Panel for Educational Policy
Contract Agenda
March 1, 2011

Item: 1 **Description:** Public/private partnership to bring together a range of City agencies, a consortium of private funders, and an urban university to create a center that coordinates training and career development services for individuals who work with young children in New York City.

Term: 2 years **Options:** None **Funding:** Tax Levy

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

Vendor Name	Annual Amount
New York City Early Childhood Professional Development Institute (CUNY PDI)	$50,000

Item: 2 **Description:** Internet-based e-Learning software program that provides online training for substitute teachers and paraprofessionals.

Term: 18 months **Options:** None **Funding:** Reimbursable

Division: Division of Human Resources **Contract Type:** Full Value

Vendor Name	Annual Amount
Sim e-Learning Specialists, Inc.	$74,180

Item: 3 **Description:** Consultants to assist principals in performance management and with the discipline process for poorly performing tenured pedagogues.

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

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

Vendor Name	Estimated Annual Amount
Dorothy Bowser	$27,500
Dr. Linda Carol-Palumbo	$27,500
Elenterio Rolon Jr.	$27,500
Joseph Belesi	$27,500
Joseph D. Cantara	$27,500
Lester McDowell	$27,500
Mark Bronstein	$27,500
Marlene Gonzalez	$27,500
Pamela Latt	$27,500
Rebecca Bravo	$27,500

Item: 4 Withdrawn

Item: 5 **Description:** Improve the search functionality of ShopDOE and FAMIS.

Term: 3 years **Options:** 1 three year option **Funding:** Capital & Tax Levy

Division: Division of Contracts and Purchasing **Contract Type:** Full Value

Vendor Name	Annual Amount
Endeca Technologies, Inc.	$503,824

Item: 6 **Description:** Provide and manage an online voting system and operate the candidate application website used for the selection of Parent Representatives to Community Education Councils.

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

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

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

Item: 7 **Description:** Professional development in support of a Teaching American History grant for teachers in District 22.

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

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

Vendor Name	Annual Amount
Literary Classics of the US dba/Library of America	$100,000

Item: 8 **Description:** Evaluation services for a pilot program for four middle schools using School of One and another four middle schools serving as a comparison group.

Term: 3 years **Options:** None **Funding:** Federal Grant - Vendor Named

Division: Division of Talent, Labor & Innovation **Contract Type:** Full Value

Vendor Name	Annual Amount
The Trustees of Columbia University on the City of New York	$149,811

Item: 9 **Description:** Published and copyrighted psychological assessments, group-administered educational measurements and therapy products for speech-language pathologists, occupational therapists and physical therapists.

Term: 3 years **Options:** 120 day option **Funding:** Various

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

Vendor Name	Estimated Annual Amount
NCS Pearson	$3,000,000

Item: 10 **Description:** Instructional textbooks and ancillary materials for use in classrooms.

Term: 7 years **Options:** None **Funding:** Various

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

Vendor Name	Estimated Annual Amount
Otzar Haseforim of Monsey Inc.	$60,000

Item: 1

Description:

Public/private partnership to bring together a range of City agencies, a consortium of private funders, and an urban university to create a center that coordinates training and career development services for individuals who work with young children in New York City.

REQUEST FOR AUTHORIZATION

Estimated Annual/ Total Contract Cost	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$50,000/ $100,000	Tax Levy	07/01/09-06/30/11	None	Negotiated Service	Yes	Fixed Price
Vendor Name & Address	NYC Early Childhood Professional Development Institute, CUNY					
	101 West 31st Street, 7th Floor, NY, NY 10001					

Service Requestor/Contract Manager:	Division of Contracts and Purchasing Contact
Dominique West, Director of Operations	Angela Edwards
Division of Portfolio Planning	Central Office Procurement

STATEMENT OF PURPOSE

The Division of Portfolio Planning's Office of Early Childhood Education (OECE) is requesting a contract with the New York City Early Childhood Professional Development Institute (CUNY PDI).

DISCUSSION

CUNY PDI, founded in 2001, is a public/private partnership that brings together a range of City agencies, a consortium of private funders, and the nation's largest urban university to create a center that coordinates training and career development services for individuals who work with young children in New York City. The Institute's founding partners are the New York City Child Care and Early Education Fund, the Administration for Children's Services, the Department of Education, the Human Resources Administration, and the City University of New York.

OECE advised that the original agreement, an intracity Memorandum of Understanding (MOU) dating back to 2004, had lapsed, and it employed another CUNY contract through which it was able to pay for these services. However, it wasn't until well into FY 2010 that OECE realized that the contract expired and another payment mechanism was necessary. CUNY PDI's original and ongoing mission is to serve as a common source of research services across multiple city agencies; this supports the basis for continuing its unique role in this institutional framework. Thus, OECE made this request and is simultaneously working to establish another MOU.

PDI offers a diverse range of workshops, research and materials focused on improving information available to teachers on early childhood education. Similar professional development workshops (offered under PQS R0778 for professional development) are priced in a range of $64 to $147 per staff hour, compared to CUNY's price of $38.46 per hour, while publications for professional development range from $12.16 to $29.17, compared to CUNY's price of $0.50 per newsletter to $1.43 per calendar. Therefore, PDI's pricing for these services may be deemed to be fair and reasonable.

CUNY PDI has been deemed exempt from filing VENDEX Questionnaires by the Mayor's Office of Contract Services. DCP has determined CUNY PDI to be responsible as a search of federal debarment list and DOE internal sources found no adverse information.

Item: 2

Description:

Internet-based e-Learning software program that provides online training for substitute teachers and paraprofessionals.

REQUEST FOR AUTHORIZATION TO CONTRACT WITHSPORTS IN MIND, INC., D/B/A SIM eLEARNING SPECIALISTS TO PROVIDE ONLINE TRAINING FOR SUBSTITUTE TEACHERS AND PARAPROFESSIONALS

Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$98,526	Reimbursable	7/1/10-12/30/11	None	Negotiated Service	Yes	Fixed Price
Vendor Name & Address	Sports in Mind, Inc. d/b/a SIM e-Learning Specialists (SIM) 509 N. Tampa Street, Suite 2A Tampa FL, 33602					

Service Requestor/Contract Manager:	Division of Contracts and Purchasing Contact
Peter Ianniello Deputy Executive Director Division of Human Resources	James McBride Chief Administrator Division of Contracts & Purchasing

STATEMENT OF PURPOSE

Authorization is requested to contract with SIM e-Learning Specialists, Inc. (SIM), to provide online training programs for approximately 6,760 substitute teachers and 2,460 paraprofessionals in an amount not to exceed $98,526.

DISCUSSION

SIM's training tool, Sub-Hub™, consists of an entirely internet-based e-Learning software program that provides online training for substitute teachers and paraprofessionals. Sub-Hub™ is a prerequisite for all incoming substitute teachers and paraprofessionals and provides different levels of training depending on the need (entry level, professional development). It also offers remedial courses for those with performance deficiencies.

The cost of training services provided by SIM (as well as some related expenses, such as inoculations and an automated substitute teacher system) are covered by a $30 application fee paid to the DOE by each substitute teacher or paraprofessional.

The Division of Human Resources (DHR) had already approved services for up to $24,346. This negotiated service agreement will cover the balance of $74,180 and serve as a bridge agreement until a competitive process can be completed.

Vendor Research and Price Analysis (VRPA) compared SIM's program cost of $8 per person for paras and $10 per person for subs to similar programs found online. Utah State University's Substitute Teaching Institution offers an online interactive course for $29.95 per person and a refresher paraprofessional course at $19.95. The Wisconsin Education Association Council offers a Substitute Teacher Training course consisting of seven modules offered for non-credit at $150 per person, one credit at $365 per person, and two credits at $600 per person. Not only did these programs and others that DHR identified lack the content necessary to meet DOE's minimum training requirements, but their pricing exceeded SIM's, ranging from $19 to $200 per person. SIM's price may therefore be deemed fair and reasonable.

This contract is retroactive. The Division of Contracts and Purchasing (DCP) approved a negotiated service request with SIM during fiscal year 2009 with the expectation that a competitive process be initiated for future services, but difficulties with the scheduling of this project have prevented a competitive procurement from being initiated in a timely manner. DHR has provided an initial scope of work and is committed to procuring these services through a competitive process should these services be needed beyond this action.

A vendor background review, including VENDEX, the federal debarment list, and VCIP, has revealed no significant adverse information. As a result, SIM e-Learning Specialists, Inc. is deemed responsible with respect to this contract.

Item: 3

Description:

Consultants to assist principals in performance management and with the discipline process for poorly performing tenured pedagogues.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH LABOR SUPPORT UNIT CONSULTANTS

Contract Cost	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$546,000	Tax Levy	7/1/10 - 6/30/11	None	Negotiated Service	No	Requirements
Vendor Name & Address	See table below.					

Service Requestor/Contract Manager:	Division of Contracts and Purchasing Contact
David Brodsky Director of Labor Relations Office of Labor Relations and Collective Bargaining	James McBride Chief Administrator

STATEMENT OF PURPOSE

Authorization is requested to contract with ten professional service consultants to assist principals in the evaluation of and disciplinary process for poorly performing tenured teachers, in an amount not to exceed $546,000.

DISCUSSION

These consultants were initially selected from a pool of applicants using the Division of Human Resources Consultant Nomination Process, and have been providing services since July 2010, all within the $25,000 earnings threshold per consultant. Those selected have particular skills, knowledge and experience handling the disciplinary process for pedagogic and non-pedagogic employees in supporting school-based supervisors with performance management, through proper implementation of various collective bargaining agreements. This negotiated service agreement will cover the balance of each consultant's salaries, or an additional $27,500 to $38,000, serving as a bridge agreement to a competitive process scheduled to be released during the 2011 school year.

The consultants will assist principals in the evaluation of and disciplinary process for poorly performing tenured pedagogues and provide related support. Responsibilities include, but are not limited to, the following: establishing and maintaining a working relationship with school principals to support quality implementation of performance management through the DOE accountability system, including the evaluation of pedagogic staff, counselors, school psychologist, social workers, and other school-based staff; assisting principals in identifying high-performing staff to ensure retention and continual development; and providing support to principals assigned to schools identified by the State as persistently low-performing.

The cost of retaining consultants for these services on a per diem basis allows OLRCB the flexibility to schedule mandated hearings in the most cost effective manner. The Office of Vendor Research and Price Analysis compared the consultants' hourly rate of $50.00 to the equivalent titles of a full-time DOE Associated Staff and Education Analysts, whose hourly rates ranged from $48.77 to $63.16 including fringe benefits. The consultants' rates fall within the salary rage of equivalent titles; the rates can therefore be deemed fair and reasonable.

Vendor Name	Rate	Estimated Days	Estimated Amount	Amount Liquidated	Requested Amount
Dorothy Bowser	$350.00	150	$52,500	$25,000	$27,500
Joseph Belesi	$350.00	150	$52,500	$25,000	$27,500
Rebecca Bravo	$350.00	150	$52,500	$25,000	$27,500
Mark Bronstein	$350.00	150	$52,500	$25,000	$27,500
Marlene Gonzalez	$350.00	150	$52,500	$25,000	$27,500
Pamela Y. Latt	$350.00	150	$52,500	$25,000	$27,500
Dr. Linda Carol Palumbo	$350.00	180	$63,000	$25,000	$38,000
Elenterio Rolon, Jr.	$350.00	180	$63,000	$25,000	$38,000
Lester McDowell	$350.00	150	$52,500	$25,000	$27,500
Joseph D. Cantara	$350.00	150	$52,500	$25,000	$27,500
		Total	$546,000	$250,00	$296,000

Item: 4

Description:

Withdrawn

Item: 6

Description:

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

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

GENERAL INFORMATION

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

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

STATEMENT OF PURPOSE

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

DISCUSSION

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

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

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

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

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

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

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

	INITIAL PROPOSED PRICE		BAFO PRICE		
VENDOR	2011 ELECTION	2013 ELECTION	2011 ELECTION	2013 ELECTION	TOTAL PRICE
Everyone Counts	$32,500	$32,500	N/A	N/A	N/A
Votenet Solutions	$107,750	$101,750	$75,350	$70,350	$145,700
Election-America	$142,700	$136,700	$139,113	$131,475	$270,588
Election Services Solutions	$297,975	$250,000	N/A	N/A	N/A

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

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

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

Item: 7

Description:

Professional development in support of a Teaching American History grant for teachers in District 22.

REQUEST FOR AUTHORIZATION FOR PROFESSIONAL DEVELOPMENT IN TEACHING AMERICAN HISTORY

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$100,000	USDOE	7/10/10-6/30/11	None	Vendor Named in Grant, Per Section 1-03(b) of DOE Procurement Policy & Procedures	Yes	Full Value
Vendor Name & Address	Literary Classics of the US dba Library of America 14 East 60th Street New York, NY 10022					

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Diane Lacapria TAH Project Director	Maxine Needle Director of Grants

STATEMENT OF PURPOSE

Authorization is requested to contract with Literary Classics of the US dba Library of America to provide professional development in support of a Teaching American History (TAH) grant for teachers in District 22.

DISCUSSION

Library of America (LOA) will conduct ten workshops totaling 50 hours of content presentation. These workshops will consist of three components. The first will be a presentation on one of several themes' subtopics. In the second, teachers will have an opportunity to discuss the presentation and their ongoing readings with the lecturers. The workshops will conclude with a teaching support session. These training workshops will take place at a DOE location in District 22.

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

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

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

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

Item: 8

Description:

Evaluation services for a pilot program for four middle schools using School of One and another four middle schools serving as a comparison group.

REQUEST FOR AUTHORIZATION FOR EVALUATION SERVICES

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$149,811/ $315,077	USDOE Investment in Innovation Fund (i3) Grant Program	1/1/11 - 6/30/13	None	Vendor Named in Grant, per Section 1-03 (b) of DOE Procurement Policy & Procedures	Yes	Full Value
Vendor Name & Address	The Trustees of Columbia University of New York 254 Engineering Terrace, MC 2205 1210 Amsterdam Ave, New York, NY 10027					

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Jonathan Werle Director of Administration, School of One	Maxine Needle Director of Grants

STATEMENT OF PURPOSE

Authorization is requested to contract with the Trustees of Columbia University of New York to evaluate student progress in the mathematics program at the School of One.

DISCUSSION

Columbia University professors will evaluate the impact of the School of One program on academic performance, goals of students, and the attitudes and beliefs of teachers. The School of One uses a combination of teachers, physical space, and technology to personalize learning to the needs of each student, so that the classroom is not a "one-size-fits-all" environment in which every student is expected to learn the same skill at the same time. The School of One is currently used for middle school mathematics in three schools (02M131, 21K228, 09X339), and will expand to include at least four additional public middle schools in New York City for the beginning of the 2011-12 school year. This evaluation will focus on School of One data generated from currently participating schools and a control group.

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

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

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

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