

**Item: 1**

**Description:**

Full Day Universal PreKindergarten Services for four year olds commencing 2016-2017 (Educational Continuity)

**Item: 2**

**Description:**

Full Day Universal PreKindergarten Services for four year olds commencing 2016-2017 (Zip Codes)

**Item: 3**

**Description:**

Full Day Universal PreKindergarten Services in Charter Schools for four year olds commencing in 2016-2017

**Item: 4**

**Description:**

Arts education services (RA#20)

**REQUEST FOR AUTHORIZATION (RA#20) FOR ARTS EDUCATION SERVICES**  
**(MTAC R0891)**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$60,000 / \$300,000	Various	Five Years	None	Multiple Task Award Contract (MTAC)	No	Requirements

Vendors Names & Addresses	Components*	Estimated Annual / Total Amount
Rush Philanthropic Arts Foundation 334 Grand Avenue Brooklyn, NY 11238	4 - Visual Arts	\$30,000 / \$150,000
Young People's Chorus of New York City 37 West 65 <sup>th</sup> Street, #305 New York, NY 10023	2 - Music	\$30,000 / \$150,000

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Paul King Executive Director Office of Arts & Special Projects	Morayo Tracey Oyemade Deputy Senior Executive Director Finance and Procurements Division of Teaching and Learning	Aldrina Hazell Procurement Analyst Instructional Service Procurement

**PURPOSE**

Authorization is requested on behalf of the Office of Arts and Special Projects (OASP) to contract with the vendors named above to provide Arts Education Services. The awarded vendors will offer direct services to students in visual arts and music, respectively. Services will be provided at the discretion of each participating school or central office operating on behalf of a school or consortium of schools.

**DISCUSSION**

Vendors will deliver services that support and advance teaching and learning by building on the *Blueprint for Teaching & Learning in the Arts* and the New York State Learning Standards (NYSLS) for the Arts. The *Blueprint* forms the basis for instructional programs in dance, music, theater, visual arts, and the moving image and is built upon five strands of Arts Learning: Arts Making, Literacy in the Arts, Making Connections, Community and Cultural Resources, and Careers and Life-long Learning. Services provided by awarded vendors will incorporate the guidelines established in the *Blueprint* while enhancing studies in other areas.

Proposals were distributed to an evaluation committee that included Arts Coordinators and Directors from OASP, all of whom are knowledgeable about the *Blueprint* and the NYSLs for the Arts. They have participated in developing the *Blueprint*, are currently implementing arts programming, and possess years of experience within the New York City public schools or DOE central offices. 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 evaluated using the following criteria:

program plan (25 points), organizational capacity (25 points), demonstrated effectiveness (25 points), and price (25 points). Successful vendors were required to achieve a minimum score of 80 points.

Contract award has previously been made to 111 proposers and two are recommended in this RA.

Rush Philanthropic Arts Foundation Gallery-in-the-School visual art residencies consist of hands-on art-making projects that students display in an end-of-year exhibition at their school. Students create a gallery space at their school, taking on roles that include curating, handling art work, marketing, and promotion. Throughout the year, students write about and discuss in detail their work and the work of their peers. Students work with various art forms such as: two- and three-dimensional media, painting, drawing, printmaking, ceramics, collage, sculpting, textiles, and watercolor. Visits to artists' studios and art institutions are included. At the projects' completion, students discuss the projects' content, materials, and methods used and initiate discussions on art works' elements and aesthetic qualities.

The Young People's Chorus of NYC (YPCNYC) is an internationally acclaimed, award-winning children's chorus that received the National Arts & Humanities Youth Program Award and has represented the United States in many prestigious international events. YPCNYC performs a wide-ranging repertoire in all formats and styles, from renaissance and classical traditions through gospel, folk, pop, contemporary, and world music. Students participating in the Satellite School Program are taught by experienced conductors. They read and write music; learn interpretative disciplines and healthy vocal skills; sing in unison and in two and three-part harmonies; perform at their schools, in their communities, and on professional stages such as Carnegie Hall and Lincoln Center; study music literacy and sight reading; practice proper choral technique; sing in various languages, including Spanish, French, German, Italian, Japanese, Chinese, and Zulu. Auditions are held for participation in the youth chorus. Those accepted will have the opportunity to sing in concert venues in North America and Europe with professional symphony orchestras.

The negotiated hourly rates of \$186 for Rush Philanthropic and \$215 for YPCNYC have been determined to be fair and reasonable based on comparison with hourly rates for similar services provided by vendors contracted under this solicitation.

The estimated annual contract amount is based on expenditures under previous contracts for similar services.

A background check, including VENDEX, VCIP, the System for Award Management and the Uniform Commercial Code found no significant adverse information. Vendors have therefore been determined to be responsible.

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 a 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.

**\*Component Services:**

1. Dance – ballet, modern, hip-hop, ballroom, African, Caribbean, dances of other countries & cultures, choreography.
2. Music – hip hop, jazz, classical, instrumental, vocal, choral, composing.
3. Theater – playwriting, storytelling, performing, playmaking, auditions, assemblies.
4. Visual Arts – museum tours, paintings, murals, drawing, architecture, collages.
5. Moving Image, New Media – film making, videography, photography.
6. Parent Engagement – all of the above subjects in concert with direct student services.

**Item: 5**

**Description:**

Evaluation services to assess the effectiveness of educational programs provided by contracted vendors.

**REQUEST FOR AUTHORIZATION FOR SYSTEMWIDE PROGRAM EVALUATION  
SERVICES (R0995) RA #1**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$310,000 / \$1,550,000	Tax Levy & Reimbursable Funds	Five Years	None	Multiple Task Award Contract (MTAC)	No	Requirements

<b>Vendor Names &amp; Addresses</b>	See Table B, "Awarded Vendors," below.
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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 Procurement Analyst Instructional Service Procurement

**PURPOSE**

Authorization is requested on behalf of the Division of Teaching and Learning to contract with the five vendors listed below for systemwide program evaluations. 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 first 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 will expire 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 are named here and twelve 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 \$59 for Hezel’s services, which include in-person, telephone, and video-based interviews, and paper-and-pencil and online questionnaires focusing on customized research, student literacy, school improvement, and districtwide STEM programs, to \$98 for the American Institute for Research’s (AIR) evaluation of systemwide programs that includes program monitoring, formative studies of program implementation, and summative studies of program impact. AIR uses a range of structured observation protocols to assess of classroom quality, including the Classroom Assessment Scoring System (CLASS) for Pre-K-12, the Early Language and Literacy Classroom Observation (ELLCO) Pre-K tool, and the Classroom Observation of Early Mathematics Environment. AIR’s evaluators also are trained to reliably score and summarize the results of these observations so that they can be used to inform teacher instruction, identify professional development needs, and assess program effectiveness.

Negotiations resulted in an average cost savings of approximately 22 percent in hourly rates to the DOE. Pricing for all five 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
American Institutes for Research in the Behavioral Sciences dba American Institutes for Research	\$119	\$98
American Education Solutions, Inc.	\$96	\$79
John Schoener and Associates, Inc.	\$138	\$93
Eskolta School Research and Design, Inc.	\$117	\$87
Hezel Associates, LLC	\$73	\$59

The estimated annual contract amounts for Hezel Associates and John Schoener and Associates were derived from their previous contracts for these types of services. American Education Solutions, AIR, and Eskolta are new vendors with an estimated minimum amount for a requirements contract of \$30,000.

Background checks, including VENDEX, the Uniform Commercial Code, the Federal Tax Lien, the System for Award Management, and DOE internal sources, found no significant adverse information for any of these vendors. All five vendors have therefore been determined to be responsible to provide approved 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.

**TABLE B - AWARDED VENDORS**

<b>Vendor Name &amp; Address</b>	<b>Estimated Annual / Total Amount</b>
American Education Solutions, Inc. 3 Croton Point Avenue Croton on Hudson, NY 10520	\$30,000 / \$150,000
American Institutes for Research in the Behavioral Sciences dba American Institutes for Research 1000 Thomas Jefferson Street, NW Washington, DC 20007	\$30,000 / \$150,000
Eskolta Research and Design, Inc. 50 Broad Street, Ste. 1615 New York, NY 10004	\$30,000 / \$150,000
John Schoener and Associates, Inc. 973 Springs Fireplace Road East Hampton, NY 11937	\$100,000 / \$500,000
Hezel Associates, LLC 731 James Street, Ste 410 Syracuse, NY 13203	\$120,000 / \$600,000

**Item: 6**

**Description:**

Literacy professional development services (RA11)

**REQUEST FOR AUTHORIZATION (RA #11) FOR LITERACY  
PROFESSIONAL DEVELOPMENT (MTAC R0996)**

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)
Frank Cunningham Consultancy, Inc. 147 W 79 <sup>th</sup> Street, Apt. 11D New York, NY 10024	1, 2

Contract Manager	Lead Contracting Officer	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	Joy Gentolia, Director Instructional Service Procurement

**PURPOSE**

Authorization is requested on behalf of the Division of Teaching and Learning to contract with Frank Cunningham Consultancy, Inc. (FCC) to provide systemwide literacy professional development services. These services will be provided at the discretion of participating schools, central offices operating on behalf of schools, or consortiums of schools.

**DISCUSSION**

To help ensure that its students achieve the higher standards in literacy that adoption of Common Core Learning Standards (CCLS) requires, the DOE must acquire professional development services for its teachers, leaders, coaches, administrators, and support staff. These services will increase literacy content and pedagogical knowledge, support the implementation of CCLS, and align resources to improve student achievement. These services will also support schools and learning communities as they plan and conduct effective instruction and professional development in literacy.

Contracted vendors will provide high-quality, needs-based, and CCLS-aligned professional development and support instruction for teachers and other staff covering kindergarten through 12<sup>th</sup> grade. Services will focus on literacy content, pedagogy, citywide core curriculum programs, research, and best practices and will include institutes, workshops, seminars, coursework, conferences, walk-throughs, and intervisitations.

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

In response to the solicitation, vendors proposed for one or both of these focus areas: 1) Literacy Professional Development and 2) Literacy Consultants/Coaches.

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.

Twenty-eight (28) vendors were recommended for contract awards under previous RAs and one is recommended here.

The recommended vendors' services introduce shifts in pedagogy and provide direction on ways to use student data to inform instructional practices and improve student achievement. Professional development offerings will provide specific support to schools and teachers for implementing reading and other components of literacy instruction in ELA and content area classrooms, including foundational literacy skills. Program delivery methods include customized workshops, support, and coaching.

Frank Cunningham Consultancy's professional development for K-12 incorporates evidenced-based research in adult learning theory and principles. FCC's programs provide opportunities for teachers to improve their practice by: 1) developing awareness of new teaching approaches and content, 2) building knowledge of content and pedagogy, 3) translating new knowledge into their teaching, 4) practicing teaching a new skill or processes with their students, and 5) reflecting deeply on teaching and learning to assess the impact of instructional changes. The delivery of the professional development takes place in a variety of formats, including job-embedded classroom-based modeling and demonstration lessons, study groups, workshops, institutes, and case discussions in collaboration with the school partner.

FCC's proposed average hourly pricing was negotiated from \$183 per hour to \$171 per hour for a seven 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 this solicitation.

The estimated annual contract amount for FCC is based on the minimum amount for new vendors in Literacy Professional Development requirements contracts of \$30,000.

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

**Item: 7**

**Description:**

Math professional development services for teachers, leaders, coaches, administrators and support staff (RA 11)

**REQUEST FOR AUTHORIZATION (RA#11) FOR MATH-RELATED SERVICES  
AND PROFESSIONAL DEVELOPMENT (MTAC R1026)**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$700,000 / \$3,500,000	Tax Levy & Reimbursable Funds	Five Years	None	Multiple Task Award Contract (MTAC)	No	Requirements

Vendor's Name & Address	Component(s)
Frank Cunningham Consultancy, Inc. 147 West 79 <sup>th</sup> Street, Apt. 11D New York, NY 10024	1, 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 Frank Cunningham Consultancy, Inc. (FCC) to provide systemwide mathematics-related professional development services. These services will be provided at the discretion of participating schools, central offices operating on behalf of schools, or consortiums of schools.

**DISCUSSION**

To help ensure that its students achieve the higher standards in mathematics that adoption of Common Core Learning Standards (CCLS) requires, the DOE must acquire professional development services for its teachers, leaders, coaches, administrators, and support staff. These services will increase math content and pedagogical knowledge, support the implementation of CCLS, and align resources to improve student achievement. These services will also support schools and learning communities as they plan and conduct effective instruction and professional development in math.

Vendors will provide high-quality, needs-based, and CCLS-aligned professional development and support instruction for teachers and other staff covering prekindergarten through 12<sup>th</sup> grade. Services will focus on math content, pedagogy, Citywide core curriculum programs, cognitive development, research, and best practices, and will include institutes, workshops, seminars, coursework, conferences, walk-throughs, and inter-visitations.

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) Mathematics Professional Development and 2) Mathematics Consultants/Coaches.

Proposals were evaluated by a minimum of three evaluators. The evaluation committees included a principal, a teacher, senior instructional coaches, achievement 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.

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

Frank Cunningham Consultancy, Inc. provides on-site standards-aligned K-12 professional development and coaching aimed at building capacity among teachers, coaches, and administrators to improve instruction and student outcomes in mathematics. Services focus on differentiated instruction, curriculum development, problem solving, and the use of data to inform best practices. Programs are designed to foster an atmosphere of collaboration and feature individual and small-group coaching, classroom observations, and lesson modeling tailored to the needs of each participating school. Services include a pre-implementation school evaluation and planning sessions, along with subsequent progress monitoring and yearly evaluations.

FCC's initially proposed average hourly rate of \$195 was negotiated to \$186, resulting in a five percent cost savings to the DOE. Pricing was determined to be fair and reasonable based on a comparison of rates for like services by vendors contracted under this solicitation.

The estimated annual contract amount for FCC was based on previous contract expenditures for similar services.

Background checks, including VENDEX, the Vendor CIP Report, the Uniform Commercial Code, the Federal Tax Lien, and the System for Award Management, identified no significant adverse information. FCC has therefore been determined to be responsible to provide approved 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 ensures competition among the large number of vendors who have been awarded contracts as a result of this procurement. Future RAs for these services will be submitted in batches as new providers are presented for award of contracts.

**Item: 8**

**Description:**

Social Studies professional development and direct student services.  
(RA #4)

**REQUEST FOR AUTHORIZATION (RA#4) 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
\$296,000 / \$1,480,000	Various	Five Years	None	Multiple Task Award Contract (MTAC)	No	Requirements

Vendor's Name & Address	Component
The New York Historical Society 170 Central Park West New York, NY 10024	1, 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 Historical Society (NYHS) 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.

Of 15 proposals received, two vendors did not meet the minimum qualifications, one vendor rescinded its proposal, and one is pending evaluation. 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. Thus far, the committee has recommended eight vendors for award, of which four were named in previous RAs and one is named here.

The New York Historical Society offers customized on- and off-site professional development and direct student service programs to increase content knowledge and improve instructional practice in the areas of New York and American history. NYHS's suite of professional learning opportunities range from five-day interactive workshops to 80-minute modules, and include materials that can be directly integrated into the classroom. Strategies and resources help teachers see how students can learn from historical evidence, discovering history as historians do, through hands-on investigation. Program content both follows and anticipates the NYCDOE Scope and Sequence for Social Studies and supports the skills laid out in the Common Core State Standards for History/Literacy in Social Studies. Direct student services include inquiry-based lectures, workshops, performances, and field trips/tours designed to immerse students in history content using multisensory techniques. Participants learn how to analyze a variety of primary sources for clues about people and events from the past.

NYHS's average hourly pricing was negotiated down from \$156 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 NYHS was derived from a previous contract for these types of services.

Background checks, including VENDEX, the Uniform Commercial Code, the Federal Tax Lien, the Federal Excluded Parties List System, and DOE internal sources, revealed no adverse information. NYHS has therefore been determined to be responsible to provide approved 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 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.

**Item: 9**

**Description:**

Student Support Services (RA#21)

**REQUEST FOR AUTHORIZATION (RA #21)**  
**FOR STUDENT SUPPORT SERVICES (MTAC R0898)**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$700,000 / \$3,500,000	Tax Levy & Reimbursable Funds	Five Years	None	Multiple Task Award Contract (MTAC)	No	Requirements

Vendor's Name & Address	Component(s)
Hip Hop 4 Life, Inc. 225 West 35 <sup>th</sup> Street, Suite 301 New York, NY 10001	1, 4, 5, 6, 7, 14

Contract Manager / Lead Contracting Officer	Division of Contracts and Purchasing Contact
Robert J Weiner Chief Operating Officer Office of Safety & 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 Hip Hop 4 Life, Inc. (HH4L) 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 eleven (111) 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.

HH4L offers a customizable menu of grade-level on-site youth development services designed to engage, educate, and empower student and family participants, with particular emphasis on at-risk populations. HH4L's differentiated leadership and mentoring programs *Man Up!* and *Shades of Beauty* focus on character building, provide personal and professional development, encourage leadership and commitment to personal growth, prepare youth for post-secondary endeavors, and promote health and wellness. They also offer *The Rhythm*, a self-esteem enhancement and obesity prevention program that fosters and promotes an active lifestyle, and *Follow the Leader*, which focuses on post-secondary research and planning strategies. HH4L programs incorporate community activities, guest speakers, project-based learning, evaluations, and planning meetings.

Hip Hop 4 Life's average program hourly rate was negotiated from \$263 per hour to \$111 per hour for a 58 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 Hip Hop 4 Life is based on previous contract expenditures for similar services.

Background checks including VENDEX, the Vendor CIP Report, the Uniform Commercial Code, the Federal Tax Lien, and the System for Award Management, found no significant adverse information. Hip Hop 4 Life, Inc. has therefore been determined to be responsible to provide approved 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 ensures competition among the large number of vendors who have been awarded contracts as a result of this procurement. Future RAs for these services will be submitted in batches as new providers are presented for award of contracts.

**Item:** 10

**Description:**

Job order contract for electrical outlets and panels for the Breakfast in the Classroom program for all boroughs. RA covers award of 9/10 classes

**REQUEST FOR AUTHORIZATION**  
**FOR JOB ORDER CONTRACT FOR KITCHEN OUTLETS & PANELS IN SUPPORT OF THE**  
**BREAKFAST IN THE CLASSROOM FEEDING PROGRAM – B2712**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Estimated Option Amount	Procurement Method	Is Contract Retroactive?	Contract Type
\$12,207,838 / \$61,039,190	Tax Levy / Federal Community Block Grants	Five Years	270-Day Extension	\$10,044,629	Request for Bids (RFB)	No	Requirements

Vendor Name & Address	Annual Amount	Total Contract Amount
Charan Electrical Enterprises Inc. 27-14 39 <sup>th</sup> Avenue Long Island City, NY 11101	\$6,880,463	\$34,402,315
Laser Electrical Contracting Inc. 55-10 37 <sup>th</sup> Avenue Woodside, NY 11377	\$5,327,375	\$26,636,875

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 Procope Director

**PURPOSE**

Authorization is requested on behalf of the Division of School Facilities (DSF) to contract with Charan Electrical Enterprises Inc. and Laser Electrical Contracting Inc. for a Job Order Contract (JOC) for kitchen outlets and panels in support of the Mayor's Breakfast in the Classroom Feeding Program.

**DISCUSSION**

This Request for Bids (RFB) was advertised for seven days in the City Record and on the DCP web site. The RFB consisted of 10 geographically defined aggregate classes: Class 1 – South Brooklyn, Class 2 – South Brooklyn/Staten Island, Classes 3 and 4 – North Brooklyn, Classes 5 and 6 – Manhattan, Classes 7 and 8 – Queens, and Classes 9 and 10 – the Bronx. All but one of the classes received at least two bids, but competition was limited due to the federal requirement of bid bonds. This RA covers all classes except Class 5, whose award will be covered on a subsequent RA.

Although a JOC electrical work contract already exists, a separate procurement was necessary for this work because the volume of work specific to this program was not contemplated when the original contract was bid. Funding for this program derives from both tax levy and federal Community Development Block Grant (CDBG) sources. Federal funding is expected to cover the cost of installation for schools, except those located in the 100-year flood plain or where less than 51 percent of students are eligible for free or reduced lunch programs. Tax levy funding will cover the remaining schools.

Unit pricing for this JOC contract is pre-set in the Construction Task Catalog (CTC). Technical specifications for all tasks were included in the bid. Bidders were required to submit multipliers (adjustment factors) each specified to four decimal places, which are used to calculate the bidder's prices for work during normal hours and for work done after normal hours. The bid provided estimates for the percentage of work to be done during each period.

Charan Electrical, the low bidder for Classes 1, 2, 7, 9, and 10, and Laser Electrical, the low bidder for Classes 3, 4, 6, and 8, are recommended for award. Both are minority-owned business enterprises (MBEs). Class 5 is still being evaluated and will be covered in a future RA. Qualification meetings with both vendors determined that each has satisfied the requirements of the RFB and has the organizational capacity to service their respective classes. A review of financial statements revealed no risk associated with doing business with either company. VENDEX shows cautions for both vendors but no liens for either vendor. Charan and Laser have held previous contracts with DSF and have provided satisfactory service. DSF is confident that both vendors will continue to provide satisfactory service.

A background check of Charan revealed a VENDEX caution regarding a non-responsibility finding from 2013 by the New York State Office of General Services (OGS). However, documents in connection with this matter show that Charan was determined to be non-responsive, not non-responsible, as the company had failed to provide evidence it had given the necessary consideration to certain specifications in its bid. In light of the clarification provided above and the evaluation of Charan's prior work for the DOE as satisfactory, we do not believe this matter precludes a determination that the vendor is responsible.

A background check of Laser revealed that, in late 2014 and early 2015, Laser Electrical Contracting received notices from the New York City Comptroller's Office and the New York State Department of Labor requesting that it produce records relating to various contracts performed for public agencies. The New York City Comptroller's Bureau of Labor Law (BLL) informed DOE that this matter related to complaints filed by two of Laser's workers alleging that certain wages and supplemental benefits were denied to them. BLL's investigations only go back two years and as the review revealed no adverse information, the complainants withdrew their complaint, leading BLL to administratively close the matter. In that Laser fully cooperated with BLL's requests for documentation and the matter was closed with no finding of wrongdoing, the DOE does not believe this precludes a determination that the vendor is responsible. As such, Charan and Laser have been determined to be responsible.

As shown in the tables below, Charan Electrical was the low bidder for Classes 1, 2, 7, 9, and 10, with a range of pricing that was 1% to 8% lower than the next low bidders. Laser Electrical was the low bidder for Classes 3, 4, 6, and 8, with a range of pricing that was 3% to 22% lower than the next low bidders.

Three classes (1, 2, and 6) reflected double-digit increases from the pricing for a previous comparable electrical contract (B2342). To address the increases for these classes, the DOE requested a voluntary price reduction from both Charan and Laser, the two low bidders, but the vendors declined. However, since only three classes reflected double-digit increases, the DOE is, overall, paying a modest amount more than it did under the earlier contract's pricing after accounting for prevailing wage increases over that time. Based on the above and the competitive nature of the procurement, these prices have been determined to be fair and reasonable.

**JOB ORDER CONTRACT FOR KITCHEN OUTLETS & PANELS  
IN SUPPORT OF THE BREAKFAST IN THE CLASSROOM FEEDING PROGRAM – B2712**

**AGGREGATE CLASS 1 – SOUTH BROOKLYN (Districts 17, 18, 21, 22)**

<b>Contractor Name</b>	<b>Annual Contract Value</b>	<b>Total Contract Value / 5 Years</b>
<b>Charan Electrical Enterprises</b>	<b>\$1,487,500</b>	<b>\$7,437,500</b>
Laser Electrical Contracting	\$1,508,750	
MSR Electrical Construction	\$1,836,000	

**AGGREGATE CLASS 2 – SOUTH BROOKLYN / STATEN ISLAND (Districts 20 & 31)**

<b>Contractor Name</b>	<b>Annual Contract Value</b>	<b>Total Contract Value / 5 Years</b>
<b>Charan Electrical Enterprises</b>	<b>\$1,268,750</b>	<b>\$6,343,750</b>
Laser Electrical Contracting	\$1,330,375	

**AGGREGATE CLASS 3 – NORTH BROOKLYN (Districts 13, 14, 15)**

<b>Contractor Name</b>	<b>Annual Contract Value</b>	<b>Total Contract Value / 5 Years</b>
<b>Laser Electrical Contracting</b>	<b>\$1,221,625</b>	<b>\$6,108,125</b>
Charan Electrical Enterprises	\$1,268,750	
MSR Electrical Construction	\$1,555,125	

**AGGREGATE CLASS 4 – NORTH BROOKLYN (Districts 16, 19, 23, 32)**

<b>Contractor Name</b>	<b>Annual Contract Value</b>	<b>Total Contract Value / 5 Years</b>
<b>Laser Electrical Contracting</b>	<b>\$1,059,375</b>	<b>\$5,296,875</b>
Charan Electrical Enterprises	\$1,093,750	
MSR Electrical Construction	\$1,331,250	

**AGGREGATE CLASS 5 – MANHATTAN (Districts 1 & 2)\***

<b>Contractor Name</b>	<b>Annual Contract Value</b>	<b>Total Contract Value / 5 Years</b>
Laser Electrical Contracting*	\$1,185,000	\$5,925,000

**AGGREGATE CLASS 6 – MANHATTAN (Districts 3, 4, 5, 6)**

<b>Contractor Name</b>	<b>Annual Contract Value</b>	<b>Total Contract Value / 5 Years</b>
<b>Laser Electrical Contracting</b>	<b>\$1,256,500</b>	<b>\$6,282,500</b>
MSR Electrical Construction	\$1,620,500	

\*Award for Aggregate Class 5 will be covered in a subsequent RA.

**JOB ORDER CONTRACT FOR KITCHEN OUTLETS & PANELS  
IN SUPPORT OF THE BREAKFAST IN THE CLASSROOM FEEDING PROGRAM – B2712 (continued)**

**AGGREGATE CLASS 7 – QUEENS (Districts 24, 25, 30)**

<b>Contractor Name</b>	<b>Annual Contract Value</b>	<b>Total Contract Value / 5 Years</b>
<b>Charan Electrical Enterprises</b>	<b>\$1,438,838</b>	<b>\$7,194,190</b>
Laser Electrical Contracting	\$1,563,250	
MSR Electrical Construction	\$1,970,250	
Prince Electric Corp	\$2,127,500	

**AGGREGATE CLASS 8 – QUEENS (Districts 26, 27, 28, 29)**

<b>Contractor Name</b>	<b>Annual Contract Value</b>	<b>Total Contract Value / 5 Years</b>
<b>Laser Electrical Contracting</b>	<b>\$1,789,875</b>	<b>\$8,949,375</b>
Charan Electrical Enterprises	\$1,832,875	
MSR Electrical Construction	\$2,289,750	
Prince Electric Corp	\$2,472,500	

**AGGREGATE CLASS 9 – THE BRONX (Districts 9 & 10)**

<b>Contractor Name</b>	<b>Annual Contract Value</b>	<b>Total Contract Value / 5 Years</b>
<b>Charan Electrical Enterprises</b>	<b>\$1,491,875</b>	<b>\$7,459,375</b>
Laser Electrical Contracting	\$1,553,125	
Prince Electric Corp	\$2,012,500	
MSR Electrical Construction	\$2,161,250	

**AGGREGATE CLASS 10 – THE BRONX (Districts 7, 8, 11, 12)**

<b>Contractor Name</b>	<b>Annual Contract Value</b>	<b>Total Contract Value / 5 Years</b>
<b>Charan Electrical Enterprises</b>	<b>\$1,193,500</b>	<b>\$5,967,500</b>
Laser Electrical Contracting	\$1,242,500	
Prince Electric Corp	\$1,610,000	
MSR Electrical Construction	\$1,617,000	

**Item: 11**

**Description:**

Job order contract for labor and materials required to perform electrical work in school cafeterias.

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH LASER ELECTRICAL CONTRACTING, INC., TO SERVICE JOB ORDER CONTRACTS FOR ELECTRICAL FEEDERS TO KITCHEN EQUIPMENT IN SCHOOL CAFETERIAS**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Estimated Options Amount	Procurement Method	Is Contract Retroactive?	Contract Type
\$400,000 / \$2,000,000	Tax Levy	Five Years	One 270-Day Option	\$300,000	Request for Bids	No	Requirements

<b>Vendor Name &amp; Address</b>	Laser Electrical Contracting, Inc. 55-10 37 <sup>th</sup> Avenue Woodside, NY 11377
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Contract Manager	Lead Contracting Officer	Division of Contracts and Purchasing Contact
Janice Zapinsky Deputy Director Contracts Management Unit Office of School Support Services	Lisa D'Amato Director Contracts Management Unit Office of School Support Services	Robin Greene Procurement Analyst

**PURPOSE**

Authorization is requested on behalf of the Office of School Support Services (OSSS) to contract with Laser Electrical Contracting, Inc. (Laser) for labor, material, and supervision necessary for electrical work in school cafeterias.

**DISCUSSION**

This Request for Bids (RFB) was advertised for seven days in the City Record and on DOE's web site. It consisted of five aggregate classes, as follows: Aggregate Class 1 – Manhattan, Aggregate Class 2 – Bronx, Aggregate Class 3 – Queens, Aggregate Class 4 – Brooklyn North, and Aggregate Class 5 – Brooklyn South/Staten Island. Six bids were received for each aggregate class. This RA covers Aggregate Class 1 – Manhattan. The other four aggregate classes were covered in a previous RA.

Through this job order contract, each task has a pre-set unit price listed in a construction task catalog. Technical specifications are included for all tasks. Bidders were required to submit four multipliers which were weighed equally (adjustment factors) and are used to calculate prices for work done during normal hours and for work done after hours. Estimated quantities are based on prior usage and were shared with all bidders.

Gemini Electric Co., Inc., (Gemini), the low bidder on Aggregate Class 1 – Manhattan, was determined to be non-responsive for failure to provide the required Labor and Material Payment Bond and Performance Bond. Gemini did not protest the rejection. Laser, the second low bidder, met all bid requirements and is recommended for award. OSSS has confirmed that Laser, who is the incumbent contractor for Aggregate Class 1, has provided satisfactory service under its current contract. On this basis, OSSS determined a qualification meeting was not necessary. OSSS is confident Laser will continue to provide satisfactory service.

The contracts awarded pursuant to the predecessor RFBs for these services are set to expire on June 30, 2016. To prevent a gap in services for Aggregate Class 1, the DOE intends to exercise its option to extend the current contract with Laser. The DOE intends to cancel the contractual extension upon registration of this new contract.

A review of financial statements did not reveal any risks associated with doing business with Laser. A background check, however, revealed that, in late 2014 and early 2015, Laser received notices from the New York City Comptroller's Office (Comptroller) and the New York State Department of Labor requesting that it produce records relating to various contracts performed for public agencies. The Comptroller's Bureau of Labor Law (BLL) informed the DOE that this matter related to complaints filed by two workers of Laser, alleging that certain wages and supplemental benefits were denied to them. BLL's investigations only go back two years and, as the review revealed no adverse information, the complainants withdrew their complaint, leading BLL to administratively close the matter. In that Laser fully cooperated with BLL's requests for documentation and the matter was closed with no finding of wrongdoing, the DOE does not believe this precludes a determination that the vendor is responsible. As such, Laser has been determined to be responsible.

The contract estimate is based on previous expenditures. Due to the competitive nature of this procurement, pricing has been determined to be fair and reasonable

**TABLE OF BIDS - JOCs FOR ELECTRICAL FEEDERS TO KITCHEN EQUIPMENT**

**Aggregate Class 1 – Manhattan**

<b>Contractor Name</b>	<b>Award Criteria Figure</b>	<b>Annual Contract Value</b>	<b>Total Contract Value / 5 Years</b>
Gemini Electric Co., Inc.	0.7950		
<b>Laser Electrical Contracting, Inc.</b>	<b>0.8978</b>	<b>\$400,000</b>	<b>\$2,000,000</b>
Charan Electrical Enterprises, Inc.	0.9800		
Price Electric Corp.	1.1500		
MSR Electrical Construction Corp.	1.2100		
A & S Electric, Inc.	2.0500		

**Item: 12**

**Description:**

Job order contract to improve cafeterias, including expediting the passage of users in the service area and improving equipment for Queens.

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH  
PRO CON GROUP, INC. TO SERVICE JOB ORDER CONTRACTS  
FOR CAFETERIA IMPROVEMENT**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Estimated Option Amount	Procurement Method	Is Contract Retroactive?	Contract Type
\$3,381,105 / \$6,762,210	Tax Levy / Capital	Two Years	270-Day Extension	\$2,535,828	Request for Bids (RFB)	No	Requirements

<b>Vendor Name &amp; Address</b>	Pro Con Group, Inc. 520 Industrial Loop Staten Island, NY 10309
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
David Lewis Deputy Director, Program Management Division of School Facilities	Janice Zapinsky Deputy Director Office of School Support Services	Marissa Procope Director

**PURPOSE**

Authorization is requested on behalf of the Division of School Facilities (DSF) and the Office of School Support Services (OSSS) to contract with Pro Con Group, Inc. for the labor, material, and supervision necessary to perform services related to cafeteria improvement.

**DISCUSSION**

This 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 three geographically defined aggregate classes: Class 1 – Manhattan/Bronx, Class 2 – Queens, and Class 3 – Brooklyn/Staten Island. Each class received five bids. Classes 1 and 3 there were awarded separately; this RA recommends award of Class 2 only.

Unit pricing for this Job Order Contract (JOC) is pre-set in the Construction Task Catalog (CTC). Technical specifications for all tasks were included in the bid. Bidders were required to submit two multipliers (adjustment factors), used to calculate prices for work done during normal hours and for work done during other than normal hours, respectively. The bid provided estimates for the percentage of work to be done during the two periods.

Pro Con Group, the low bidder for Aggregate Class 2, is recommended for award. DSF determined that Pro Con satisfies the requirements of the RFB and has the organizational capacity to service this class. A review of financial statements revealed no risk associated with doing business with Pro Con. Pro Con has current contracts with DSF and has provided satisfactory service. DSF is confident that Pro Con will continue to provide satisfactory service.

A background check on Pro Con revealed no significant adverse information and VENDEX shows no cautions or liens for Pro Con. Pro Con has therefore been determined to be responsible.

The annual estimated amount for this contract is approximately three percent higher than estimates provided by DSF and OSSS. However, Pro Con's prices are on average approximately two percent lower than those of the other bidders. Based on the receipt of several bids and the competitive nature of the procurement, these prices have been determined to be fair and reasonable.

**JOB ORDER CONTRACT FOR CAFETERIA EXPERIENCE ENHANCEMENT – B2794**

**AGGREGATE CLASS 1 – MANHATTAN / BRONX (Districts 1-12)**

<b>Contractor Name</b>	<b>Annual Contract Value</b>	<b>Total Contract Value / 2 Years</b>
Gridspan Corporation	\$3,303,950	\$6,607,900
Pro Con Group	\$3,381,105	
DIA General Construction	\$3,441,750	
Volmar Construction Inc.	\$3,526,250	
Geomatrix Services Inc.	\$3,787,875	

**AGGREGATE CLASS 2 – QUEENS (Districts 24-30)**

<b>Contractor Name</b>	<b>Annual Contract Value</b>	<b>Total Contract Value / 2 Years</b>
<b>Pro Con Group</b>	<b>\$3,381,105</b>	<b>\$6,762,210</b>
DIA General Construction	\$3,441,750	
Gridspan Corporation	\$3,500,250	
Volmar Construction Inc.	\$3,523,000	
Geomatrix Services Inc.	\$3,787,875	

**AGGREGATE CLASS 3 – BROOKLYN / STATEN ISLAND (Districts 13-23, 31, 32)**

<b>Contractor Name</b>	<b>Annual Contract Value</b>	<b>Total Contract Value / 2 Years</b>
Gridspan Corporation	\$2,541,500	\$5,083,000
Pro Con Group	\$2,600,850	
DIA General Construction	\$2,647,500	
Volmar Construction Inc.	\$2,710,000	
Geomatrix Services Inc.	\$2,913,750	

**Item:** 13

**Description:**

Provide staff for custodians in schools.

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH NYC SCHOOL SUPPORT SERVICES, INC., FOR CUSTODIAL STAFFING SERVICES**

Estimated Annual / Total Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$603,697,806 / \$1,811,093,418	Tax Levy	5/26/2016-6/30/2019	One 1-Year Option - Estimated amount of \$603,697,806	Negotiated Service	Yes	Requirements

<b>Vendor Name</b>	NYC School Support Services, Inc. 9 Bond Street, 5th Floor Brooklyn, NY 11201
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Philip Napolitano Director, Facilities Management Division of School Facilities	Linda Green Chief Administrative Officer Division of School Facilities	Peter M. Frey Chief Administrator Transportation, Food & Facilities

**PURPOSE**

Authorization is requested to contract with NYC School Support Services, Inc., to provide employment services for custodial staff (e.g., firepersons, handypersons, cleaners, and any other future applicable titles) to ensure that schools are clean.

**DISCUSSION**

NYC School Support Services, Inc. is a not-for-profit entity whose board is composed of five members, including two ex-officio members (the Chancellor of the New York City Public Schools and the Director of the New York City Office of Management and Budget, or their designees) and three members appointed by the Chancellor.

This three-year requirements contract will enable the DOE to make centralized decisions about the deployment of custodial services to benefit all students and staff. The vendor will be responsible for:

- Posting job announcements for vacancies;
- Screening all prospective employees;
- Providing employee rosters and other reports as requested by the DOE;
- Managing its employee payroll; and
- Training for employees with respect to statutory and regulatory compliance obligations imposed by federal, state, or local laws or regulations.

The contract will have a term commencing on or about May 26, 2016 and ending June 30, 2019. The estimated contract amount of \$1,811,093,418 reflects all expenses needed to manage the custodial staff at cost, without profit. The costs associated with operating NYC School Support Services almost entirely consist of existing costs that are being centralized to ensure better management. Custodial staff wages will be determined by Prevailing Wages, as set by the Office of the New York City Comptroller. All applicable unions have been consulted and support this program.

These services were procured using a Negotiated Services process rather than competitively because the NYC School Support Services structure specifically meets the requirements for transitioning to the new centralized structure without disruption to school system and its workers. The composition of the board will assure close consultation with DOE. The City has a history of contracting with affiliated not-for-profits through procurement contracts for the provision of important services. Examples include the NYC Economic Development Corporation, NYC Technology Development Corporation, Trust for Governor's Island, and Animal Care Centers of NYC.

The DOE will reimburse the vendor for all costs related to the paying of the staffers, including salary, fringe benefits, and applicable taxes. In addition, the DOE will pay the vendor a percentage of those costs to pay for administrative functions.

The vast majority of the contract budget is for direct payments to staff for labor expended. Said payments, including supplemental (fringe) benefits, are at prevailing wage rates that are applicable to the titles that will be providing services under the contract. The entity is a not-for-profit corporation and the entirety of the budget reflects resources identified as necessary and appropriate for operating the corporation. Accordingly, pricing is determined to be fair and reasonable.

NYCSS will allocate costs in accordance with generally accepted government accounting principles, retain and produce supporting documentation upon demand, and will be required to submit annual audited financial statements certified by an Independent Public Accounting firm.

The Board of Directors is comprised of five members, of which the Chancellor of the New York City Department of Education and the Director of the NYC Office of Management and Budget, or their designees, are ex officio members with the remaining three members appointed by the Chancellor. The Chancellor and the Budget Director have designated City employees to represent them on the Board. A background check was conducted on the Executive Director and no significant adverse information was found. In light of the nature of the entity, which is newly created, and its affiliation with the DOE and the City Office of Management and Budget, the DOE believes that there is no information available at this time that precludes a determination that the vendor is responsible.

The DOE's Committee on Contracts approved this contract on May 16, 2016, on the basis of the vendor's unique qualifications.

**Item: 14**

**Description:**

Provide training to the Youth Leadership Academy of the Borough Student Advisory Councils

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH CORO  
NEW YORK LEADERSHIP CENTER TO PROVIDE LEADERSHIP SKILLS TO HIGH  
SCHOOL STUDENTS**

Estimated Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
Total Contract Amt.: \$100,000 Amt. Paid by P.O.: \$44,154 Amt. Due to Vendor: \$55,846	Tax Levy	One Year (7/01/15 – 6/30/16)	None	Negotiated Service	Yes	Full Value

<b>Vendor Name &amp; Address</b>	Coro New York Leadership Center 42 Broadway, Suite 1827 New York, NY 10004
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Contract Manager	Lead Contracting Officer	Division of Contracts and Purchasing Contact
Kenyatte Reid Senior Director of School Culture and Climate Office of Safety and Youth Development	Robert 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 Coro New York Leadership Center (CORO), a not-for-profit organization, to provide training to support the implementation of Youth Leadership Councils composed of high school students across the five boroughs of New York City.

**DISCUSSION**

In partnership with various DOE offices and NYC Service, a division of the Office of the Mayor that promotes volunteerism and service as a catalyst of civic engagement, CORO will provide training to support the implementation of Borough Student Advisory Councils (BSAC) and the Chancellor's Student Advisory Council (CSAC). This training will focus on leadership development, current youth policy issues and how City government works to address them.

CORO will serve in the capacity of an external consultant agency that provides:

- Youth training in council management and facilitation, communication and inquiry skills, presentation skills, and research methods development, such as gathering feedback and analyzing data.
- Adult training, consisting of council management and facilitation, project management skills, assisting adults in developing youth to adult relationship building.

Program elements include:

- Critical thinking: to build values and attitudes that support active and effective engagement in public issues and civic life.
- Political awareness: to influence public policy and processes, and assess and improve institutional effectiveness in their respective communities.

- Networking to collaborate: learn from and build lasting relationships with other leaders across diverse groups, sectors, and stakeholders.
- Analytical skills: to define and tackle a vision, and serve as agents of change on behalf of their communities.
- Project management: to strategize on time and resource allocation, and to deliver and communicate results.

This contract is retroactive due to delays by the vendor in submitting all necessary documentation to close out FY15, a necessary component of the partner planning process that provides historical financial data and programmatic trend information.

OSYD processed payments to the vendor in the amount of \$44,154 (\$25,000 paid by OYSD and \$19,154 paid by the BSACs). However, authorization is requested here to pay the vendor the balance of the grant-awarded amount of \$55,846.

There are currently no contracts in place that offer the services required by OSYD for these services; however, the average daily rate per attendee of \$476.19 is in line with approved prices under MTAC R0980 – Leadership Development Services, which range from \$147.50 and \$611 per participant. CORO has also offered \$137,137 (or 42% of the total contract cost of \$237,137) of the services as in-kind contributions in the form of salary, youth stipends, and administrative overhead. On this basis, CORO's pricing for this contract has been determined to be fair and reasonable.

A review of the vendor's background, including DCP's files and VENDEX, found no significant adverse information. The vendor has therefore been determined to be responsible.

**Item: 15**

**Description:**

Universal Prekindergarten Services

**Item: 16**

**Description:**

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

**REQUEST FOR AUTHORIZATION TO EXTEND A CONTRACT WITH VOTENET SOLUTIONS, INC.  
TO PROVIDE ONLINE VOTING SERVICES FOR THE SELECTION OF PARENT  
REPRESENTATITVES TO COMMUNITY EDUCATION COUNCILS – RFP R0821**

Estimated Annual / Total Extension Amount	Funding Source	Extension Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$35,175 / \$70,350	Tax Levy	Two Years (6/01/16 – 5/31/18)	None	Extension per DOE Procurement Policy and Procedures, Section 4-07(b)	No	Requirements

<b>Vendor Name &amp; Address</b>	Votenet Solutions, Inc. 1420 K Street, NW, Suite 200, Washington, DC 20005
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Daiana Iqbal Senior Liaison Division of Family and Community Engagement	Lashanta Baptiste Senior Director Division of Family and Community Engagement	Lisvett Jaen Lead Procurement Analyst Central Office Procurement

**PURPOSE**

Authorization is requested to extend a contract with Votenet Solutions, Inc. (Votenet) to provide and manage an online voting system and operate the candidate application website used for the selection of parent representatives to the Community Education Councils (CEC), the Citywide Council on Special Education (CCSE), the District 75 Council (D75), the Citywide Council on English Language Learners (CCELL), and the Citywide Council on High Schools (CCHS).

**DISCUSSION**

The CECs, CCSE, D75, CCELL, and CCHS were established as representative bodies of parents of public school students under New York State Governance Law (§2590-c) and Chancellor’s Regulations. The voters are officers of Parent Associations and Parent-Teacher Associations (PA/PTAs). They select parent representatives for 32 Community Education Councils (CECs), one Citywide Council on Special Education (CCSE), one D75 Council, one Citywide Council on English Language Learners (CCELL), and one Citywide Council on High Schools (CCHS). Elections are held every two years; however, in order to guarantee a successful campaign and adhere to the State-mandated timeframe for the selection process, planning, marketing, and voter outreach begins six to eight months in advance of the election.

Pursuant to a Request for Proposals (RFP), Votenet was awarded a three-year contract to manage the online candidate application, online voting, vote tabulation, and reporting of voting results to the DOE, including management of the final online representative selection process for the 2011 and 2013 election cycles and providing technical support to candidates and voters. In collaboration with the DOE, Votenet developed and organized the content on the CEC campaign website used for candidate application processing and voting. Upon expiration of the base contract’s term in 2014, the DOE exercised the contract’s two one-year options to extend coverage for the 2015 election cycle.

The requested extension would provide for continuity of services for the 2017 election cycle while a new competitive procurement is planned for release in the fall of 2016. As this year has been one of transition in FACE's structure and leadership, and as negotiations on mayoral control and re-authorization are still in progress, it was not possible to start the RFP process earlier.

The extension will have the same pricing as the original contract, whose pricing was determined to be fair and reasonable. Services will include re-designing and implementing the election website (merging new content with existing content and updating the site for ease of use by nominees and voters), processing online applications, updating the marketing site, managing the voting engine software, receiving and processing paper applications, tabulating election results, and providing general selection service advice.

It is necessary to contract for these services because the DOE possess neither the expertise nor the resources necessary to meet the objectives of this program and comply with all the requirements and regulations as mandated by State law.

A background check of the vendor using the Excluded Parties List, the Uniform Commercial Code Lien Search (UCC), the City's VENDEX files and the VCIP database, revealed no adverse information. Votenet has also provided satisfactory performance under the contract and extension terms. This vendor has therefore been determined to be responsible.

**Item: 17**

**Description:**

Textbooks

**AUTHORIZATION TO CONTRACT WITH MAXSCHOLAR FOR TEXTBOOKS  
AND ANCILLARY MATERIALS**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$25,001 / \$175,007	Reimbursable, Tax Levy	Seven Years	None	Listing Application	No	Requirements

<b>Vendor Name &amp; Address</b>	MaxScholar, LLC 2800 Island Boulevard, Suite 2501 Aventura, FL 33160
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Contract Manager	Lead Contracting Officer	Division of Contracts and Purchasing Contact
Raelene Stroom Director Vendor Management Division of Teaching and Learning	Morayo Tracey Oyemade Director Contracts and Operations Division of Teaching and Learning	Demetrise Daniels-Foster Procurement Analyst Textbooks and Ancillary Materials

**PURPOSE**

Authorization is requested to contract with MaxScholar, LLC to provide textbooks and ancillary materials for participating public and non-public schools.

**DISCUSSION**

MaxScholar provides student workbooks and teacher materials for use with struggling readers, offering research-based approaches, such as Orton-Gillingham, which was the first program designed for struggling readers, and Lindamood-Bell, which pioneered programs to develop the sensory-cognitive processes. MaxScholar's materials also incorporate the five pillars of reading (phonics, phonemic awareness fluency, vocabulary, and reading comprehension) and include a writing program.

Because these materials cannot be purchased in the open market, a competitive sealed bid process is impractical.

As MaxScholar is a new vendor with no previous contracts and a limited history of spending, its annual contract amount has been set at \$25,001.

The vendor is offering a 40 percent discount off its list prices and the proposed contract requires that the prices the DOE pays be the lowest offered to any client. As such, the pricing for these materials has been determined to be fair and reasonable.

A background check on MaxScholar using various databases, including VENDEX, VCIP, and the federal and State debarment lists revealed no significant adverse information. Therefore, this vendor has been determined to be responsible.

**Item:** 18

**Description:**

Textbooks

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH WRITESTEPS, LLC  
FOR INSTRUCTIONAL MATERIALS**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$25,001 / \$175,007	Reimbursable, Tax Levy, City Council	Seven Years	None	Listing Application	No	Requirements

<b>Vendor Name &amp; Address</b>	WriteSteps, LLC 2885 Sanford, Avenue SW Grandville, MI 49418
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Contract Manager	Lead Contracting Officer	Division of Contracts and Purchasing Contact
Raelene Stroom Director Vendor Management Division of Teaching and Learning	Morayo Tracey Oyemade Director Contracts and Operations Division of Teaching and Learning	Demetrise Daniels-Foster Procurement Analyst Textbooks and Ancillary Materials

**PURPOSE**

Authorization is requested to contract with WriteSteps, LLC to provide instructional and assessment materials for participating public and non-public schools.

**DISCUSSION**

WriteSteps program is a writing assessment curriculum divided into units that teach the four types of writing (narrative, informative, opinion, and research). Each units includes daily lesson plans, demonstration videos for the teacher, graphic organizers, visual aids, and an assessment component. WriteSteps is the sole provider for the assessment materials it provides.

Because these materials cannot be purchased in the open market, a competitive sealed bid process is impractical.

As WriteSteps is a new vendor with no previous contracts and a limited history of spending, its annual contract amount has been set at \$25,001.

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

A background check on WriteSteps, including VCIP, VENDEX AND UCC, revealed no significant adverse information. Therefore, this vendor has been determined to be responsible.

**Item:** 19

**Description:**

Educational software for schools

**REQUEST FOR AUTHORIZATION TO PURCHASE CONTRACT WITH LEARNERPAL CORPORATION FOR THE PURCHASE OF LEARNERPAL EDUCATIONAL SOFTWARE**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$25,001 / \$175,007	Tax Levy / Reimbursable	Seven Years	None	Listing Application	No	Requirements

<b>Vendor Name &amp; Address</b>	LearnerPal Corp. 1525 James Road Wantagh, NY 11793
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
James McBride Chief Administrator Central Procurements Division of Contracts and Purchasing	Dan Aymar-Blair Senior Executive Division of Teaching and Learning	Kay Robbins Procurement Analyst

**PURPOSE**

Authorization is requested to contract with LearnerPal Corporation for the entire LearnerPal educational software product line on a requirements basis.

**DISCUSSION**

LearnerPal is an online content and assessment platform that hosts databases of content in social studies, science, math, and English. It allows teachers and students to create and share study material, while offering students the opportunity to track their progress and teachers the opportunity to assess student work.

LearnerPal is offering the DOE a discount of 15 percent off the list price for all of its software and has guaranteed that no customer will receive better pricing than the DOE; prices have therefore been determined to be fair and reasonable.

The estimated contract amount is based on prior usage.

Background checks performed on LearnerPal Corp, including a review of VENDEX, the Vendor CIP Report, and the System for Award Management (SAM), identified no significant adverse information. Accordingly, the vendor has been determined to be responsible.

**Item:** 20

**Description:**

Educational software for schools

**REQUEST FOR AUTHORIZATION TO CONTRACT FOR THE PURCHASE  
OF CURRICULUM ASSOCIATES EDUCATION SOFTWARE**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$2,100,000 / \$14,700,000	Tax Levy / Reimbursable	Seven Years	None	Listing Application	No	Requirements

<b>Vendor Name &amp; Address</b>	Curriculum Associates 153 Rangeway Road North Billerica, MA 01862
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
James McBride Chief Administrator Technology & Instructional Material Procurement	Dan Aymar – Blair Senior Executive Division of Teaching and Learning	Kay Robbins Procurement Analyst

**PURPOSE**

Authorization is requested to contract with Curriculum Associates for the entire Curriculum Associates educational software product line on a requirement basis.

**DISCUSSION**

Curriculum Associates offers i-Ready and Ready software. i-Ready is an adaptive diagnostic assessment program for reading and mathematics. It pinpoints student needs to specific skill levels and monitors students' progress.

Ready software is an instruction and practice program in reading, writing, and mathematics. It provides step-by-step, point-of-use professional development to support effective instruction.

Curriculum Associates is offering the DOE a discount of 20-65 percent off their software list prices and has guaranteed that no customer will receive better pricing than the DOE; its prices have therefore been determined to be fair and reasonable.

The estimated contract amount is based on prior usage.

Background checks performed on Curriculum Associates, including a review of VENDEX, the Vendor CIP Report, and the System for Award Management (SAM), identified no significant adverse information. Accordingly, the vendor has been determined to be responsible.

**Item: 21**

**Description:**

Educational software for schools

**REQUEST FOR AUTHORIZATION**  
**TO PURCHASE REVOLUTION PREP, LLC EDUCATIONAL SOFTWARE**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$125,122 / \$878,854	Tax Levy / Reimbursable	Seven Years	None	Listing Application	No	Requirements

<b>Vendor Name &amp; Address</b>	Revolution Prep, LLC 1337 3 <sup>rd</sup> Street, 2 <sup>nd</sup> Floor Santa Monica, CA 90401
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Raelene Stroom Director, Vendor Management Office of Curriculum, Instruction and Professional Development	Marayo Tracey Oyemade Deputy Senior Executive Director, Finance & Procurement Division of Teaching and Learning	Kay Robbins Procurement Analyst

**PURPOSE**

Authorization is requested to contract with Revolution Prep, LLC to purchase its entire educational software product line on a requirements basis.

**DISCUSSION**

Revolution Prep is an online web-based adaptive learning system designed to help students build core academic skills while they learn analytical problem solving. They also offer test prep classes.

Revolution Prep, LLC is the sole provider of this software, so a Request for Bids (RFB) was not practical.

Revolution Prep is offering the DOE a discount of 10 percent off their software list price and has guaranteed that no customer will receive better pricing than the DOE; prices have therefore been determined to be fair and reasonable.

The estimated contract amount is based on prior usage.

Background checks performed on Revolution Prep, LLC included a review of VENDEX, CTS, the New York State Department of Labor, and the Federal Debarment List. No significant adverse information was identified. Accordingly, the vendor has been determined to be responsible.

**Item:** 22

**Description:**

Educational software for schools.

**REQUEST FOR AUTHORIZATION  
TO PURCHASE CODESTERS EDUCATIONAL SOFTWARE**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$35,000 / \$245,000	Tax Levy / Reimbursable	Seven Years	None	Listing Application	No	Requirements

<b>Vendor Name &amp; Address</b>	Codesters, Inc. 900 Broadway, #903 New York, NY 10003
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Norah Lovett, Deputy Executive Director Curriculum, Instruction and Professional Development	Marayo Tracey Oyemade Dep. Senior Executive Director, Finance & Procurement Division of Teaching and Learning	Kay Robbins Procurement Analyst

**PURPOSE**

Authorization is requested to contract with Codesters, Inc. to purchase its entire educational software product line on a requirements basis.

**DISCUSSION**

Codesters is an online curriculum program that teaches students how to code. Students learn the basic steps of computer coding, then reinforce their skills through lessons in which they create simulators and games. Students also learn the Python programming language, with which they can create interactive graphics and animation.

Codesters, Inc. is the sole provider of this software, so a Request for Bids (RFB) was not practical.

Codesters, Inc. is offering the DOE a discount of 12 to 51 percent off their software list price and has guaranteed that no customer will receive better pricing than the DOE; prices have therefore been determined to be fair and reasonable.

The estimated contract amount is based on prior usage.

Background checks performed on Codester, Inc., Inc. included a review of VENDEX, CTS, the New York State Department of Labor, and the Federal Debarment List. No significant adverse information was identified. Accordingly, the vendor has been determined to be responsible.

**Item: 23**

**Description:**

Entire line of Forall System software

**REQUEST FOR AUTHORIZATION**  
**TO PURCHASE FORALL SYSTEMS EDUCATIONAL SOFTWARE**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$40,000 / \$280,000	Tax Levy / Reimbursable	Seven Years	None	Listing Application	No	Requirements

<b>Vendor Name &amp; Address</b>	Forall Systems, Inc. 1426 S. Federal St. Chicago, IL 60605
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Mary - Margaret Little Assessment and Accountability District 75 Office of Citywide Programs	Roberto Tillman Director of Operations District75 Office of Citywide Programs	Domion Pontrelli Procurement Analyst

**PURPOSE**

Authorization is requested to contract with Forall Systems, Inc. for their entire educational software product line on a requirements basis.

**DISCUSSION**

Forall Systems provides assessment software in the areas of special education, English Language Learning, and early childhood education. This software is used in classrooms for grades K-12 and has been requested by the Office of Citywide Programs in District 75.

Forall is offering the DOE a discount range of 20 to 29 percent off their software list price and has guaranteed that no customer will receive better pricing than the DOE; their prices have therefore been determined to be fair and reasonable.

The estimated contract amount is based on prior usage.

Background checks performed on Forall Systems Inc., including a review of VENDEX, CTS, the New York State Department of Labor, and the federal debarment list, identified no significant adverse information. Accordingly, the vendor has been determined to be responsible.

**Item: 24**

**Description:**

Instructional materials for Lego robotics kits.

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH LEGO EDUCATION  
TO PROVIDE INSTRUCTIONAL AND REFERENCE MATERIALS**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$400,000 / \$2,800,000	Reimbursable, Tax Levy	Seven Years	None	Listing Application	No	Requirements

<b>Vendor Name &amp; Address</b>	Lego Brand Retail, Inc. DBA Lego Education 915 E. Jefferson PO Box 1707 Pittsburg, KS 66762
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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 Deputy Senior Executive Director Finance & Procurements Division of Teaching & Learning	Matthew Coffey Director Instructional Materials Procurement

**PURPOSE**

Authorization is requested to contract with Lego Education (Lego) to purchase educational kits to participating public and non-public schools.

**DISCUSSION**

Lego provides Mindstorms, a collection of products which help students in upper elementary, middle, and high school learn about robotics and other science, technology, engineering, and math (STEM) topics. Mindstorms products involve students' hands-on learning to inspire interest in STEM subjects. The kits consist of customized Lego pieces that students use to construct robots and software used to program the robots to perform various functions. The kits also contain lesson plans for teachers and assessments for students. Lego Mindstorms will be used by the Core Curriculum implementation Unit's Summer in the City program.

Lego is the sole provider of these materials. 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, the pricing for these materials has been determined to be fair and reasonable.

A comprehensive background check revealed that in 2007 the Fair Labor Division of the Office of the Attorney General for Massachusetts fined LBR for failing to identify a minor employee on work schedules and for employing a minor without a work permit. LBR was fined \$50 for "employment of a minor without a working permit" and paid a \$50 fine.

In August 2007, a patent infringement action brought by Financial Systems Innovation, LLC (FSI), a provider of technology licensing, against a number of companies, including LBR, was settled. FSI and LBR entered into a non-exclusive license covering a patent that applied to credit card fraud protection technology, which generally protected retailers and consumers engaged in credit card, check card and debit card transactions from fraud. FSI received a one-time, lump-sum payment.

In light of the resolution of these matters, the DOE does not believe these matters preclude a determination that the vendor is responsible.

**Item: 25**

**Description:**

Anti-gun violence prevention services

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH THE BROTHERHOOD /  
SISTER SOL FOR SERVICES IN SUPPORT OF THE ANTI-GUN VIOLENCE INITIATIVE**

Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$80,000	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>	The Brotherhood/Sister Sol, Inc. 512 West 143 <sup>rd</sup> Street New York, NY 10031
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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 Brotherhood/Sister Sol, Inc. (Brotherhood/Sister Sol) to provide services that support the anti-gun violence initiative program at MS 301-The Paul L. Dunbar School in District 8 in the Bronx and at the Eagle Academy for Young Men of Harlem in District 5 in Manhattan.

**DISCUSSION**

Brotherhood/Sister Sol will provide students with services that will assist with violence reduction, conflict resolution, critical thinking, and leadership development. These services are offered as part of the Anti-Violence Project and are designed to support youth in developing the skills and knowledge necessary to promote positive self-direction.

The target population will be high-risk middle school students identified by school leadership and Brotherhood/Sister Sol staff. Determining factors include a history of behavioral issues, poor academic performance, and/or an identified risk of dropping out of school. The program will serve 20 students in each school for a total of 40 students per year.

This contract is retroactive because extra time was needed for the Mayor's Office of Contracts to clear the vendor, and 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 \$40,000, for a total allocation of \$120,000, to provide services to one additional school but was unable to provide services to School of Excellence in District 9 in the Bronx, due to issues with organizational capacity.

A review of information regarding the vendor's background in the DOE's files and in VENDEX revealed no significant adverse information. The Brotherhood/Sister Sol has therefore been determined to be a responsible vendor.

A competitive sealed bid was not done for this procurement and a contract for these services is necessary because the City Council discretionary allocation specifically names this vendor for the amount stated above. To have these services provided by another party would be contrary to the City Council allocation process.

**Item: 26**

**Description:**

City Council dropout prevention

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH EL PUENTE DE WILLIAMSBURG  
TO PROVIDE DROPOUT PREVENTION AND INTERVENTION SERVICES**

Estimated Annual / Total Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$33,000	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>	El Puente de Williamsburg (El Puente) 211 South 4 <sup>th</sup> Street Brooklyn, NY 11211
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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 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 El Puente de Williamsburg (El Puente) to provide dropout prevention services for 60 students in Grades 8 through 12 from East Brooklyn Community (EBC) High School for Public Service (K545) and El Puente Academy for Peace and Justice (K685), in Districts 14 and 32, respectively.

**DISCUSSION**

El Puente provides services to students with high-risk characteristics, including students who are new immigrants, students with low credit accumulations, students with low attendance rates, pregnant students, and/or teen parents.

Components of the program include academic support services, college prep, mentoring, art activities, leadership development, and job skills training. Services are provided at two nearby off-site locations that have dedicated classrooms, computer access, and spaces for the visual and performing arts and community meetings. At both schools, El Puente staff members provide in-school activities during the school day in classrooms and other school spaces.

This contract is retroactive because the vendor was late submitting requested work plans and budget documents; in addition, these documents required multiple rounds of revisions.

The contract manager's office has experience with the vendor providing these services and confirms that El Puente has provided satisfactory service. DCP reviewed information regarding the vendor's background in DOE's files and VENDEX systems and found no significant adverse information. The vendor has therefore been determined to be responsible.

A competitive sealed bid was not done for this procurement and a contract for these services is necessary because the City Council discretionary allocation specifically named this vendor for the amount stated above. To have the services provided by another party would be contrary to the City Council award process. Pricing for the contract services was established to match the City Council allocation.

**Item: 27**

**Description:**

Conflict resolution and peer mediation

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH STREET CORNER RESOURCES, INC.  
TO PROVIDE CONFLICT RESOLUTION AND PEER MEDIATION SERVICES**

Estimated Annual / Total Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$40,000	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>	Street Corner Resources, Inc. 22 East 128 <sup>th</sup> Street New York, NY 10035
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Contract Manager	Lead Contracting Officer	Division of Contracts and Purchasing Contact
Angie Guo Senior Operations Manager Office of Safety and Youth Development	Robert 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 Street Corner Resources, Inc. to provide conflict resolution and peer mediation services to students at Harlem Renaissance High School in District 5, Manhattan.

**DISCUSSION**

Street Corner Resources, Inc. (Street Corner) will provide workshops to more than 200 students between the ages of 17 and 20 at Harlem Renaissance High School. Students will create music, beats, raps, poetry, and spoken word within a theme-based collaboration in the "I Am Peace" music studio during Musical Lunch and Learn and the Culture Base Unit. Musical Lunch and Learn allows for the students to explore their creativity and self-expression through writing and beat making during their lunch period. Street Corner Resources' Culture Base Unit is a more structured class, in which students engage in musical research, beat creation, and collaboration with invited guest artists. Students will support their creative process by engaging in anti-violence activism, artistic development, and vocal coaching. In addition to the music studio services, Street Corner Resources will provide conflict mediation and intervention services for one hour each week.

This contract is retroactive due to delays in the approval of the City Council allocation by the Mayor's Office of Contract Services (MOCS).

The Contract Manager's office has experience with the vendor providing these services and confirms that they have performed them satisfactorily. DCP reviewed the vendor's background in the DOE's files and VENDEX systems and found no significant adverse information. The vendor has therefore been determined to be responsible.

A competitive sealed bid was not done for this procurement and a contract for these services is necessary because the City Council discretionary allocation specifically named this vendor for the amount stated above. To have the services provided by another party would be contrary to the City Council allocation process. Pricing for the contract services was established to match the City Council allocation awarded.

**Item: 28**

**Description:**

Instructional technology professional development and related services for 64 schools

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH MOUSE TO PROVIDE STUDENT TRAINING AND PROFESSIONAL DEVELOPMENT IN COMPUTER TECHNOLOGY TO SELECTED SCHOOLS**

Estimated Annual / Total Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$275,000	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>	MOUSE 55 Broad Street, 16 <sup>th</sup> Floor New York, NY 10004
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Celine Azoulay-Lewin Senior Executive Director Office of Innovation	Janine Maisano Division of Instructional and Information Technology	Denesia Stroom-Blair Procurement Analyst Central Office Procurement

**PURPOSE**

Authorization is requested to contract with MOUSE to provide student training and professional development to 64 "MOUSE Squad" schools.

**DISCUSSION**

"MOUSE Squads" are implemented as after-school programs through which students help teachers and other students use computer hardware and educational software. MOUSE will offer participating schools a variety of services, including curriculum development, technical support, on-site mentoring, training workshops, and partnership development, to maximize the use of technology in schools. Aside from the immediate benefit to schools, students also learn leadership skills, critical thinking, and program management. MOUSE provides information on how systems and people work together effectively and how schools can overcome the challenges of employing computer technology. In addition, MOUSE performs evaluation reports based on student and educator questionnaire data, data dashboards, and site-visit information.

This contract is retroactive because of delays in MOUSE's submission of required documentation to the DOE, as well as numerous revisions to the work plan and budget.

The Office of Innovation confirms that MOUSE has provided satisfactory services in the past. DCP reviewed information regarding the vendor's background in the DOE's files and VENDEX systems and found no significant adverse information. MOUSE has therefore been determined to be a responsible vendor.

A competitive sealed bid was not done for this procurement and a contract for these services is necessary because the City Council discretionary allocation specifically named this vendor for the amount stated above. To have the services provided by another party would be contrary to the City Council award process. Pricing for the contract services was established to match the City Council allocation.

**Item: 29**

**Description:**

Peer mediation and conflict resolution

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH EAST FLATBUSH VILLAGE, INC.  
AS PART OF THE ANTI-GUN VIOLENCE INITIATIVE**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$80,000	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>	East Flatbush Village, Inc. 461 East 46 <sup>th</sup> Street, Brooklyn, NY 11203
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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 East Flatbush Village, Inc. (EFV) to provide peer mediation and conflict resolution for students at I.S. 232 – Marketing and Legal Studies and I.S. 285 – Meyer Levin, both of which are located in District 18, Brooklyn.

**DISCUSSION**

EFV's main focus is high-risk middle and high school students who show patterns of violence in any form, including gang activity, drug use, and repeated school delinquency. Participants in EFV's program are selected by EFV staff with the assistance of school administrators, teachers, and other school liaisons. Students participate in activities such as athletics, digital inclusion, music and dance, life skills, and mixed martial arts, in addition to mentorship programs. Workshops fostering character building and community service are conducted quarterly with students.

This contract is retroactive due to delays in the approval of the City Council allocation. Development of the work plan and budget, which required multiple revisions, was also delayed.

A review of information regarding the vendor's background in DOE's files and VENDEX systems found no significant adverse information. The vendor has therefore been determined to be responsible.

A competitive sealed bid was not done for this procurement and a contract for these services is necessary because the City Council discretionary allocation specifically named this vendor for the amount stated above. To have the services provided by another party would be contrary to the City Council allocation process. Pricing for the contract services was established to match the City Council allocation awarded.

# Addenda

**ADDENDUM TO REQUEST FOR AUTHORIZATION (RA) TO CONTRACT WITH PROVIDERS OF EARLY CHILDHOOD EDUCATION SERVICES FOR FOUR-YEAR-OLDS IN THE UNIVERSAL PREKINDERGARTEN (UPK) PROGRAM (RFP R1015)**

Estimated Annual / Total Contract Amounts	Funding Source	Contract Term	Options	Estimated Option Amount	Procurement Method	Is Contract Retroactive?	Contract Type
\$179,875.80/ 359,751.60	New York State Education Department (NYSED), Tax Levy	Three Years	None	N/A	Negotiated Services	Yes	Requirement

<b>Vendor Name &amp; Address</b>	The Coconut Grove Childhood Education Center 9522 Avenue A Brooklyn NY 11236
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Xanthe Jory Executive Director of Expansion, Policy and Performance Division of Early Childhood Education	Sophia Pappas Chief Executive Officer Division of Early Childhood Education	Jay G. Miller Chief Administrator Vendor Research and Price Analysis

**PURPOSE**

On July 30, 2014 and August 21, 2014 the Panel for Educational Policy (Panel) approved Requests for Authorization (RA) to contract with 115 vendors respectively, including The Coconut Grove Childhood Education Center (Coconut Grove), to provide high-quality instructional programming as part of the Universal Prekindergarten (UPK) program. As indicated in the approved RA, all of the vendors and their principal owners and officers were subject to a comprehensive background check, but these checks were not all completed prior to Panel approvals. Noteworthy information was since revealed regarding prime vendor Coconut Grove so, in accordance with the DOE commitment to report all known noteworthy information to the Panel, information concerning this vendor is summarized below.

**DISCUSSION**

A July 2014 background check of Coconut Grove revealed \$60,000 in tax liabilities owed to the IRS by the vendor. Coconut Grove provided documentation indicating that an offer in compromise was submitted to the IRS, but the IRS had not yet responded. After over nine months of communication with the vendor, the DOE sent a letter to Coconut Grove providing it with the opportunity to respond in writing to show cause why the vendor should not be deemed non-responsible. As the vendor demonstrated that the offer in compromise was still pending with the IRS, the DOE stayed the completion of the responsibility determination to allow Coconut Grove to receive a response from the IRS. Several months later, the DOE received a copy of an accepted installment agreement with the IRS and concluded that Coconut Grove should not be found non-responsible vendor due to this matter.

**ADDENDUM TO REQUEST FOR AUTHORIZATION (RA) TO CONTRACT WITH PROVIDERS OF EARLY CHILDHOOD EDUCATION SERVICES FOR FOUR-YEAR-OLDS IN THE UNIVERSAL PREKINDERGARTEN (UPK) PROGRAM (RFP R1015)**

Estimated Annual / Total Contract Amounts	Funding Source	Contract Term	Options	Estimated Option Amount	Procurement Method	Is Contract Retroactive?	Contract Type
\$181,500/ 546,200	New York State Education Department (NYSED), Tax Levy	Three Years	None	N/A	Negotiated Services	Yes	Requirement

<b>Vendor Name &amp; Address</b>	Greater Bright Light Learning Center Inc. 1320 Sutter Avenue Brooklyn NY 11208
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Xanthe Jory Executive Director of Expansion, Policy and Performance Division of Early Childhood Education	Sophia Pappas Chief Executive Officer Division of Early Childhood Education	Jay G. Miller Chief Administrator Vendor Research and Price Analysis

**PURPOSE**

On July 30, 2014 the Panel for Educational Policy (Panel) approved Requests for Authorization (RA) to contract with 115 vendors respectively, including Greater Bright Light Learning Center (GBLLC) to provide high-quality instructional programming as part of the Universal Prekindergarten (UPK) program. As indicated in the approved RA, all of the vendors and their principal owners and officers were subject to a comprehensive background check, but these checks were not all completed prior to Panel approvals. Noteworthy information was since revealed regarding prime vendor GBLLC so, in accordance with the DOE commitment to report all known noteworthy information to the Panel, information concerning this vendor is summarized below.

**DISCUSSION**

GBLLC is debarred until July 8, 2016 by the New York State Worker's Compensation Board. Such debarments relate only to Public Works contracts, and are therefore not applicable to universal pre-kindergarten services. Moreover, the DOE has confirmed that the vendor has current worker's compensation insurance. Therefore, the DOE does not believe this matter precludes a determination that the vendor is responsible.

Additionally, the DOE sent several letters to GBLLC regarding the matters described below:

- Approximately \$34,000 owed to the IRS by GBLLC's controlling entity, Bright Light Baptist Church (Baptist Church). GBLLC provided documentation indicating that an offer in compromise was submitted to the IRS, but the IRS had not yet responded. Over eight months later, as the IRS matter was still outstanding, the DOE sent a letter to GBLLC letter providing GBLLC with the opportunity to respond in writing to show cause why the vendor should not be

deemed non-responsible. As the vendor demonstrated that the offer in compromise was still pending with the IRS, the DOE stayed the completion of the responsibility determination to allow GBLLC to receive a response from the IRS. Shortly thereafter, the DOE received a copy of an accepted installment agreement with the IRS and concluded that GBLLC should not be found a non-responsible vendor due to this matter.

- A September 1999 report from the New York City Department of Investigation (DOI) found that the Baptist Church did not exercise appropriate oversight of the Greater Bright Light Home Care Program ("Home Care Program"), which was funded in part by a NYC Human Resources Administration grant. DOI determined that two employees of the Home Care Program, one of which was the Executive Director, had conflicts of interest and that the Home Care Program failed to maintain sufficient financial oversight and basic accounting records. The DOE found no legal, fiscal, or operational relationship between the Baptist Church and the Home Care Program and therefore, concluded that neither the Baptist Church nor GBLLC should be held liable for the conduct of the Home Care Program or its IRS tax liabilities. Therefore, the DOE does not believe this matter precludes a determination that the vendor is responsible.