEXTBOOKS AND ANCILLARY MATERIALS**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$50,000 / \$350,000	Reimbursable, Tax Levy	Seven Years	None	Listing Application	No	Requirements

<b>Vendor Name &amp; Address</b>	Kaplan Early Learning Company 1310 Lewisville Clemmons Road Lewisville, NC 27023
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Raelene Stroom Director Vendor Management Division of Teaching & Learning	Morayo Tracey Oyemade Dep. Senior Executive Director Finance & Procurements Division of Teaching & Learning	Tobey Hartman Procurement Analyst Instructional Materials

**PURPOSE**

Authorization is requested to contract with Kaplan Early Learning Company to provide textbooks and ancillary materials to public and participating nonpublic schools.

**DISCUSSION**

Kaplan Early Learning Company produces the *Early Childhood Environment Rating Scale*, a quality assessment instrument designed for preschool, kindergarten, and child care classrooms serving children two-and-a-half through five years of age and used side-by-side with *All About the ECERS-R*, an instruction manual for designing quality day-care environments.

Kaplan Early Learning Company is the sole provider of the materials they publish. Because these materials cannot be purchased in the open market, a competitive sealed bid process is impractical.

The proposed contract requires that the prices the DOE pays be the lowest offered to any client. As such, pricing for these materials has been determined to be fair and reasonable.

**VENDOR RESPONSIBILITY**

A background check on Kaplan Early Learning Company, including VCIP, VENDEX, the Federal Debarred List, the New York State Department of Labor Debarred List, the New York State Standard Debt Search, NYS Charities, OSHA, Worker’s Compensation Board, and FAMIS, yielded no significant adverse information. The vendor has therefore been determined to be responsible.

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH KINDER PUBLISHING, INC. TO PROVIDE TEXTBOOKS AND ANCILLARY MATERIALS**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$95,601 / \$669,207	Reimbursable, Tax Levy	Seven Years	None	Listing Application	No	Requirements

<b>Vendor Name &amp; Address</b>	Kinder Publishing, Inc. 235 Hooper Street Brooklyn, NY 11211
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Raelene Stroom Director Vendor Management Division of Teaching & Learning	Morayo Tracey Oyemade Dep. Senior Executive Director Finance & Procurements Division of Teaching & Learning	Tobey Hartman Procurement Analyst Instructional Materials

**PURPOSE**

Authorization is requested to contract with Kinder Publishing, Inc. to provide textbooks and ancillary materials to public and participating Jewish nonpublic schools.

**DISCUSSION**

Kinder Publishing, Inc. produces customized books in Yiddish and English for students in Pre-K through grade 12 attending New York City public schools and other educational institutions. These books include stories, Yiddish writing lessons, spelling, reading, math, and history.

Kinder Publishing, Inc. is the sole provider of the materials they publish. Because these materials cannot be purchased in the open market, a competitive sealed bid process is impractical.

The proposed contract requires that the prices the DOE pays be the lowest offered to any client. As such, pricing for these materials has been determined to be fair and reasonable.

**VENDOR RESPONSIBILITY**

A background check on Kinder Publishing, including VCIP, SAM (Federal Debarred List), Worker's Compensation Board, NYS Division of Corporations, OSHA, NYS Charities Bureau Registry, and FAMIS, yielded no significant adverse information. The vendor has therefore been determined to be responsible.

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH GUTENBERG, INC. D/B/A/  
UNIVERSAL PUBLISHING TO PROVIDE TEXTBOOKS AND ANCILLARY  
MATERIALS**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$98,176 / \$687,232	Reimbursable, Tax Levy	Seven Years	None	Listing Application	No	Requirements

<b>Vendor Name &amp; Address</b>	Gutenberg, Inc. D/B/A Universal Publishing 677 Roosevelt Highway Waymart, PA 18472
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Raelene Stroom Director Vendor Management Division of Teaching & Learning	Morayo Tracey Oyemade Dep. Senior Executive Director Finance & Procurements Division of Teaching & Learning	Tobey Hartman Procurement Analyst Instructional Materials

**PURPOSE**

Authorization is requested to contract with Gutenberg, Inc. D/B/A Universal Publishing to provide textbooks and ancillary materials to public and participating nonpublic Catholic schools.

**DISCUSSION**

Universal Publishing’s materials help students, in Pre-K to Grade 8, develop fluent and functional handwriting and then use that skill to learn across the curriculum. Universal provides journals and workbooks that reinforce learning in subjects such as mathematics, vocabulary, and science.

Universal is the sole provider of the materials they publish. Because these materials cannot be purchased in the open market, a competitive sealed bid process is impractical.

The proposed contract requires that the prices the DOE pays be the lowest offered to any client. As such, pricing for these materials has been determined to be fair and reasonable.

**VENDOR RESPONSIBILITY**

A background check on Gutenberg, Inc. D/B/A Universal Publishing, including VCIP, SAM (Federal Debarred List), Worker’s Compensation Board, NYS Division of Corporations, OSHA, NYS Charities Bureau Registry, and FAMIS, yielded no significant adverse information. The vendor has therefore been determined to be responsible.

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH SHY PUBLISHING CORP.  
TO PROVIDE TEXTBOOKS AND ANCILLARY MATERIALS**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$26,400 / \$184,800	Reimbursable, Tax Levy	Seven Years	None	Listing Application	No	Requirements

<b>Vendor Name &amp; Address</b>	Shy Publishing 126 Dover Street Brooklyn, NY 11235
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Raelene Stroom Director Vendor Management Division of Teaching & Learning	Morayo Tracey Oyemade Dep. Senior Executive Director Finance & Procurements Division of Teaching & Learning	Tobey Hartman Procurement Analyst Instructional Materials

**PURPOSE**

Authorization is requested to contract with Shy Publishing Corp. to provide textbooks and ancillary materials to public and participating Jewish nonpublic schools.

**DISCUSSION**

Shy Publishing Corp. produces educational materials to be used in teaching the Hebrew language and Jewish heritage. Although Shy publishes various religious materials, they also publish materials of a non-religious nature. Subjects include Hebrew language, grammar, and literature and Jewish teachings, customs, and practices, which are taught in different school settings from grades K through 12.

Shy Publishing currently has seven items listed in ShopDOE; these items have been reviewed by the Instructional Materials Review Unit (IMRU) and were determined to contain no religious material and to be appropriate for use in classrooms.

Shy Publishing Corp. is the sole provider of the materials they publish. Because these materials cannot be purchased in the open market, a competitive sealed bid process is impractical.

The proposed contract requires that the prices the DOE pays be the lowest offered to any client. As such, pricing for these materials has been determined to be fair and reasonable.

**VENDOR RESPONSIBILITY**

A background check on Shy Publishing, including VCIP, SAM (Federal Debarred List), Worker's Compensation Board, NYS Division of Corporations, OSHA, NYS Charities Bureau Registry, and FAMIS, yielded no significant adverse information. The vendor has therefore been determined to be responsible.

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH DAVIS PUBLICATIONS  
TO PROVIDE TEXTBOOKS AND ANCILLARY MATERIALS**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$46,000 / \$322,000	Reimbursable, Tax Levy	Seven Years	None	Listing Application	No	Requirements

<b>Vendor Name &amp; Address</b>	Davis Publications 50 Portland Street Worcester, MA 01608
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Raelene Stroom Director Vendor Management Division of Teaching & Learning	Morayo Tracey Oyemade Dep. Senior Executive Director Finance & Procurements Division of Teaching & Learning	Tobey Hartman Procurement Analyst Instructional Materials

**PURPOSE**

Authorization is requested to contract with Davis Publications to provide textbooks and ancillary materials to public and participating nonpublic schools.

**DISCUSSION**

Davis Publications produces K–12 textbook programs in print and on a cloud-based digital platform that gives teachers quick and easy access to eBooks, ePortfolios, a Curriculum Builder, and more than 30,000 digital fine-art images from major museums, including the Smithsonian Institute. Davis also offers an art education book series that includes practical classroom strategies and vocabulary and language programs based on discussions of fine-art images.

Davis Publications is the sole provider of the materials they publish. Because these materials cannot be purchased on the open market, a competitive sealed bid process is impractical.

The proposed contract requires that the prices the DOE pays be the lowest offered to any client. As such, pricing for these materials has been determined to be fair and reasonable.

**VENDOR RESPONSIBILITY**

A background check on Davis Publications, including VCIP, SAM (Federal Debarred List), Worker’s Compensation Board, NYS Division of Corporations, OSHA, NYS Charities Bureau Registry, and FAMIS, yielded no significant adverse information. The vendor has therefore been determined to be responsible.

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH THE EDWIN GOULD SERVICES FOR CHILDREN AND FAMILIES IN SUPPORT OF THE ANTI-GUN VIOLENCE INITIATIVE**

Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$58,100	City Council	One Year (7/01/15 – 6/30/16)	None	City Council Allocation per Section 1-03 (c) of DOE Procurement Policy & Procedures	Yes	Full Value

<b>Vendor Name &amp; Address</b>	Edwin Gould Services for Children and Families 151 Lawrence Street, 5 <sup>th</sup> Floor Brooklyn, NY 11201
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Angie Guo Senior Operations Manager Office of Safety and Youth Development	Robert J. Weiner Chief Operating Officer Office of Safety and Youth Development	Denesia Stroom-Blair Procurement Analyst Central Office Procurement

**PURPOSE**

Authorization is requested to contract with the Edwin Gould Services for Children and Families (Edwin Gould) to provide services that support the anti-gun violence initiative program at Park East High School (M495) and Esperanza Preparatory Academy (M372) in District 4 in Manhattan.

**DISCUSSION**

Edwin Gould will provide students with services that assist with violence reduction, conflict resolution, critical thinking, and leadership development. These services are designed to support youth in developing the skills and knowledge necessary to promote positive self-direction.

Edwin Gould met with the school administration and staff of Park East High School and Esperanza Preparatory Academy and created a needs assessment survey to gather student input, from which curricula, content and activities were developed and designed. These included workshops covering a variety of topics (healthy behaviors and relationships, communication styles, respectful boundaries, bullying and teen dating abuse prevention, and leadership skills), monthly conflict mediation workshops to train student leaders to be peer mediators, confidential counseling and mediation sessions, schoolwide assemblies on relevant age-appropriate topics, professional development for school administrators and staff, parent trainings, and a field trip to Harlem’s Schomburg Center for Research in Black Culture.

This contract is retroactive because of administrative delays in connection with the background check. Additionally, there were delays in the vendor’s submission of work plans and budget documents, which required multiple rounds of revisions.

In FY16, the vendor was awarded an additional \$21,900, for a total allocation of \$80,000; however, services started later than anticipated during the program year so the entire amount allocated by City Council, could not be utilized.

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

### **VENDOR RESPONSIBILITY**

The following noteworthy information was identified for prime vendor Edwin Gould Services for Children Families (Edwin Gould), which provides family foster care services in the city of New York:

In July 2011, Edwin Gould was placed on Corrective Action Status (CAS) by the Administration for Children Services (ACS) due to the fatality of a baby boy placed into a foster home and under the care of Edwin Gould (ACS Case Number 6235999).

In response to this incident, Edwin Gould implemented several safety practices including conducting monthly visits to the foster home, ensuring that frequent visitors to the foster home would be cleared by the State Central Registry (SCR), and holding weekly program review committee meetings to evaluate best practices, challenges, and strategic planning issues. The vendor also created a Quality Management Department to provide monitoring and oversight of the foster boarding home program. Edwin Gould was removed from CAS status on July 20, 2012.

During the DOE's follow-up, ACS indicated that it currently holds two contracts with Edwin Gould:

A family foster care contract, which was recently, renewed with a term of July 1, 2016 through June 30, 2020, and a general preventative services agreement with a term of July 1, 2015 through June 30, 2020. The most recent performance evaluations for Edwin Gould relating to these contracts each date from the period ending June 30, 2015; the vendor's performance under the family foster care services contract was rated as "good," while the vendor's performance under the general preventative services contract was rated as "excellent."

In light of the corrective actions taken and the vendor's performance under its subsequent contracts with ACS for similar services, the DOE does not believe this matter precludes a determination that the vendor is responsible.

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH NEW YORK CITY COMMUNITY LEARNING SCHOOLS INITIATIVE (NYCCLSI) TO PROVIDE SUPPORT TO COMMUNITY SCHOOLS STRATEGY IN SCHOOLS**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$475,000	City Council	One Year (7/01/15 – 6/30/16)	None	City Council Allocation, per Section 1-03(c) of DOE Procurement Policy & Procedures	Yes	Full Value

<b>Vendor Name &amp; Address</b>	New York City Community Learning Schools Initiative 52 Broadway New York, NY 10004
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Contract Manager	Lead Contracting Officer	Division of Contracts and Purchasing Contact
Christopher Caruso Executive Director Office of Community Schools	Jessica Salazar Director of Finance & Administration Office of Equity & Access	Denesia Stroom-Blair Procurement Analyst Central Office Procurement

**PURPOSE**

Authorization is requested to contract with the New York City Community Learning Schools Initiative (NYCCLSI) to provide support and technical assistance to schools implementing a community school strategy. Twenty-three schools have participated in the initiative since the 2012-2013 school year and two new schools were added during the 2015-2016 school year.

**DISCUSSION**

NYCCLSI will provide support and technical assistance by facilitating partnerships among participating schools, non-profits, local businesses, and government agencies that connect vital services to these schools, making each the hub of its community. By meeting the health, safety, and social services needs of students, parents, and communities, the initiative will help improve student achievement.

NYCCLSI was launched in 2012 by the United Federation of Teachers (UFT) in collaboration with the New York City Council, the Partnership for New York City, and Trinity Wall Street, a non-profit that advocates for children in public schools. For the 2014-2015 school year, funding for the initiative totaled approximately \$2.26 million, of which \$250,000 came from the City Council and the balance was contributed by Trinity Church grants, Attendance Improvement Dropout Prevention (AIDP) program funding, the NYSED Community Schools grant, and additional partners. For the 2015-2016 school year, funding for the initiative totaled approximately \$4.37 million, of which \$475,000 came from City Council and was allocated to provide support and technical assistance. The balance was contributed by Trinity Church grants, the AIDP program funding, the NYSED Community Schools grant, and additional partners.

The participating schools were chosen by the UFT using selection criteria that included community school proposals, support from school staff for the program, and existing school

resources. Funds will be used to help each school find local partners already providing such services and to create strategies that link these partners directly to students in school buildings whenever possible.

This contract is retroactive because of administrative delays in connection with the background check.

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

**VENDOR RESPONSIBILITY**

The Division of Equity and Access has experience with the vendor providing these services and confirms that they have performed satisfactorily. A review of the NYCCLSI's background in the DOE's files and the VENDEX system found no significant adverse information. The vendor has therefore been determined to be responsible.

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH TEACHERS COLLEGE  
TO PROVIDE TECHNOLOGY TO CLASSROOMS**

Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$250,000	City Council	One Year (7/01/15 – 6/30/16)	None	City Council Allocation, per Section 1-03(c) of DOE Procurement Policy & Procedures	Yes	Full Value

<b>Vendor Name &amp; Address</b>	Teachers College, Columbia University 525 West 120 <sup>th</sup> Street New York, NY 10027
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Dan Aymar-Blair Senior Executive Director Division of Teaching and Learning	Morayo Tracey Oyemade Deputy Senior Executive Director Finance and Procurements Division of Teaching & Learning	Denesia Stroom-Blair Procurement Analyst Central Office Procurement

**PURPOSE**

Authorization is requested to contract with Teachers College, Columbia University to provide technology-based professional development and student support services to 10 schools identified by the DOE’s Science Technology, Engineering and Mathematics (STEM) Department as in need of technology demonstrating a commitment to STEM education.

**DISCUSSION**

The Center for Technology and School Change at Teachers College, Columbia University conducted a pilot series of hands-on workshops and structured school visits. The program provided services to five elementary and five middle schools serving low-income students, to incorporate computer technology into teaching practices. The professional development work plan included:

- A one-day needs assessment, including a school visitation, faculty interviews, and surveys;
- Five two-hour workshops for participating faculty; and
- Four structured classroom visitations per school.

In addition, a State-certified Education Technology Specialist assisted in the implementation and supervision of the program in the selected schools by working with teachers K-12 to integrate computer technology across different content areas of the curriculum and to use it to support differentiated instruction for all students.

This contract is retroactive because of administrative delays in connection with the background check.

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

**VENDOR RESPONSIBILITY**

A background check identified noteworthy information for prime vendor Teacher's College, Columbia University. VENDEX reports several cautions for Columbia University; however, Teacher's College is a separate entity with a distinct board that is connected with Columbia University via a contractual relationship. Therefore, the DOE does not believe these matters should preclude an award of contract to Teacher's College.

A review of Teachers College's background in the City's VENDEX files, DCP's own procurement files, and federal debarment databases found no significant adverse information. The vendor has therefore been determined to be responsible with respect to this contract.

**Technical Changes – Prior Meetings**

June 23rd, 2015 meeting, item # 1: the Request for Authorization to contract with nine private colleges/universities for undergraduate courses for the Career Training Program contained incorrect credit rates and/or estimated annual contract amounts for four vendors. Corrections are detailed below

<b>Vendor</b>	<b>Per Credit Rate</b>	<b>Correct Per Credit Rate</b>	<b>Estimated Annual Contract Amount</b>	<b>Correct Estimated Annual Contract Amount</b>
Boricua College	\$290	\$290	\$142,680	\$146,780
College of New Rochelle	\$140*	\$140*	\$78,960	\$13,160
Long Island University	\$257	\$290	\$167,484	\$187,680
SUNY Empire State College	\$290	\$257	\$1,776,500	\$1,588,400