Panel for Educational Policy
Contract Agenda
January 16, 2013

Item: 1 **Description:** Emergency bus transportation for students following Hurricane Sandy.

Term: 30 days **Options:** None **Funding:** Tax Levy

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

Vendor Name	Estimated Annual Amount
Gonzalez Bus Service Corp.	$98,150
Seth Transportation, Inc.	$36,075

Item: 2 **Description:** WITHDRAWN: Emergency supply of milk and dairy products.

Term: 9 months **Options:** None **Funding:** Tax Levy

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

Vendor Name	Estimated Annual Amount
Bartlett Dairy	$8,795,575
Elmhurst Dairy	$5,810,930

Item: 3 **Description:** Amendment of a contract for half day prekindergarten services (UPK) to provide full day services instead.

Term: 1 year **Options:** None **Funding:** City Council

Division: Division of Portfolio Planning **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Samuel Field YM & YWHA	$404,280

Item: 4 WITHDRAWN

Item: 5 **Description:** Furniture for classrooms.

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

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

Vendor Name	Estimated Annual Amount
School Specialty, Inc.	$422,508

Item: 6 **Description:** Dropout prevention and intervention services to New York City high schools.

Term: 1 year **Options:** None **Funding:** City Council

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

Vendor Name	Annual Amount
Institute for Student Achievement (ISA)	$167,000

Item: 7 WITHDRAWN

Item: 1

Description:

Emergency bus transportation for students following Hurricane Sandy.

REQUEST FOR AUTHORIZATION
EMERGENCY SHUTTLE BUS SERVICE FOR SCHOOL AGE STUDENTS

Estimated Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$134,225	Tax Levy	30 Days	None	Emergency	Yes	Requirements

VENDOR NAME	ADDRESS	NUMBER OF BUSES PER DAY	DAILY COST / NUMBER OF SERVICE DAYS	ESTIMATED AMOUNT
Gonzalez Bus Service Corp.	2210 New Haven Ave. Apt. 4M Far Rockaway, NY 11691	6-10	$325 /302 days	$98,150
Seth Transportation, Inc.	2124 Mill Avenue Brooklyn, NY 11234	22 - 25	$325 / 111days	$36,075

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Lisa D'Amato Director, Contracts Management Unit Office of School Support Services	Eric Goldstein Chief Executive Office of School Support Services	David Ross Executive Director Division of Contracts & Purchasing

PURPOSE

Authorization is requested to contract with the additional vendors listed above to provide emergency shuttle bus service to enable school-age students to continue to attend schools citywide following Hurricane Sandy. The shuttle buses provide transportation to general education students from centralized pick-up sites to their relocated schools. Emergency services by these vendors were provided starting on November 7th for one month.

DISCUSSION

Damages from Hurricane Sandy were so extensive that students from approximately 50 school buildings had to be relocated. As a result, alternative arrangements were required to transport these students to other sites. The hurricane also damaged many of the buses used by the DOE's existing school bus contractors, thereby making it impossible for them to take on these additional requirements. This created an emergency situation in which the DOE would be prevented from providing necessary public transportation to ensure the health, welfare, and safety of children.

The Executive Director of the Division of Contracts and Purchasing (DCP) issued additional Emergency Declarations on January 3,2013 to award contracts to these vendors who had been providing shuttle bus transportation to enable students to attend school following the hurricane.

The emergency was declared in accordance with the New York State Education Law, Sections 2556(10)-(10-a) and 2590-h(36), the New York State General Municipal Law, Section 103(4) and Section 3-09 of the DOE's Procurement Policy and Procedures, Section 3-09 entitled "Emergency Purchases." The DOE determined that the damage caused by Hurricane Sandy created good and sufficient cause for the declaration of an emergency and the award of contracts on an expedited basis. It was also necessary to waive provisions of Chancellor's regulation A-108; Paragraph 4.1 of Section 1, permitting bus routes to exceed a total one way route length of five miles through all stop points; Paragraph 4.2.3 of Section 1, permitting bus routes to operate across borough or county lines; and Paragraph 4.2.4 of Section 1, permitting pupils that have a MetroCard for public transportation to be eligible to ride a contracted bus.

DCP contacted vendors throughout and beyond the tri-state area to determine the number of buses each could provide. Vehicles were required to comply with the DOE's security and safety requirements and drivers were to be duly licensed and qualified to operate the contractor's vehicles. Prices under the emergency are either within the range of the competitively bid DOE Coach Bus contract ($700/day) or higher for reasons that are understandable in view of the timing and circumstances. As such, prices have been determined to be fair and reasonable.

Due to the time constraints associated with the emergency procurement, comprehensive vendor background checks were not feasible. Instead, DCP performed abridged background checks. No adverse information was found. The DOE does not believe these vendors present any risk to students and believes all vendors may be found responsible for these purposes.

Item: 2

Description:

WITHDRAWN: Emergency supply of milk and dairy products.

Item: 3

Description:

Amendment of a contract for half day prekindergarten services (UPK) to provide full day services instead.

AMENDED REQUEST FOR AUTHORIZATION TO PROVIDE UNIVERSAL PREKINDERGARTEN SERVICES

New Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$404,280	New York State Education Department (NYSED), City Council, Tax Levy	One Year	None	Negotiated Services	No	Requirement

Vendor Name & Address	Samuel Field YM & YWHA, Inc. 58-20 Little Neck Pkwy. Little Neck, NY 11362 Executive Director: Jeri Mendelsohn

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Richard Switach Operations Manager/Queens Office of Early Childhood Education Division of Portfolio Planning	Chris McKay Director of Operations Office of Early Childhood Education Division of Portfolio Planning	Maxine Needle Director, Universal Prekindergarten/Grants

PURPOSE

Authorization is requested to amend the number of seats and the total dollar award amount for Samuel Field YM & YWHA, located in CSD 26 in Queens, that was included in a previously approved request for authorization (RA) for Universal Prekindergarten (UPK) Services.

DISCUSSION

On July 18, 2012, the Panel for Educational Policy approved an RA to amend contracts for 54 vendors from half-day UPK services to full-day with funding from the City Council. Central Queens YM/YWHA was recommended for award of 54 half day seats at $3,550 per seat and for 18 full-day seats at $7,680 per seat. Samuel Field YM & YWHA 54 half day seats at $ 3550 and were recommended for award for 18 full-day seats at $7,680 each.

In August 2012, the DOE was informed by the Central Queens YM & YWHA that they would be unable to accept the award of these seats due to an unexpected delay in capital projects at their site. A poll of vendors in the area showed that Samuel Field was the next highest scoring vendor who had the necessary capacity and was willing to accommodate these 18 full-day seats at the same cost per child or less. Therefore we propose award of those seats to Samuel Field. Their estimated half-day capacity was necessarily reduced by the same number of seats. The costs for full-day and half-day seats remain unchanged. It is entirely coincidental to this award that Central Queens YM & YWHA is a subsidiary of Samuel Field.

Samuel Field YM & YWHA will thus be awarded 36 full-day and 36 half-day seats, necessitating an increase of $74,340 in City Council/DOE funding to cover the increase in services provided.

Item: 4

Description:

WITHDRAWN

Item: 5

Description:

Furniture for classrooms.

REQUEST FOR AUTHORIZATION TO CONTRACT FOR CLASSROOM FURNITURE WITH SCHOOL SPECIALTY, INC.

Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$422,508 / $2,112,543	Tax Levy	Five Years	None	Competitive Sealed Bid	No	Requirements

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

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Andrea Black Director School Based Procurement Division of Contracts & Purchasing	Ray Burke Chief Administrator Innovation & Vendor Resources Division of Contracts & Purchasing	Steve Ladolcetta Procurement Analyst

PURPOSE

Authorization is requested to contract with School Specialty, Inc. for classroom furniture. This contract will be utilized on an as-needed basis by schools and by central offices purchasing items on behalf of schools. Funding will come from individual school or office budgets.

DISCUSSION

A Request for Bids (RFB) was released with six aggregate classes, each representing a specific manufacturer product line. The selection of these six manufacturer lines was based on the past ten years of usage.

The School Construction Authority (SCA) traditionally chooses furniture for new classrooms. This contract allows schools to match existing furniture by offering products from the manufacturer lines that are already in schools, thus ensuring uniformity of classroom furnishings. Vendor assistance in classroom layout is included in the contracts at no extra charge.

Together these six product lines account for nearly all of the classroom furniture used in the New York City public schools. Aggregate Classes 1 through 4 cover early childhood furniture used in Prekindergarten through Grade 3. Aggregate Classes 5 and 6 include classroom furniture for Grades 4 through 12.

Vendors were permitted to bid on one class or any combination of the six classes. Each class was composed of line items which together represented approximately 80 percent of historical spending. Vendors were required to provide a price for each line item within an aggregate class and offer a percentage discount off the manufacturers catalog for the remaining items that were not listed in the bid blank. Vendors were permitted to bid the brands and models listed within the bid or offer alternative products that were equivalent to the items specified.

This request for authorization is for Aggregate Class 2. Aggregate Classes 4 and 6 were awarded pursuant to a previous RA. The remaining aggregate classes (1, 3, and 5) are currently being evaluated and will be recommended for award in future RAs. Five bids were received for Aggregate Class 2. Two bids were declared non-responsive: Constructive Playthings failed to offer pricing on all the items

listed and United Supply Corporation offered alternate items that did not meet the specifications within the class. Notification letters were sent to these vendors and no protests were received. An evaluation of the remaining three bids determined that School Specialty is the lowest responsive, responsible bidder. The bid totals for the aggregate class are shown on the table at the end of this RA.

The overall pricing for Aggregate Class 2 is approximately 40 percent lower than under the previous contract. School Specialty has confirmed in writing that the DOE is receiving "most favored nation" pricing. The prices offered have therefore have been determined to be fair and reasonable.

The contract will allow for price adjustments, either upward or downward, which will be calculated annually starting January 1, 2014, and each year of the contract thereafter. The percentage discount offered in the bid will remain the same for the life of the contract.

The Vendor Research & Price Analysis (VRPA) unit background checks for School Specialty has revealed no significant adverse information.

School Specialty has held previous contracts with the DOE under which they performed satisfactorily. They have thus been determined to be a responsible vendor.

AGGREGATE CLASS 2: CHILDCRAFT EARLY CHILDHOOD FURNITURE (PRE-K THROUGH 3RD GRADE)

BIDDER NAME	TOTAL 5-YEAR BID AMOUNT
Constructive Playthings*	$1,135,659
United Supply Corporation**	$1,911,692
School Specialty, Inc.	**$2,112,543**
School Outfitters	$2,632,379
Jonti-Craft	$3,137,704

*Non-responsive bid. The vendor failed to provide pricing for all items specified in the bid blank for Aggregate Class 2, hence the artificially low number.

**Non-responsive bid. United Supply Corporation offered alternate items that did not meet the specifications within Aggregate Class 2.

Item: 6

Description:

Dropout prevention and intervention services to New York City high schools.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH INSTITUTE FOR STUDENT ACHIEVEMENT TO PROVIDE DROPOUT PREVENTION AND INTERVENTION SERVICES

Estimated Annual/Total Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$167,000	City Council	One Year	None	City Council Allocation per Section 1-03 (c) of DOE Procurement Policy & Procedures	Yes	Full Value

Vendor Name & Address	Institute for Student Achievement (ISA) One Old Country Road, Suite 250 Carle Place, NY 11514

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Toby Reyes Senior Operations Analyst Office of Safety and Youth Development	Robert Weiner Chief Operating Officer Office of Safety and Youth Development	Sophia Hargraves Procurement Analyst

PURPOSE

Authorization is requested to contract with the Institute for Student Achievement (ISA) to provide dropout prevention and intervention services in 18 New York City high schools.

DISCUSSION

The Institute for Student Achievement (ISA) provides school-based dropout prevention programs by restructuring large high schools into clusters of small learning communities (SLCs). The ISA model is built on the belief that small, highly supportive, challenging learning environments promote valuable relationships between teachers and students, and can improve student motivation, facilitate learning, and help students stay in school and graduate on time. ISA will provide a professional development program and on-site coaching for principals, assistant principals, teachers, counselors, and school-based coaches.

This contract is retroactive due to changes in the City Council budget allocations and the subsequent revision in the plan for the delivery of services. Notification of the original budget allocation was released on June 28, 2012. The amended budget was released on July 25, 2012.

DCP reviewed information regarding the vendor's background in the VCIP and VENDEX system 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 grant.

Item: 7

Description:

WITHDRAWN