Panel for Educational Policy
Contract Agenda
October 30, 2013

Item: 1 **Description:** Extension of a contract for afterschool services for students at PS 96 and Christopher Columbus H.S. in the Bronx.

Term: 1 year **Options:** None **Funding:** NYSED

Division: Community School District 11 **Contract Type:** Full Value

Vendor Name	Annual Amount
Neighborhood Initiatives Development Corporation	$76,718

Item: 2 **Description:** Extension of food services distribution contracts.

Term: 6 months **Options:** None **Funding:** Reimbursable

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

Vendor Name	Estimated Annual Amount
Chef's Choice Food Dist.	$3,820,115
Metropolitan Food Services Inc DBA Driscoll Foods	$37,652,444
Teri Nichols Institutional Food Merchants	$22,534,785
The Maramont Corporation	$14,820,108

Item: 3 **Description:** Professional and career development services for early childhood educators.

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

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

Vendor Name	Annual Amount
Research Foundation of the CUNY on behalf of Professional Development Instit	$44,490

Item: 4 **Description:** Special education professional development services for the division of Students with Disabilities and English Language Learners.

Term: 5 months **Options:** None **Funding:** Race to the Top

Division: Office of Special Education Initiatives **Contract Type:** Full Value

Vendor Name	Annual Amount
Research Foundation CUNY/ Hunter College	$334,499

Item: 5 **Description:** Computerize Point of Sale (POS) and various other cafeteria management services.

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

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

Vendor Name	Estimated Annual Amount
Heartland Payment Systems, Inc.	$3,238,791

Item: 6 **Description:** Unemployment insurance processing services.

Term: 3 years **Options:** 2 one year options **Funding:** Tax Levy & Federal Reimbursable Funds

Division: Division of Financial Operations **Contract Type:** Full Value

Vendor Name	Annual Amount
Equifax Workforce Solutions, Inc. (Formerly TALX Corporation)	$360,000

Item: 7 **Description:** Early childhood educational services for four year olds in the Universal Pre-kindergarten (UPK) program.

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

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

Vendor Name	Estimated Annual Amount
Sacred Heart Parochial	$197,198

Item: 8 **Description:** Office furniture for schools and administrative offices.

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

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

Vendor Name	Estimated Annual Amount
The W.B. Mason Company	$1,099,898

Item: 9 **Description:** Repair and replacement of sheet metal in schools and administrative buildings.

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

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

Vendor Name	Estimated Annual Amount
S & W Wilson Ent., Inc.	$1,090,979

Item: 10 **Description:** Expanded Learning Time (ELT) for tutoring services citywide. (RA #2)

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

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

Vendor Name	Estimated Annual Amount
Brienza Academic Advantage	$350,000
Education Link	$50,000
Innovative Educational Programs, LLC	$50,000
Liberty Learning Lab, Inc.	$50,000
Reading Excellence and Discovery (READ) Foundation	$50,000

Item: 11 **Description:** Professional and leadership development training for managers, administrators, and central office staff.

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

Division: Division of Human Resources **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Gotham Culture	$248,249
NYC Leadership Academy	$248,249
Targeted Business Solutions	$248,249
Urban Policy Development LLC	$248,249

Item: 12 **Description:** Professional development services for school leaders and teachers in instructional strategies, student-centered academic counseling services, sustainable leadership, quality teaching and student achievement. (RA #2)

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

Division: Division of Academics, Performance and Support **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Catapult Learning, LLC	$1,000,000
CUNY Creative Arts Team	$100,000

Item: 12 **Description:** Professional development services for school leaders and teachers in instructional strategies, student-centered academic counseling services, sustainable leadership, quality teaching and student achievement. (RA #2)

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

Division: Division of Academics, Performance and Support **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Teachers College The Center for the Professional Education of Teachers	$50,000

Item: 13 **Description:** Student support services including academic enrichment activities, leadership development, tutoring and homework assistance, parent development, individual, group, and family counseling (RA #8)

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

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

Vendor Name	Estimated Annual Amount
Kids Dance Sport, LLC dba Sportball	$30,000
New York Center for Interpersonal Development	$100,000
One to World, Inc.	$50,000

Item: 14 **Description:** Collection of accountability data from charter schools.

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

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

Vendor Name	Estimated Annual Amount
Eastern Suffolk BOCES	$538,661

Item: 15 **Description:** Attendance-tracking software and technical assistance support for the NYCDOE's 21st Century Community Learning Center Technical Assistance Resource Center.

Term: 4 years **Options:** None **Funding:** NYSED

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

Vendor Name	Annual Amount
Cityspan Technologies	$437,360

Item: 16 **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
ETA hand 2 mind D/B/A A. Daigger & Company	$817,000

Item: 1

Description:

Extension of a contract for afterschool services for students at PS 96 and Christopher Columbus H.S. in the Bronx.

REQUEST FOR AUTHORIZATION TO EXTEND A CONTRACT WITH NEIGHBORHOOD INITIATIVES DEVELOPMENT CORP. TO PROVIDE AFTER SCHOOL YOUTH DEVELOPMENT SERVICES

Estimated Annual / Total Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
Original Contract: $384,000; Contract Increase: $76,718; Total: $460,718	New York State Education Department (NYSED)	One Year (7/1/2012-6/30/2013)	None	Section 4-07(a)(1) of DOE Procurement Policy & Procedures	Yes	Full Value

Vendor Name & Address	Neighborhood Initiatives Development Corporation (NIDC) 2523 Olinville Avenue Bronx, NY 10467

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 extend a contract with the Neighborhood Initiatives Development Corp. (NIDC) to provide after school services to elementary students at PS 96 and high school students at Christopher Columbus HS in District 11.

DISCUSSION

The original contact provided for one year (7/1/09 – 6/30/10) of after school youth development services and two one-year renewal options, both of which were exercised to extend the contract term through 6/30/12. Grant funds were provided in the amount of $128,000 annually. The grant was originally slated to expire on 6/30/12, but the New York State Education Department (NYSED) extended the grant for an additional year at reduced funding levels. The contract for NIDC's services will therefore be extended through 6/30/13 for $76,718, as provided for by the NYSED grant. This extension reflects the changes in the term, and amount of the contract as authorized in the NYSED grant.

NIDC will provide tutoring and STEM enrichment programs for 140 underperforming students in PS 96. For the tutoring program, students will meet in small groups of five to eight students for 45 minutes per day, Monday through Friday, for the entire school year. The STEM enrichment program will serve up to 25 students, with expert staff from entities such as the New York Hall of Science providing instruction.

Under NIDC's "Prep for Success" job training program, Christopher Columbus High School students will receive intensive college and career awareness instruction. Upon completion of the program, students will have an option to participate in an internship or service learning project.

This contract is retroactive due to changes with the NYSED's 21st Century Round 5 Grant. Due to the one-year extension with reduced funding levels, additional time was required to plan the delivery of services with the NYSED, NIDC, and the schools.

DCP's review of the vendor's background in the VCIP 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 21st Century Community Learning Grant specifically named this vendor for the amount stated above. To have the services provided by another party would be contrary to the grant.

Item: 2

Description:

Extension of food services distribution contracts.

REQUEST FOR AUTHORIZATION TO EXTEND FOOD SERVICES DISTRIBUTION EMERGENCY CONTRACTS TO 6-30-2014

Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$78,827,451	Reimbursable	Six Months-Day Extension	None	Emergency	No	Requirements

Vendor Names & Addresses	Chef's Choice Cash and Carry Food Distributor Inc. 1051 Utica Ave. Brooklyn, NY 11203
	The Maramont Corporation 5600 First Avenue Brooklyn, NY 11220
	Metropolitan Foods DBA Driscoll Foods 174 Delawanna Ave. Clifton, NJ 07014
	Teri Nichols Institutional Food Merchants LLC 10101-C Avenue D Brooklyn, NY 11236

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

PURPOSE

Authorization is requested on behalf of the Office of School Food (OSF) to extend the Department's food services distribution contracts in accordance with the Department's Procurement Policy and Procedures, Section 3-09 – Emergency Purchases. These emergency extensions for 180 days will provide continuity of food distribution services for approximately 1,215 OSF-operated kitchens citywide.

DISCUSSION

These contracts were competitively bid and awarded in August 2004 and May 2006. They were to have expired February 28, 2013, but the award of new contracts has been delayed due to complex qualification and responsibility determination issues. They were originally extended for 120 days until June 30, 2013 and subsequently extended for an additional 180 days, until December 31, 2013, but continued complexities regarding qualification of vendors under the new RFB makes it is necessary to extend the existing emergency contracts for an additional six months, until June 30, 2014. The additional extension of these contracts will enable the Department to continue receiving food distribution without interruption until the new contracts are in place.

Vendor Research and Price Analysis conducted comprehensive background checks on the four food distributors. No significant adverse information was uncovered for Driscoll Foods and Teri Nichols.

In 2001, FHR and its owner Frank Russo, who previously owned Chef's Choice, pled guilty to antitrust conspiracy and mail fraud charges in connection with a bid-rigging scheme involving DOE food contracts and contracts with Odyssey House, a substance abuse treatment organization that received significant funding from New York State. Mr. Russo, along with his company FHR, were ordered to pay at least $2.12 million to the DOE as part of a $12,327,500 total restitution order against all the defendants. According to the Assistant United States Attorney assigned to the case, Mr. Russo and his company paid an additional 166K in 2006 (unpaid costs spread among all defendants in the aftermath of the case). Mr. Russo also was sentenced to 21 months in prison and 36 months of supervised release. Frank Russo's son, Pasquale Russo, took over Chef's Choice in August 2000. The Special Commissioner of Investigation for the New York City School District thanked the vendor for their "substantial assistance" during the investigation. The company's more recent record of satisfactory performance and the passing of Frank Russo in 2008 lead the DOE to conclude these matters should not preclude a finding that Chef's Choice is a responsible vendor.

Prior to the renewal of this contract in 2009, the DOE learned about an investigation by the Securities Exchange Commission (SEC) and United States Department of Justice involving Maramont's current CFO who, while working as a manager for another company, American Italian Pasta Company (AIPC), pled guilty to conspiring to engage in various fraudulent accounting practices which overstated earnings and concealed AIPC's actual financial condition from stockholders from 2002 to 2004. AIPC paid a $7.5 million penalty and the current CFO of Maramont pled guilty to conspiring to engage in various fraudulent accounting practices that concealed the entity's true financial condition in order to deprive holders of the stock their right to honest services. (The SEC also filed a civil suit against the entity resulting in an approximately $100k penalty). The DOE advised Maramont to self-report this matter in its VENDEX Vendor Questionnaire, which it did. Moreover, the CEO of Maramont has attested that the company was aware of the pending investigation when the CFO was hired in 2005 and has not found any inaccuracies related to the CFO's work at Maramont. Maramont currently has a contract of over $20 million per annum with the City of Philadelphia servicing 250 schools. It also has smaller contracts with Jersey City and the NYC Housing Authority. In 2013, a report by an inspector general for Chicago's public school system (CPS) found that Preferred Meals Systems, an affiliate of Maramont, provided perks to government employees for preferential treatment. Reports indicate that CPS continues to work with Preferred Meal Systems and the company took action regarding the employees implicated in the matter. In light of the size of the company, which generated more than $80 million in revenue in 2012, and Maramont's history of satisfactory performance on contracts with the DOE and the Department of Homeless Services, the DOE does not believe these matters preclude a determination that the vendor is responsible.

OSF has confirmed that all these vendors have been providing satisfactory service; they have therefore been determined to be responsible.

Pricing will remain the same during the extension period and has therefore been determined to be fair and reasonable. Estimated costs are based on past usage.

Vendors – RFB 1C373	Area	Est. Total Contract Value / 180 Days
Chef's Choice Food Dist	Staten Island	$3,820,115
The Maramont Corporation	Brooklyn 2	$14,820,108
Metropolitan Foods DBA Driscoll Foods	Queens	$19,648,444
Teri Nichols Institutional	Manhattan/Brooklyn 1	$22,534,785
RFB 1C373 Totals		**$60,823,451**

Vendor – RFB 1C168	Area	Est. Total Contract Value / 180 Days
Metropolitan Foods DBA Driscoll Foods	Bronx	$18,004,000

Grand Totals		**$78,827,451**

Item: 3

Description:

Professional and career development services for early childhood educators.

REQUEST FOR AUTHORIZATION TO AMEND RA 3312 FOR A CONTRACT WITH CUNY PDI FOR PROFESSIONAL AND CAREER DEVELOPMENT FOR EARLY CHILDHOOD STAFF

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
Previous amount: $216,001 Additional amount: $ 37,239 New total: $253,240	New York State Education Department (NYSED), Tax Levy	Three Years	None	Negotiated Services	Yes	Full Value

Vendor Name & Address	Research Foundation of the City University of New York on behalf of Professional Development Institute (PDI) 16 Court Street, 31st Floor Brooklyn, NY 11201

Contract Manager / Lead Contracting Officer	Division of Contracts & Purchasing Contact
Chris McKay Director of Operations Office of Early Childhood Education	Maxine Needle UPK Director

PURPOSE

A Request for Authorization (RA) was previously approved for a three-year contract valued at $216,001 with the Research Foundation of the City University of New York on behalf of Professional Development Institute (PDI) to provide professional and career development for early childhood staff. This RA seeks to add professional development services for early childhood classroom paraprofessionals at a cost of $37,239 for FY 2014. The contract term will remain otherwise unchanged.

DISCUSSION

On August 21, 2013, the Panel for Educational Policy approved Request for Authorization (RA) 3312 for a contract with the Research Foundation of the City University of New York on behalf of Professional Development Institute (PDI) to provide professional and career development for early childhood staff.

As noted in the original RA, PDI provides a range of services to early childhood staff, including training, professional development, research, and web development. The DOE, the Administration for Children's Services (ACS), and the Department of Health and Mental Hygiene (DOHMH) have each committed $50,000 annually to support the work of PDI for professional and career development for early childhood staff across City agencies.

The DOE funded its $50,000 portion for the past several years with the understanding that PDI would support the professional and career development of the Office of Early Childhood Education's (OECE) general workforce. These services have always been authorized as negotiated services. Going forward, the Professional Development for School Leaders and Teachers MTAC will be used to obtain these services.

After the Panel authorized the contract pursuant to the original RA, the OECE allocated additional NYSED UPK grant monies to fund a training program for early childhood classroom paraprofessionals.

Authorization is thus requested to add $37,239 to the Negotiated Service contract amount for professional development workshops for paraprofessionals during FY 2014.

On October 18, 2013, the Committee on Contracts approved retroactive contracts with PDI for general workforce professional and career development from July 1, 2012 to June 30, 2015 at a cost of $50,000 per year, for professional development for school leaders, teachers, and paraprofessionals from July 1, 2012 to June 30, 2013 at a cost of $66,001, and for professional development for teachers and paraprofessionals from October 1, 2013 to June 30, 2014 at a cost of $37,239.

PDI's $50,000 portion aligns with previous negotiated service contracts and both the $66,001 and $37,239 portions fall within the range of the rates of vendors awarded under the Professional Development for School Leaders and Teachers MTAC. These prices have therefore been determined to be fair and reasonable.

DCP reviewed PDI's background and found no significant adverse information. The vendor has therefore been determined to be responsible.

Item: 4

Description:

Special education professional development services for the division of Students with Disabilities and English Language Learners.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH RESEARCH FOUNDATION OF CUNY/HUNTER COLLEGE TO PROVIDE SPECIAL EDUCATION PROFESSIONAL DEVELOPMENT SERVICES

Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$334,499	Race to the Top	5/1/13 – 9/30/13	None	Negotiated Services	Yes	Full Value

Vendor Name & Address	Research Foundation of CUNY/ Hunter College 695 Park Avenue, E1424 New York, NY 10065

Contract Manager	Lead Contracting Officer	Division of Contracts and Purchasing Contact
Ron Eisenberg Administrative Education Office Division of Students with Disabilities and English Language Learners	Venus Devnani Executive Director of Operations	Joy Gentolia Director Instructional Service Procurement

PURPOSE

Authorization is requested to contract with the Research Foundation of CUNY/Hunter College to provide special education professional development services for the Division of Students with Disabilities and English Language Learners (DSwDELL).

DISCUSSION

The Research Foundation of CUNY/Hunter College offers a menu of services that support schools in the design and implementation of instruction aligned with the directives of the DOE special education reform initiative entitled *A Shared Path to Success*. The initiative aims to close the achievement gap between students with disabilities and their peers without disabilities by providing increased access to and participation in the general education curriculum.

Toward this end, and to facilitate successful learning experiences for children with autism in an inclusive classroom that addresses their core challenges in least restrictive settings, the DOE, in collaboration with Hunter College, developed a multi-year professional development series that included all grade level teachers, special education teachers, related services providers, administrative staff, instructional leaders, and general educators to support the Autism Spectrum Disorder (ASD) Nest Program.

There are currently 127 ASD Nest classrooms from kindergarten to high school serving 785 children with ASD in 30 schools. These classrooms are supported by 431 Nest teachers, 76 speech teachers, 83 social workers, 11 paraprofessionals, 48 occupational/physical therapists, 30 principals, and other school staff. The Nest classrooms provide structure, support, and services to ASD children so that they may succeed in inclusive settings with little need for outside support.

Through an expired Multiple Task Award Contract, and with funding provided by DSwDELL, Hunter College worked closely with DSwDELL to provide support in implementing the ASD Nest Program in schools. Hunter College provided customized professional development workshops for special

educators, general education teachers, speech pathologists, occupational therapists, social workers, administrators, and principals working in the ASD Nest Program classrooms. Hunter also provided the core courses on autism and behavior theory, as these courses are geared to enhance the staff's knowledge and skills in a variety of areas that will ultimately assist these educators as they continue to work with this unique inclusion program.

After the contract term of the Special Education PD Services Multiple Task Award Contract (MTAC) that DSwDELL was using to obtain these services expired on November 30, 2012, DSwDELL obtained these services without a contract, expecting a new contract to be in place prior to their exceeding the $25,000 limit on non-contracted purchases. Cancelling Hunter's services for the fiscal year would have had significant negative implications for students with disabilities. Going forward, DSwDELL will use the new Special Education Professional Development MTAC registered on June 25, 2013.

Hunter College's average hourly rate for special education professional development is $338 per hour which is within the hourly range of awarded vendors ($214 to $388) for special education professional development services. Hunter also offered a 16 percent discount rate off its published graduate tuition rate for courses on ASD, an original rate of $411/credit down to $345/credit. Hunter's per credit rates for this negotiated service contract fall within the range of its competitively procured rates under the current MTAC solicitation and below its published graduate tuition rate. Hunter's pricing has therefore been determined to be fair and reasonable.

DSwDELL personnel have confirmed that Hunter College has provided satisfactory services and that they understand that, going forward, the MTAC tool must be utilized for these services in the future.

Item: 5

Description:

Computerize Point of Sale (POS) and various other cafeteria management services.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH HEARTLAND PAYMENT SYSTEMS, INC.TO PROVIDE SERVICES TO MODERNIZE THE OPERATIONS OF THE OFFICE OF SCHOOL FOOD (R0942)

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Estimated Option Amount	Procurement Method	Is Contract Retroactive?	Contract Type
Total Vendor Costs Year 1: $3,133,093 Year 2: $2,004,400 Year 3: $0 Year 4: $0 Year 5: $0 **Total: $5,137,493**	Tax Levy And Capital Funding	Five Years	Three (3) One Year Extensions	$268,105/Year $804,315 Total	RFP	No	Requirement

Vendor Name & Address	**Heartland Payment Systems** **90 Nassau Street- 2nd floor** **Princeton, NJ 08542**

Contract Manager / Lead Contracting Officer	Division of Contracts & Purchasing Contact
Janice Zapinsky/Lisa D'Amato, Director Contracts Management Unit Office of School Support Services	Sande Pisik Procurement Analyst

PURPOSE

Authorization is requested to contract with Heartland Payment Systems to provide an automated computer system for the Office of School Food (OSF) that will modernize data capture for Point of Sale (POS), cafeteria and kitchen management, and Central Office operations for the approximate 840,000 meals served daily.

DISCUSSION

POS systems are currently installed in 372 school cafeterias, enabling students to pre-pay or pay for meals. The proposed contract would provide for expansion to all school cafeterias (about 1,200), and modernization of the current system to enable data capture on the type of meal purchased, food utilization, and eligibility for reimbursement. The proposed system will streamline cafeteria operations and capture data electronically for meal reimbursement from New York State and the Federal government.

Heartland will install and implement a comprehensive, fully integrated system of functions that can automate tasks currently done manually at school cafeterias and Central and Regional Offices. The system will:

- Capture data for meals purchased by students in cafeterias through a Point of Sale (POS) system.
- Improve records management to comply with mandated USDA requirements.
- Monitor current and predict future food ordering needs.
- Manage kitchen equipment needs.
- Provide student eligibility program management.
- Provide menu planning services.

- Provide nutritional analyses of recipes and meals served.
- Assist with commodity and food contract management.
- Provide financial services including accounts payable information.
- Include other functions necessary to coordinate and plan all aspects of School Food operations

Heartland's suite of applications is compatible with DOE technology platform/framework guidelines and it is anticipated that full implementation will take five years.

An RFP was issued in August, 2012 and seven proposals were received. Three didn't meet minimum qualifications. The remaining four proposals were evaluated by a committee drawn from the Offices of School Support Services (OSSS), Office of School Food (OSF), Office of the Chief Financial Officer (Capital Funding), and Division of Operations. The evaluation process was done in two Tiers.

For the Tier 1 evaluation, the committee used the following criteria:

- Organizational Capacity (15 points)
- Overall Program Plan (45 total points)
  a) Overall Plan (15 points)
  b) Front of House POS (15 points)
  c) Back of House (8 points)
  d) Central Office (7 points)
- Technical Requirements (15)
- System Integration and Service Requirements (15)
- Cost (10)

The committee invited the three highest scoring companies to participate in a second round (Tier 2) of evaluation. These companies were Heartland Payment Solutions, Horizon Software International, and MCS Software-Process Point. Tier 2 vendors were evaluated as follows: Interview/Presentation Results (10 points), Demonstrated Effectiveness – Business Solutions (25 points), Demonstrated Effectiveness - Technical Requirements (20 points), Customer Service/Satisfaction (20 points), and Total Cost of Ownership (25 points), the latter of which consisted of the contract cost and DOE's additional costs to implement the system.

These Tier 2 vendors participated in a "Blueprinting Process" during which they were required to provide and present comprehensive programs on the modules and system architecture they would provide the DOE, and to demonstrate how it would integrate with our systems. Vendors were required to run performance tests to prove that their systems could scale to the volume that the DOE program requires and support reporting from all 1200+ cafeterias on a daily basis. All three vendors passed.

The committee selected Heartland in part because they currently are successful in providing the already installed POS system for OSF and are familiar with DOE systems, and are thought to have the lowest chance of failure. The company also has POS experience in another large school district, Chicago. Also, Heartland uses a web based system (vs .net for the two competitors) which allows back of house (cafeteria managers) and central office users to access the system from remote locations. Other non-web based systems would require software to be installed on individual computers for hundreds of cafeteria managers and district and central office users. A web-based system also allows teachers to use the system from their desk computers or iPads in classrooms to report breakfasts served. The Committee found Heartland's Back of Office interface simple to use.

Finally, Heartland had the lowest "Total Cost of Ownership" on which the pricing evaluation component was based. Some reasons for the lower overall costs are because they are not charging for a POS software license as long as we use their electronic payment system Mylunchmoney.com. The other

Tier 2 proposers had similar systems. Heartland has also agreed to waive their software maintenance fee for the 5 years of the contract.

The Total Cost of Ownership is the sum of the contractor's charges and the estimated DOE costs to fund the total project. These expenditures include items purchased from the awarded vendor as described above as well as from other DOE/DCAS/State contracts. Some, but not all, items to be purchased from these other contracts include hardware (network servers, POS touch screen monitors, printers, cables etc.), system deployment labor costs, and professional services labor charges.

The DOE contract costs shown include the purchases of Heartland's software enterprise licenses, which allows for an unlimited number of licenses to cover all existing and new cafeterias opened over the duration of the contract. We will be purchasing software upgrades and maintenance, custom integration/interfacing with DOE systems, on-site and classroom training of DOE personnel, and system testing services. Heartland will supply kiosks (at the DOE's option) for approximately 400 high schools used by students to put cash on their account host MyLunchMoney.com, a website that parents use to put money on their child's account. Both these systems will reduce the waiting time on cafeteria lines.

Estimated Total Cost of Ownership- 5 Years

Vendor	Pre-Negotiation Proposal	Best and Final Offer
Heartland	**$36,596,286**	**$31,552,620**
Horizon	$42,630,839	$37,587,173
MCS-Process Point	$39,506,073	$34,462,407

Estimated Total Costs of Ownership Include:

Hardware	$7,786,683
Software	2,068,128
Personnel Services and Labor Costs	20,765,559
Miscellaneous	932,250
TOTAL	$31,552,620

Estimated Contract Cost- 5 Years - Tier 2 Proposers

	Pre-Negotiation Proposal	Best and Final Offer	Savings ($)	Savings (%)
Heartland	**$6,716,700**	**$5,137,493**	**$1,579,207**	**24%**
Horizon	$13,405,666	$10,031,035	$3,374,631	25%
MCS	$8,511,825	$6,621,150	$1,890,675	22%

Estimated Costs for Heartland include:

Kiosks	$2,240, 793
Software License	1,849,000
Customization- Core Software & Interfaces	61,000
Professional Services	556,000
Training Services	430,700
TOTAL	**$5,137,493**

The optional three (3) one-year extensions will pay for annual software maintenance support (licenses are owned in perpetuity at the contract's conclusion). The estimated cost for each annual option period is $ 268,105 (14.5% of the licensing fee) for three years totaling $804,315. As the general market for maintenance software on enterprise software licenses is 15-20%, this is fair and reasonable.

This was a competitive procurement and Heartland offered the lowest contract price as well as the lowest Total Cost of Ownership of those in the competitive range. After CPA analysis it was determined that their pricing is fair and reasonable.

The Vendor Research & Pricing Analysis (VRPA) unit's background check on Heartland found no significant adverse information. This, in addition to satisfactory prior performance, leads to the determination that the vendor is responsible.

Pursuant to Section 2-10 of the DOE's Procurement Policy and Procedures, the justification for purchasing the technical services within the requested contract is that DOE is to obtain expertise not available in the DOE.

Department of Education

SchoolFood
Feed your mind

Educational Investment Case for RFP #0942

SchoolFood Modernization (SFM)

10/22/2013

This document presents the business case for and description of the program to acquire a K-12 food services software product and related hardware, facilities and services to automate Point of Service (front of the House), kitchen operations (Back of the House) and central office functions throughout the NYC school system.

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Investment Case RFP #0942

(1) Statement of Problem or Opportunity

The Office of School Food (OSF), a division of the Office of School Support services (OSSS), serves the New York City Department of Education's approximately 1.1 million students in over 1,800 schools, providing over 860,000 meals per day. The mission of SchoolFood is to serve more children nutritious and tasty meals and to do so in a financially responsible manner.

The complexities of OSF meal service and associated activities in the cafeteria, in the kitchen, in district and headquarters offices, are accomplished through a mix of manual and automated processes. Some of the manual process still remain paper-based. The current OSF information technology is suboptimal for data management of an operation of OSF's size. This results in management responding slowly because of late arriving data and as a result putting the general mission at unneeded risk.

(2) Project or Program Description, Goal and Scope;

Goals and objectives

OSF seeks to achieve two overarching goals of SchoolFood Modernization (SFM), **Performance Improvement** and **Cost Optimization**. The following objectives support these goals:

- Improve the student experience in the cafeteria
- Minimize any stigma associated with getting Free and Reduced meals
- Increase participation
- Streamline food purchasing, preparation and delivery
- Enable SF field staff to increase their focus on food and service by minimizing paper work and administrative burden
- Assess and respond to changes in participation
- Improve operations efficiency to
    - Speed up claims submission and ensure complete compliance
    - Better manage purchasing and inventory with less manual effort
    - Reduce waste and shrinkage
    - Reduce "Uncollected" funds
    - Improve accountability and transparency at all levels of the organization
    - Make better, informed decisions by providing fast, up to date, accurate management information

Approach

To accomplish these goals, our plan is to implement an acquired enterprise-wide integrated IT application system, with required hardware and services. Many other school districts throughout the country have moved to a district-wide integrated IT applications solution and have achieved significant benefits.

Most of the IT applications required to support OSF are to be sourced from a single vendor that offers a proven integrated system. Remaining applications will be interfaced with the acquired system to assure a single overall integrated system. Customization will be kept to a minimum.

Scope

The scope of this project encompasses all three areas of OSF operations:

- Front of the house ("FOH") (in over 1200 school cafeterias, Point of Service (POS), and cash collection),
- Back of the house ("BOH") (in over 1200 kitchens, operations including ordering, production records and inventory), and
- Central office functions (in central and field offices, which enable and make use of data from FOH and BOH functions).

The SFM vendor package selection and implementation is one part of the SFM initiative, which is part of initiative to improve overall SchoolFood performance. The total scope includes all required effort and expense to implement an end-to-end business process improvement solution.

The core business functions that are within the scope of this project are:

Front of the House (FOH)

- Capture POS data
- Collect payments

Back of the House (BOH) - Kitchen Operations

- Production records
- Ordering and receiving
- Inventory management
- Etc.

Central Office

- Performance reporting and management
- Supply chain management
- Menu management
- Support services
- Finance activities including claims, payables and student accounts management
- Eligibility management

- Contract/vendor management

(3) Project or Program Governance

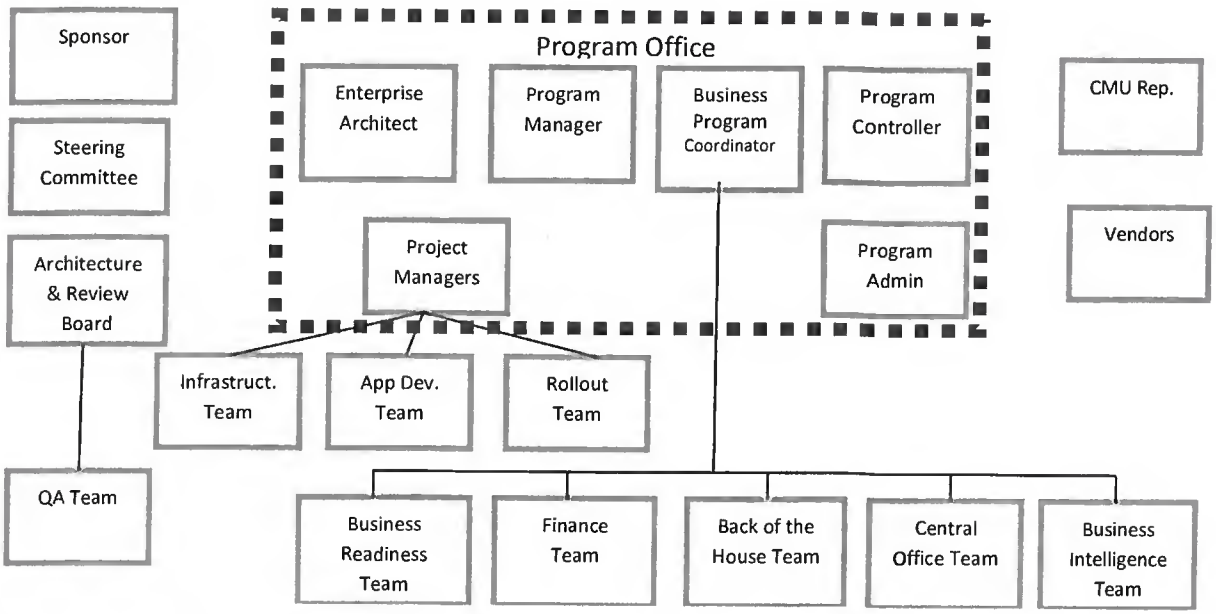


Figure 1: Project Organization chart

Structure and Strategy

A program office will manage the SFM program. The office will consist of the Business Program Coordinator, Program Manager, Project Managers, Program Controller, Enterprise Architect and a Project Administrator.

A program sponsor (Dennis Barrett, Executive Director of SchoolFood) and steering committee made up of SchoolFood and OSSS leadership will act as the "board of directors" of the program setting high-level direction, making critical decisions and ensuring that funding and resources are available to perform the program. The composition of the steering committee is to be determined.

Project managers will be responsible for coordinating the planning and execution of the work to be accomplished by teams made up of staff drawn from the OSF field operations, OSSS IT infrastructure and OSSS application development groups. The more that project staff is fully dedicated to SFM work the lower the risk of schedule slippage.

The Business Program Coordinator is responsible for the coordination of the business side activities of the program including decisions regarding business requirements and process change, ensuring timely access to business subject matter experts and senior management, coordinating staff training and change management activities, relationships with schools and field staff, coordinating with Application Development and Rollout project managers, etc.

Teams representing the principle business areas will be set up to establish clear roles, responsibilities and accountabilities. The business program coordinator will coordinate planning and execution and be responsible for progress reporting of work by the business teams. This work is primarily requirements definition, training, process design and implementation, and acceptance testing.

Business Analysis

We will perform detailed business process and systems analysis to identify detailed requirements for the interfaces between vendor provided applications and retained OSF functions and for the customization and configuration of the package. We will opt for minimal customization. The vendor software is complex and offers many processing alternatives, which require parameter driven configuration of the software. System users and line management will be integrally involved in the configuration effort, facilitated by our internal Business Analysts and vendor experts.

Quality Assurance

OSF plans to contract with an independent professional services organization to provide Quality Assurance (QA) for this initiative. The QA contractor would be responsible for developing test plans, performing testing and identifying issues.

Project Monitoring

Project management and monitoring will be performed by the internal project management office using Microsoft Project and the SharePoint based BrightWorks project management tool set. Project team leaders and the program manager will carry out regular monitoring and reporting, risk, issues and change management. In addition, OSF plans to engage a management consultant to periodically audit the project management process and the project's health.

Contracted Vendor Roles and Responsibilities

The contracted vendor will provide a fully functional software product as well as support services to configure, customize and implement the product. At the OSF's discretion, hardware may be acquired through the selected vendor or acquired using DOE contracted hardware vendors via FAMIS.

Additional vendors, already under services contract with the DOE, will be used for QA and equipment deployment.

Project Initiation and Ongoing Project Management

The OSF project management team and the contracted vendor shall develop a detailed work breakdown structure (WBS), implementation plan and schedule outlining the key phases, tasks, activities, dependencies, budgeted hours, assigned resources and deliverables for the project. The project schedule shall take into consideration OSF and OSSS resource availability and the school calendar. The schedule shall also clearly define the estimated resource hours associated with each element of the WBS.

The contracted vendor shall also provide a project organization chart and a staffing plan. During the course of the project, the contracted vendor shall participate in status meetings and provide a bi-weekly written status report to OSF.

The contracted vendor's Project Manager shall maintain and update their portion of the implementation plan and project schedule throughout the life cycle of the project and provide OSF updated versions of the plan and project schedule. These will be consolidated into the overall project plan and reporting.

As part of the ongoing management of the project, the project office working with the selected vendor shall develop a risk management plan identifying potential project risks and mitigation strategies. The contracted vendor shall also identify, track and manage project issues and within the OSSS/OSF issue resolution process.

Training and support

Training will be started with the package vendor doing classroom training for SF operational staff and "Train the Trainer" sessions for our training and support staff.

We will work closely with the vendor to make sure training content and materials meet the needs of our staff and combine procedural and system use. We will assess the training situation during the project to decide if and when it would be appropriate for SF staff to take over the training function.

Field training consists of classroom training and on-site follow-up support as the system is deployed. This onsite training/support is to be performed by SF staff or consultants managed by SF.

OSSS will take responsibility for our Level 1 and Level 2 support of operations and retain significant knowledge of the system and particularly its data to enable a high degree of autonomy as opposed to deep dependence on the vendor. At the same time, we selected a vendor that provides a high level of service and continuity.

(4) Delivery Components

The principal project deliverables are working systems and procedures that can be turned over to user groups and their support areas in ongoing operations. Other deliverables are building blocks for the principal deliverables.

Phase	Deliverable name	Description
Project Start up	Baseline Project Plan	Task lists, schedule, budget, roles and responsibilities, risks, organizational change management and procurement plans, to be kept up to date over the life of the project.
	Project communications plan	Defined methods and tools for project control reporting, data capture, issues management, change control, conflict management and general communications among the stakeholders
Business Analysis & Requirements Definition	Business process definitions	Descriptions, including flow charts of each of the business processes affected by the project
	Detailed Requirements Definition	Technical and business requirements definitions for each of the functions to be automated in the system for use in identifying interfaces, configuration parameters
	Training Plan	Training curriculum, roles and responsibilities, identification of training population and training schedule
	Rollout/Deployment Plan	Description of the approach, roles and responsibilities, and schedule for how and when the system components will be deployed.
Design and Infrastructure Preparation	Finalized hardware configuration design	Statement of all the hardware, system software, and communications equipment required for the system
	Production and testing environments	Physical availability of the infrastructure required to test and run the system, including servers, data storage facilities and field hardware and system software (in a lab setting).
	Testing/QA plan	Approach, roles and responsibilities, levels of testing, testing tools, and test cases and results, to define the who and how of testing.
	Testing Environment	A testing "harness" with baseline testing data will be available to provide automated regression testing for future releases
	Vendor package installed and accepted in the OSF environment	The application software, in its native form, installed in our operating environment
	Interface design	Identification and specification of all interfaces
	Updated baseline project plan	Detailed project plan for the next phases and

Phase	Deliverable name	Description
		high-level plan projected to project completion
	Documentation	User manuals tutorials and technical documentation
	Training materials	Manuals and other materials required for training
Wiring and Cabling	Sites made ready with network cabling and electrical wiring	Each school feeding site will be outfitted with the wiring and cabling required for computer operations. Wiring and cabling will take place across the project timeline and will be coordinated with Project Connect to minimize costs.
Deploy Equipment	Configured computers, peripheral devices, kiosks, and POS terminals	Equipment deployment will be phased across the project and coordinated with the deployment of FOH and BOH functions on a school-by-school basis.
Front of House, (includes claims and participation reporting) implementation	Package configured for front of house use accepted	The vendor package with configuration settings based on business requirements installed and tested in a controlled environment
	Interfaces and customizations accepted	Interfaces and custom coding tested and accepted in a controlled environment
	Hardware and communications installed in pilot sites	Terminals, manager workstations and all cabling and wiring installed in pilot sites
	Pilot tested and accepted Integrated system for POS	The system and related procedures, including training, tested and accepted in a select number of representative schools and central office areas processing eligibility claims and participation.
Front of the House Deployment	Hardware and communications installed in all sites	Terminals, manager workstations and all cabling and wiring installed in sites in a phased rollout coordinated with the deployment of front of the house applications.
	Front of house training	Computer skills basic training, terminal operator training, manager/cook/assistant cook training and central office staff training.
	Front of the house (POS) applications and related central office functions installed and operational in all schools.	Phased rollout over approximately two years. Functions include electronic capture of meal data; daily reporting and other functions at school sites; Payment Card industry (PCI)compliant web interface to allow guardians to make pre-payments to student accounts; Kiosks (where deemed appropriate) to allow account pre-payments at the school via cash deposit; Payment and account reporting available to both the guardian and OSF personnel; automated claims processing and participation reporting.

Phase	Deliverable name	Description
Back of the House and Central Office Implementation	Package configured for back of house use accepted	The vendor package with configuration settings based on business requirements installed and tested in a controlled environment
	Interfaces and customizations accepted	Interfaces and custom coding tested and accepted in a controlled environment
	Pilot tested and Integrated system	The system and related procedures, including training, tested and accepted in a select number of representative schools and central office areas processing orders, menu planning, inventory and other supply chain and operational activities.
Back of the House and Central Office Deployment	Back of the house and related central office functions installed and operational in all schools.	Phased rollout over approximately one - two years. . Functions include menu planning, order processing, production records, payables processing, inventory management, and management reporting.
Project Close	Acceptance document from operations and support	Formal document accepting responsibility for operating and supporting system activities in production.
	Project and system documentation archived and available for use	Project documentation revised and filed away for future use. Technical and user documentation, including up to date process maps, standard operating procedures and user training and support documents, in a controlled library with clear responsibility for its maintenance.
	Support knowledge base	Knowledge base with commonly asked questions and issues for use by support staff with clear responsibility for its ongoing maintenance.
	Project review report	Report of the post project review (s) with lessons learned and checklist of items for follow up.

(5) Alignment with Educational Objectives and List of Stakeholders Consulted

The SFM initiative aligns with the objective to provide healthy food to students at a reasonable cost. Specifically, the initiative enables compliance with the following Chancellor's Regulations:

- Comply with the National School Breakfast and Lunch Programs and the legislation, federal regulations, and state guidelines governing these programs.
- Improve the nutritional quality of food and beverages available for sale to students at school this regulation provides that only foods and beverages approved by the Office of SchoolFood and/or purchased through central contracts may be sold to pupils during prescribed times within the school day.
- Approved accountability system must be in effect from the first day of the school year.

- Documented count of meals claimed for reimbursement is taken at a *Point-of-Service*, which is defined as that point in the food service operation where an accurate determination can be made that a reimbursable meal has been served to an eligible child.
- Provisions must be made for the collection and documentation of monies for those participants required to pay full or reduced price for their meals.

Stakeholders consulted include:

- SchoolFood executive management and subject matter experts
- OSSS Finance, HR, IT and Contract Management Unit management and subject matter experts
- Division of Contracts and Purchasing (DCP)
- Division of Instructional and Information Technology (DIIT)
- Several school districts from across the U.S. with experience with the candidate vendors and with implementation of K-!2 cafeteria and food management systems
- DOE Department of Finance.

(6) Alternatives Considered

The following alternative options were considered:

Option 1 - Acquire a Vendor Package Solution:

It is our opinion, supported by experience of many organizations that a proven integrated vendor provided software solution can be implemented more quickly, less expensively and with lower risk of failure than an internally built system.

We considered the possibility of automating only the point of service and decided that the greatest benefits would come from the automation of the entire operation using a consolidated/integrated system, in a project that phases in school sites and business functions. Operationally, the automation and integration of menu planning, ordering, production records and inventory functions will provide significant benefits including the reduction of unnecessary work by SF Managers and waste reduction. The timely availability of information will greatly enhance SF management's ability to continuously improve operations.

We have opted for a vendor provided solution.

We have obtained proposals from several vendors, narrowed the field to three and selected Heartland Software Solutions. A committee of DOE personnel based upon the following selection criteria selected the vendor's solution: interview and presentation results, individual business solution assessment, technical requirements, satisfaction of existing vendor clients and cost.

Option 2 – Build a Solution In-House

This was rejected based on a desire to reduce the significant risk of failure associated with complex custom built software and instead, to leverage the knowledge and experience of the many school districts that have used vendor provided K-12 food services software solutions.

Option 3 - Retain the Status Quo:

This was rejected because of the excessive manual processing and resulting inefficiencies and difficulty in managing the operation because of insufficient information and controls.

(7) Key Risks or Dependencies

Risks

Principal risks are represented in the following table. In each case, the project team will identify risk mitigation approaches and seek to eliminate or control risk causes.

There is uncertainty in any software and services related project. Our budget reflects anticipated scope change and cost changes in the area of hardware. Vendors have estimated expected customization costs and provided a not to exceed estimate contingent upon no significant scope changes.

The software license cost is fixed, therefore there is no budget risk in that area. We have negotiated an enterprise license that allows expansion in the number of sites without limit.

In addition, we have included costs for wiring and cabling that will only be required if we cannot use services under Project Connect[1]. These costs are not fixed as they depend on conditions (e.g., asbestos) at each site that will not be known until after the project has started. Our estimates include room for cost increase in that area.

Risk Category	Risk	Comment
Management Risks	Insufficient internal IT resources	We will augment the IT staff to ensure that sufficient resources are available for the project.
	Insufficient availability of SF management and staff for business rules definition and training	Business analysis, implementation and training will take place during the school year when operational activities must continue to be performed.
	Staff turnover	Staffing is thin throughout SF. It is often the case that we are reliant on single individuals for subject matter and technical expertise. As much as possible, we will promote cross training and the documentation of organizational knowledge.
	Budget overrun	We will control spending to minimize budget-overrun possibilities, but should include funds for items that cannot be fully determined at this time.
	Schedule overrun	Many situations, including storms and new requirements that pull resources from the project, can

[1] Project Connect is a DOE-wide program to provide wiring and cabling for computer connectivity.

Risk Category	Risk	Comment
		arise to contribute to schedule slippage. We will regularly monitor the project's schedule performance to provide realistic estimates to completion.
	Staff resistance to new role definitions	Changes to roles in the kitchens are expected. Organizational change management and training with cooperation from unions
	Potential resistance by Principals to automation in the cafeterias	We are reliant on the cooperation of school administration regarding access to the cafeterias and use of school aides. We will rely on outreach and relationship building to mitigate this risk.
Technical Risks	System performance shortfalls	Inability to effectively handle our volume. We have had the vendors submit performance analysis results which indicate that their software can handle our volumes. In addition, we plan to have performance testing throughout the project and on a regular basis.
	Software defects	Programming errors. Testing will be done to mitigate this risk.
	Hardware delivery delays	We are reliant on vendor schedules. Ordering will be done with sufficient lead times.
	Equipment storage issues	Lack of sufficient space, theft and breakage. We plan to establish sufficient space and work with vendors to mitigate this risk.
	Wiring and cabling delays	e.g., asbestos abatements; access to school facilities. Allowance for these delays has been included in plans.
	Communications issues	e.g., bandwidth constraints; communication outages. Performance testing and effective planning and design will mitigate this risk.
	Design flaws	These might result in difficulties to effectively integrate the new system with existing systems. Design reviews will be held to mitigate this risk.

Risk Category	Risk	Comment
	Requirements related issues	e.g., new and changed requirements. A disciplined requirements and change control process will be followed.
	Data center renovation issues	We expect to be renovating the Vernon Blvd data center while the SFM project is taking place. We will manage the transition and buffer the project from the data center renovation.
Business risks	Delays in cafeteria serving lines	Learning curves may impact serving lines. Training and support are planned.
	Unexpected regulatory or policy changes	These could divert resources from the project and/or require change to the software and business procedures.
	Contract negotiation delays	The pace of and completion of contract negotiations are subject to uncertainty. We will monitor this process
	Inability to obtain funding	Funding is contingent upon decisions by authorities outside the scope of control of the project and SF.

Dependencies

This project is dependent upon

- Capital funding and approval to spend additional tax-levy funds
- The availability of SF staff and facilities
- Cooperation of school administration and labor unions
- Effective training and organizational change management.

Deployment of functions to the schools is dependent upon

- Successful testing
- Cabling and wiring in the schools
- Equipment installed
- Software installed centrally and on local devices
- Staff trained
- Corresponding software and procedures implemented in the central office and field offices

(8) Cost/Benefit Analysis:

Costs

Costs are spread over a five-year period and include software license, software interface development and customization, hardware at sites and in central locations, wiring and cabling, training, and contractor services.

These costs are estimates based on quotes from vendors as well as internal costing estimates. Some vendor quotes are still subject to change. Most notably:

- Infrastructure hardware (pending actual costs at the time of purchase)
- Dell deployment services (this is pending approval by Dell management)
- Dell testing services (this is pending approval by Dell management)
- Kiosk installation (we expect a reduction in this cost as we negotiate further with DSF)
- Training room facilities (this could decrease significantly as we determine if we can use internal space as opposed to external rental facilities)
- Infrastructure wiring (pending Project Connect and each site' s wiring requirements)

Costs by Category	
Hardware	$7,786,683
Software	$2,068,128
Personnel Services & Labor	$20,765,559
Miscellaneous	$932,250
Contingency*	$0
Grand Total	$31,552,620
Capital Total	$26,145,650
Expense (Tax Levy) Total **	$5,406,970
Grand Total (Capital and Expense)	$31,552,620

* Note that contingency funding is not included as a line item in accordance with direction from finance. Instead, costs have been estimated to include budget for exceptional circumstances.

** Expenses are for items that are ineligible for capital funding such as maintenance, help desk support and ongoing training.

Maintenance on the software package is waived for the first five years.

In years 6 – 8, optional extensions with the vendor for maintenance services will cost $268,105 per year.

Benefits

The School Food Modernization Project will derive benefits by expanding the use of automated Point of Service (POS) to all school feeding sites and extending the automation into supply chain, operations management, management reporting and other back of the house and central office business functions.

Our current process is manually intensive. It produces over $400 million revenue from federal and state reimbursement, school budgets (Charters & Non-Publics) and parents. The implementation of this new system citywide is estimated to reduce costs and increase revenues by providing management with timely and accurate information, enabling more effective food and supply ordering, shifting staff from performing administrative tasks to management tasks, improving the student experience and communicating more effectively with parents and students on amounts due and collected for all meals served.

The implementation of this new system citywide is estimated to annually decrease costs by $2.0 million and increase revenue by $1.2 million for an overall projected savings of $16.0 million over five years. However, we anticipate additional financial and non-financial benefits over time resulting from the implementation of this system. For example, cost avoidance at the school level (e.g., school aides, principal office staff, school food managers, etc.) and reduction of work by principals to monitor fee collection are expected.

Benefits will come from

1) Automating POS operations to:
   a) Move from a manual data clerk data entry model to an automated one;
   b) Receive production data more quickly and accurately;
   c) Enhance and improve the student experience, which can lead to greater meal participation.
   d) Minimize federal and state compliance risk
   e) Reduce the administrative burden on school aides, main office and district office staff managing manual operations: accountability, billing, collection and cash management.
   f) More quickly and accurately submit claims to funding authorities, improving cash flow and reducing disallowances.
2) Make better food and supply ordering decisions, thereby reducing waste and the cost of that waste. By having automated production records and menu driven automated ordering, order and preparation quantities will be increasingly accurate. As an example, in Los Angeles, the school district saved over $25 million dollars because of the integrated automation of menu planning, production records and inventory management and related business process changes. Automating production records and perpetual inventory with integrated order processing will enable
   a) Cost control by reducing overstock; reducing shortages; manage donated commodities; support cost-effective menu planning that complies with nutritional standards and reduces the risk of revenue loss due to non-compliance.
   b) Reduction in the time required by managers and cooks to manually administer inventory, ordering and production records. This is now a manual intensive activity that puts us at risk for compliance violations.
   c) Improved decisions regarding menu planning and ordering (e.g., order quantities automatically forecast based on planned menus).
   d) Increased visibility will limit shrinkage and waste due to theft or other causes.
   e) Cost tracking with inventory and price changes entered into one system.
3) Reducing manual effort in the field by eliminating paper forms, deriving participation data from POS operations, making ordering easier by driving it through integrated menu planning, production records and inventory management and making information directly available to central office management

a) Enabling the 400 SF field managers to focus their attention on management activities as opposed to clerical and administrative activities, they will be able to
   i) Reduce the risk of audit issues which can result in significant loss of revenues by increasing and sharing knowledge about their areas of responsibility. With new nutritional and health requirements and the threat of loss of revenues, it is critical that managers not only stay abreast of current requirements and regulations but pass that knowledge to the Cooks and others reporting to them.
   ii) Spend more focused quality time managing, supporting and mentoring their staff. We expect a reduction in turn-over and absenteeism and to increasingly insure that regulations and standards are complied with.
   iii) Improve recruiting and retention. There is significant competition in the food service industry for competent managers and we are at a disadvantage because of low salaries and antiquated systems that require the manager to spend well over half of their time on clerical and administrative tasks.
   iv) Increase participation and revenues over time by spending more quality time on relationship management with school principals, parent groups and other important stakeholders and by spending more time and effort on promotional activities targeting students

b) Enabling SF Supervisors to spend more time on management and supervision by freeing them of clerical and administrative activities, thereby reducing turnover and avoiding audit and compliance issues that threaten revenues and lower the image of OSF in the eyes of school authorities, students and the general public

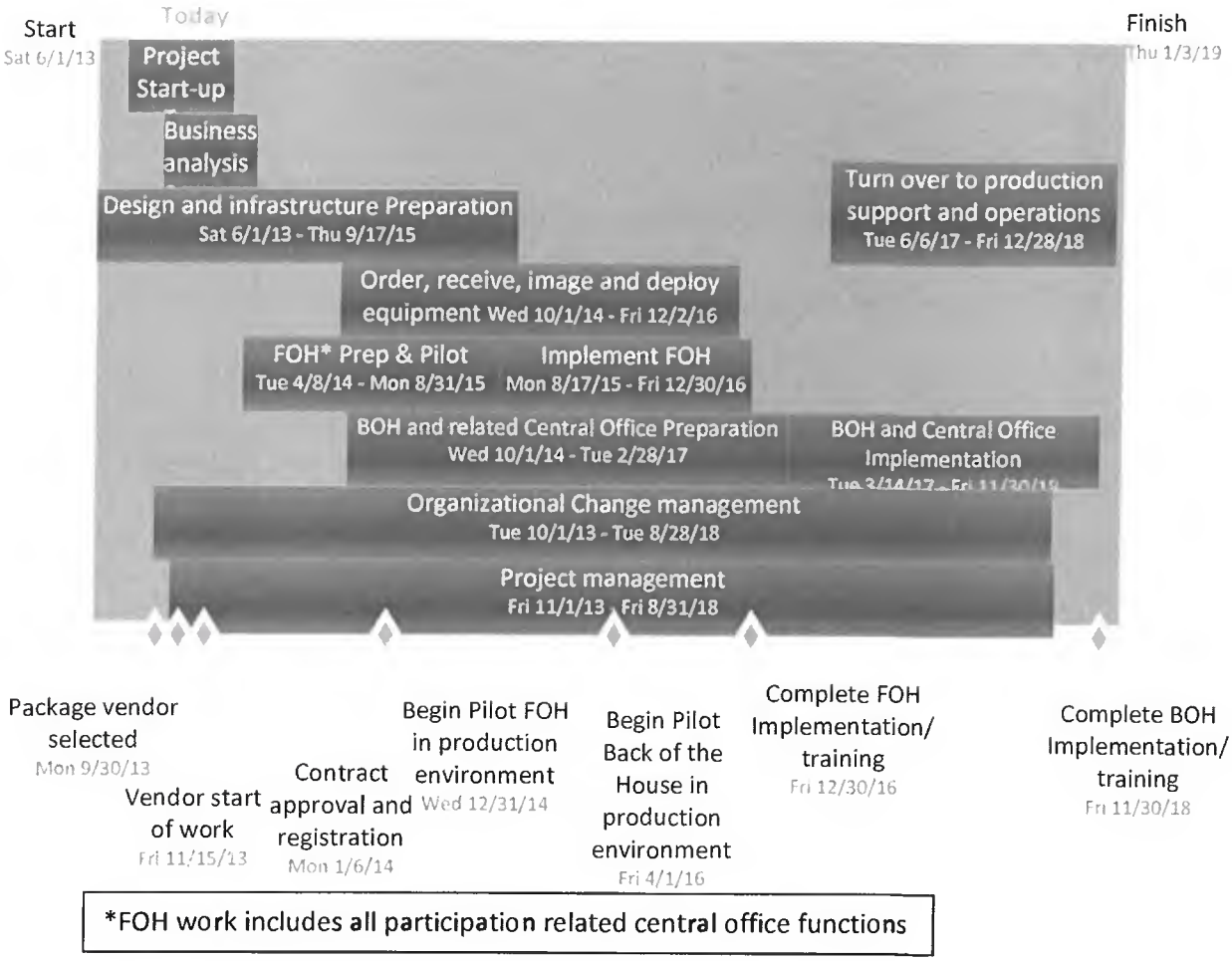
c) Consolidating field offices by reducing the manual clerical/administrative burden now borne by the district staff, thereby reducing labor costs.

4) Improving management and control through more timely and accessible information derived from automation of operations.
   a) Providing higher quality and timely management information to enable quick and effective response to operational realities and trends, thereby increasing participation, and better directing food and supply procurement, resulting in increased revenues and lower costs.
   b) In addition, OSF will be in a better position to respond to requests for information from DOE and NYC management and the general public without burdening the field and central office staff.
5) Enabling online payments to improve revenue, reduce manual meal payment process, and increase parent satisfaction. This will reduce uncollected funds and thereby increase cash deposits by use of online payment services that are integrated with the POS system.
6) Reduce IT application development costs by replacing existing applications with a consolidated package and moving from a programming intensive operation to one that manages the use of acquired systems and services. This is based in the assumption that the new system will enable easier access to data by end users and that the software vendor will provide system changes under our support arrangement to address inevitable changes in state and federal regulations and improvements.
7) Eliminate printing costs by automating Cooks Books and inventory forms.

(9) Project Plan and Resource Requirements

The following Program Timeline diagram (Figure 1) and Milestone Table (Figure 2) provide an overview of the project plan. Milestone dates are contingent upon financial and PEP approval, the availability of resources among other factors including the results of analysis and design phases. The schedule has considered resource constraints and school year calendar considerations.

Figure 2: SFM Program Timeline



*FOH work includes all participation related central office functions

Figure 3: Milestones Table

	Task Name	Start	Finish
1	**SFM Project Plan for CP**	**Sat 6/1/13**	**Thu 1/3/19**
2	**Project Start-up**	**Tue 7/30/13**	**Mon 2/24/14**
3	Package vendor selected		Mon 9/30/13
4	Project funding approval		Thu 10/31/13
6	Contract approval and registration		Mon 1/6/14
7	Vendor start of work		Fri 11/15/13
10	**Business analysis & requirements definition**	**Fri 10/11/13**	**Mon 4/14/14**
11	Obtain advance demo copy of the product and its documentation		Fri 10/11/13
14	Finalized business process definitions		Wed 4/2/14
16	Detailed functional and interface requirements and configuration definition accepted		Mon 4/14/14
21	**Design and infrastructure Preparation**	**Sat 6/1/13**	**Thu 9/17/15**
24	Finalized hardware configuration design and start ordering equipment		Thu 1/16/14
26	Testing and production system environments established		Tue 4/29/14
33	Vendor package installed and accepted		Thu 5/29/14
34	**Deploy equipment in the Field**	**Wed 10/1/14**	**Fri 12/2/16**
37	**Front of the House through Claims preparation**	**Tue 4/8/14**	**Mon 8/31/15**
43	Begin Pilot FOH in production environment		Wed 12/31/14
48	FOH functions refined and accepted		Fri 8/14/15
49	**Front of the House and Related Central office processing implementation**	**Mon 8/17/15**	**Fri 12/30/16**
53	Complete FOH Implementation/training		Fri 12/30/16
55	Summer Program implemented		Wed 8/31/16
56	**Back of the House and related Central Office preparation**	**Wed 10/1/14**	**Tue 2/28/17**
61	Begin Pilot Back of the House in production environment		Fri 4/1/16
64	Back of the House functions accepted		Tue 2/28/17
65	**Back of the House and Central Office Implementation**	**Tue 3/14/17**	**Fri 11/30/18**
66	Begin BOH Implementation/training		Tue 3/14/17
69	Complete BOH Implementation/training		Fri 11/30/18

Stakeholders

OSF and OSSS expect to include the following resources

- Program Manager (PgM)
- Business Program Coordinator
- Enterprise Architect (EA)
- Business analysts
- Program Coordinator/ Administrator
- Project Manager (Rollout)
- Project Manager (Application Development)
- Programmers
- Project Manager (IT Infrastructure)
- LAN support administrators
- Help Desk technicians
- Business Readiness facilitators
- Infrastructure Team for support, technology coordination with the vendor and DIIT
- Finance functions subject matter experts (SMEs)
- Back of the House SMEs
- Central Office SME's
- Business intelligence (BI)/Management Information
- QA Team
- CMU Representative
- Program Controller

(10) Product or Service DOE Technical Architecture and Standards Assurance

DIIT provided technical and security requirements, which were included in the RFP.

As part of the procurement, the platform vendor finalists were required to provide their architectures and simulation testing results to show that they had the capacity to handle our volume and frequency of use. OSSS IT Infrastructure experts assessed the results and certified that performance requirements and DOE technical architecture and standards requirements would be met. In addition, the Blueprinting phase allowed DOE to continue to validate the vendors' technical capabilities and the general soundness of their proposed solution. DIIT has the vendor proposal and OSSS IT assessment and is expected to give their approval.

Item: 6

Description:

Unemployment insurance processing services.

REQUEST FOR AUTHORIZATION TO PROVIDE UNEMPLOYMENT INSURANCE CLAIMS PROCESSING FOR EQUIFAX WORKFORCE SOLUTIONS (FORMERLY TALX CORPORATION) - RFP R0949

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Estimated Options Amount	Procurement Method	Is Contract Retroactive?	Contract Type
$360,000 / $1,080,000	Federal Reimbursable Funds & Tax Levy	Three Years (7/1/14 - 6/30/17)	Two 1-Year Options to Extend	$720,000	Request for Proposals (RFP)	No	Full Value

Vendor Names & Addresses	Equifax Workforce Solutions (Formerly TALX Corporation) 25 Monaton Drive Huntington Station, NY 11746

Service Requestor / Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Deborah John Director Office of Payroll Administration Division of Financial Operations	Francine Perkins-Colon Chief Administrator Office of Payroll Administration Division of Financial Operations	Christopher Bennett Procurement Analyst

PURPOSE

Authorization is requested to contract with Equifax Workforce Solutions (formerly TALX Corporation; hereinafter EWS), to provide unemployment insurance processing and claims management.

DISCUSSION

Contracted vendors have provided for the administration of unemployment insurance (UI) claims for the DOE for over ten years. These vendors have developed, documented, and implemented procedures for the administration of New York State Department of Labor (NYSDOL) unemployment insurance claims. They have also been responsible for reducing the DOE's payments of unemployment benefits due to insufficient documentation or default judgments at claims hearings, while decreasing operating costs and complying with NYSDOL requirements for maintaining employee payroll records and paying UI taxes. In addition, vendors have coordinated the issuance of annual reasonable assurances per NYSDOL law, thus reducing potential unemployment liability to school district employees who are unemployed and not paid during breaks in the school year. DOE UI charges totaled an estimated $15,906,784.72 in fiscal year 2013, the most recent year for which data is available.

A contract for these services is necessary because the DOE does not have the resources, personnel, or technological infrastructure required to provide them. A Request for Proposals (RFP) was the preferred procurement method because extensive experience and knowledge are required of vendors to perform these services.

The RFP was advertised to vendors on the DOE bidders list, in the City Record, and on the DCP website. Proposals were received from Equifax Workforce Solutions (EWS, formerly TALX Corporation, the incumbent), Barnett & Associates (B&A), and UCM Specialists (UCM).

The evaluation committee included personnel from the Division of Financial Operations and the Office of Payroll Administration. Proposals were evaluated using the following criteria: program plan (30 points); organizational capacity (15 points) demonstrated effectiveness (30 points), and price (25 points).

Based on pricing alone, UCM was considered outside the competitive range. B&A and EWS were initially both considered in the competitive range, and both were invited to make oral presentations.

EWS will provide the DOE with two, dedicated, on-site staffers (an Unemployment Insurance Consultant and a Hearing Consultant). Additionally, a Client Relationship Manager will serve as a liaison and program manager along with a supplemental Hearing Representative to assist with complex UI hearings. All of the EWS team's time is devoted to the DOE, so committee was confident and clear on EWS's allocation of time and resources for this project.

The committee found that EWS possessed more experience with large urban districts, including the Los Angeles Unified School District, New York City DOE and others. By contrast, B&A's accounts are primarily within the private sector, college institutions, and smaller non-urban school districts. EWS provided a program plan supported by a knowledgeable and competent staff with very competitive pricing. Because B&A's proposed pricing was 23% higher than EWS proposal and in consideration of the otherwise better EWS proposal, the committee requested a Best and Final Offer from EWS alone.

Vendor	Initial Price	BAFO Price
UCM Specialists Inc.	$524,875	N/A
Barnett & Associates	$390,000	N/A
Equifax Workforce Solutions	**$317,145**	**$313,525**

Based on the three proposals received for this unique marketplace and the competitive nature of the procurement, EWS's pricing has been determined to be fair and reasonable.

A background check on EWS, formerly TALX, revealed two previous cautions, which the VENDEX database no longer reports. The first was an inquiry by the Federal Trade Commission (FTC) into whether the acquisition of several companies limited competition. TALX settled this matter in 2008 through a consent agreement through which it paid a $350,000 civil penalty although it neither admitted nor denied wrongdoing. The second caution relates to a 2002 investigation by the Securities and Exchange Commission (SEC) of the company's accounting practices. TALX paid a fine of $2.5 million and restated the financial statements in question. The company's chief executive also reached an agreement to settle an SEC investigation of him in a related matter and agreed to pay $859,999 in disgorgement and a $100,000 civil penalty. We also identified a news article from 2010 criticizing the company's performance in a number of states including New York for services similar to those being provided to the DOE. We have confirmed that the Dallas Independent School District, the School District of Philadelphia and the Georgia School Board continue to contract with EWS and the DOE has found its performance to be satisfactory and therefore we do not believe these matters should preclude a determination that the vendor is responsible.

Item: 7

Description:

Early childhood educational services for four year olds in the Universal Pre-kindergarten (UPK) program.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH A PROVIDER OF EARLY CHILDHOOD EDUCATION SERVICES FOR FOUR-YEAR-OLDS IN THE UNIVERSAL PREKINDERGARTEN (UPK) PROGRAM (RFP R0968)

Estimated Annual / Total Contract Amounts	Funding Source	Contract Term	Options	Estimated Option Amount	Procurement Method	Is Contract Retroactive?	Contract Type
$197,198 / $985,990	New York State Education Department (NYSED), Tax Levy	Three Years	Two 1-Year or One 2-Year Options to Extend	$394,396	Request for Proposals (RFP)	No	Requirement

Vendor Name & Address	Sacred Heart Parochial 456 West 52nd Street New York, NY 10019

Contract Manager / Lead Contracting Officer	Division of Contracts & Purchasing Contact
Chris McKay Director of Operations Office of Early Childhood Education	Maxine Needle UPK Director

PURPOSE

Authorization is requested to contract with Sacred Heart of Jesus School to provide high-quality instructional programming as part of the Universal Prekindergarten (UPK) program.

DISCUSSION

On May 22, 2013, the Panel for Educational Policy (PEP) approved Request for Authorization 3214, which recommended 68 vendors for award of half-day UPK services. Sacred Heart Parochial submitted a proposal in response to Request for Proposals (RFP) R0968 for UPK. A review of the proposal found that it was responsive and met minimum qualifications.

All vendors who met minimum qualifications, scored at or above 80 points and that presented fair and reasonable prices were recommended for award. In the case of Sacred Heart, the evaluation committee found that the proposal did not meet the required total number of points and, therefore, the school was not awarded a contract. Sacred Heart was notified by letter of this decision and protested, claiming that it had originally been informed that its contract would be renewed and that, in the ensuing confusion, it had not provided its school readiness goals, whose apparent absence caused the evaluation committee not to recommend contract award. After determining that the evaluation committee had awarded the proposal easily passing scores in all areas except for the school readiness goals, the Protest Officer found that the school had already provided the school readiness goals outside the proposal process during the preceding school year and, accordingly, upheld the protest. Sacred Heart is therefore recommended for award of a contract for 54 half-day seats at a cost of $3,651.82 per child, pricing that is generally in line with that of other UPK providers. Their pricing has therefore been determined to be fair and reasonable.

A background check of Sacred Heart Parochial yielded no adverse findings and they are therefore considered responsible.

Item: 8

Description:

Office furniture for schools and administrative offices.

REQUEST FOR AUTHORIZATION TO CONTRACT FOR HON OFFICE FURNITURE WITH THE W.B. MASON COMPANY

Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$1,099,898 / $5,499,492	Tax Levy	Five Years	None	Competitive Sealed Bid	No	Requirements

Vendor Name & Address	The W.B. Mason Company 53 West 23rd Street, 10th Floor New York, NY 10010

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

PURPOSE

Authorization is requested to contract with the W.B. Mason Company to provide Hon office furniture. This contract will be utilized on an as-needed basis by schools and administrative offices. Funding will come from individual school/central office budgets.

DISCUSSION

A Request for Bids (RFB) was released consisting of four aggregate classes, each representing a specific manufacturer's product line. The selection of these manufacturer lines was based on the past ten years of usage and will allow schools and administrative offices to match existing furniture and/or design new offices.

Vendors could bid on one class or any combination up to all four classes. Aggregate Classes 1 and 2 were composed of line items that have represented approximately 80 percent of the historical spend for each class. Vendors were required to provide pricing for each line item in a class and a percentage discount off the manufacturer's catalog for remaining items that were not listed in the bid blank. Aggregate Classes 3 and 4 consisted of new manufacturer lines being introduced to the DOE. Since there was no historical data to reference, vendors were required to provide a discount off the manufacturer's catalog for each.

This request for authorization is for Aggregate Class 1, Hon Office Furniture; the remaining aggregate classes are currently being evaluated and will be covered in future RAs. Seven bids were received for Aggregate Class 1. W.B. Mason was the lowest and their bid was responsive. The total bid amounts for the class are shown on a table at the end of this RA.

Overall pricing for Aggregate Class 1 is approximately three percent lower than under the previous contract. Based on previous expenditures, the DOE should realize savings of approximately $225,000 annually relative to the previous contract. The prices offered have therefore been determined to be fair and reasonable.

The contract will allow for price adjustments, both upward and downward, which will be calculated annually and will commence on the one year anniversary of the contract registration, and each year of

the contract thereafter. The percentage discount offered in the bid will remain the same for the life of the contract.

A background check revealed that W. B. Mason was investigated by the U.S. Attorney and Massachusetts Attorney General's offices in 2005 regarding accounting procedures for "aging credits." The matter was resolved via an agreement with the Commonwealth of Massachusetts that required the company to use improved accounting systems and to pay $573,000 as a settlement to resolve the matter. W.B. Mason denied wrongdoing and the Attorney General did not find any liability or wrongdoing by the company. The DOE does not believe this matter precludes a determination that the vendor is responsible.

W.B. Mason has not held previous contracts with the DOE. References revealed that W.B. Mason has performed satisfactorily on other municipal contracts. The vendor has thus been determined to be responsible with respect to the terms of this contract.

BIDDER NAME	TOTAL 5-YEAR BID AMOUNT
W.B. Mason	**$5,499,492**
Office Equipment of Staten Island	$5,833,374
Staples	$6,155,206
United Supply	$6,803,507
JFD Office	$6,922,347
FM Office Express	$7,890,081
Arenson Office	$11,534,796

Item: 9

Description:

Repair and replacement of sheet metal in schools and administrative buildings.

REQUEST FOR AUTHORIZATION
SHEET METAL REPAIR AND REPLACEMENT - B2257

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Estimated Option Amount(s)	Procurement Method	Is Contract Retroactive?	Contract Type
$1,090,979 / $5,454,895	Tax Levy	Five Years	One 270-Day Extension	$807,026	Request for Bids (RFB)	No	Requirements

Vendor Name & Address	S&W Wilson Enterprises Inc. 100 West 9th Street Brooklyn, NY 11231

Service Requestor / Contract Manager	Division of Contracts & Purchasing Contact
Volkert Barren Program Director, Division of School Facilities (DSF)	Mai Mikhaeil Procurement Analyst

PURPOSE

Authorization is requested to contract with S&W Wilson Enterprises Inc. for the repair and replacement of sheet metal in schools and administrative buildings. This five-year contract plus 270-day extension provides for annual price adjustments based on the Consumer Price Index.

DISCUSSION

The work includes labor, material, and supervision to repair, modify, fabricate, provide, add, and/or install sheet metal and related sheet metal work. Estimated quantities are based on prior usage.

A Request for Bids (RFB) was advertised in the City Record and on the DCP web site. The RFB included two aggregate classes: Aggregate Class 1 - Bronx and Queens, and Aggregate Class 2 - Brooklyn, Manhattan, and Staten Island. Three bids were received for each class. A table of bids appears on the following page.

Double "D" Repairs, the low bidder for Aggregate Classes 1 and 2, was determined to be non-responsive because they did not submit the correct bid blank. A rejection letter was sent to Double "D" and the vendor did not protest.

S&W Wilson, the second low bidder for both Aggregate Classes, met all requirements of the bid and is recommended for award. The vendor has provided satisfactory service under prior contracts and DSF is confident they will continue to provide satisfactory service.

A review of the vendor's financial statements did not reveal any risk associated with doing business with them. The Vendor Research and Price Analysis Unit conducted a background check and found no significant adverse information. As such, S&W Wilson has been determined to be responsible.

Previous pricing is unavailable, as this contract was last bid in 2000. S&W Wilson's pricing is approximately 20 percent higher than the prevailing wage rate, which compares favorably to the usual mark-up of 30 percent for this title to cover costs that include taxes, overhead, transportation, and profit. On this basis, these prices have been determined to be fair and reasonable.

B2257 – REQUIREMENTS CONTRACT FOR SHEET METAL REPAIR AND REPLACEMENT

Aggregate Class 1 – Bronx and Queens

Contractor Name	Annual Contract Value	Total Contract Value / 5 Years
Double "D" Repairs and Mechanical (rejected)	$ 254,757	
S & W Wilson Ent. Inc.	**$ 592,784**	**$2,963,920**
ACS System Associates, Inc.	$2,092,000	

Aggregate Class 2 – Brooklyn, Manhattan, and Staten Island

Contractor Name	Annual Contract Value	Total Contract Value / 5 Years
Double "D" Repairs and Mechanical (rejected)	$ 209,679	
S & W Wilson Ent. Inc.	**$ 498,195**	**$2,490,977**
ACS System Associates, Inc.	$1,699,120	

Item: 10

Description:

Expanded Learning Time (ELT) for tutoring services citywide. (RA #2)

REQUEST FOR AUTHORIZATION (RA#2) FOR EXPANDED LEARNING TIME STUDENT TUTORING SERVICES

Estimated Annual Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$550,000 / $2,750,000	Various (Tax Levy and Reimbursable)	Five Years	None	Multiple Task Award Contract (MTAC)	No	Requirement

Vendor Name and Address	See Table B below.

Contract Manager	Lead Contracting Officer	Division of Contracts and Purchasing Contact
Cheryl Kaplan Administrator Innovation & Vendor Resources Division of Contracts and Purchasing	Ray Burke Chief Administrator Innovation & Vendor Resources Division of Contracts and Purchasing	Joy Gentolia Director, Instructional Services Procurement

PURPOSE

Authorization is requested to contract with the vendors listed below to provide Expanded Learning Time (ELT) student tutoring services in the areas of ELA, reading, and mathematics within City- and State-approved curriculum guidelines in NYCDOE schools. These programs will be provided at the discretion of each participating school.

DISCUSSION

In place of the Supplemental Educational Services, the DOE allows schools to offer alternative Title I eligible services. These services may include tutoring. The proposed contracts provide for a cadre of vendors that schools can choose from for Expanded Learning Time (ELT) based on the needs of their students. Schools will be responsible for selecting service providers by using the Multiple Task Award Contract (MTAC) procurement process and for managing services and payments.

Vendors proposed for one or more of the following components: 1) ELA/Reading-Group, 2) ELA/Reading-Individual, 3) Math-Group, 4) Math-Individual, 5) ELA/Reading/Math-Group, and 6) ELA/Reading/Math-Individual. Services may be provided during the school day, after school, or on non-school days. Non-school days include weekends, summer break, and vacation breaks during the school year and will be available to students in Kindergarten through 12th grade.

Monitored by the school at which the program runs, ELT services must be provided on-site. Attendance sheets for each session, as well as pre- and post-assessments, are required and must be given to the Principal, Principal's designee(s), and/or a designee of the Chancellor upon request. Attendance sheets must identify the location of services (classroom), start and end time and date of services, tutor's name and Personnel Eligibility Tracking System (PETS) ID number, and a complete and accurate accounting of those students present in class, as well as the time they entered and left the session. The final duration of services (hours per day and hours per program), as well as class size and other such details, may be negotiated based on the school's budget and needs.

Proposals were distributed to evaluation committees that included instructional specialists, guidance counselors, grant managers, procurement analysts, and directors from the Office of Safety and Youth Development; Office of Innovation; Division of Academics, Performance and Support; and Division of Contracts and Purchasing. 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 (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.

To date, 41 proposals have been received and nineteen vendors were recommended for award by the committee. Eight vendors were named in a previous request, six vendors are undergoing price negotiation and/or background checks, and five vendors are recommended in this RA.

Table A shows the proposed and negotiated hourly rates for each vendor. The negotiated hourly rates range from $20 for individual tutoring services to $102 to $239 for group tutoring services.

Negotiations resulted in an average cost savings of approximately 47 percent in program hourly rates to the DOE. The Vendor Cost Price Analysis (VCPA) unit determined the vendors' pricing to be fair and reasonable based on a comparison with hourly rates for like services by vendors recommended for award under this solicitation.

TABLE A

Awarded Vendor	Proposed Average Hourly Rate	Negotiated Average Hourly Rate
Individual Tutoring		
Reading Excellence and Discovery (READ)	$205	$20
Group Tutoring		
Brienza's Academic Advantage	$333	$225
Education Link	$322	$239
Innovative Educational Program	$370	$171
Liberty Learning Lab	$335	$239
Reading Excellence and Discovery (READ)	$205	$102

The estimated annual contract amounts were based on FY13 ELT expenditures. For vendors without prior ELT expenditures, the estimated annual contract amounts were based on the estimated minimum amount for ELT student tutoring requirements contracts of $50,000. Background checks for all vendors listed in this request included VENDEX, the Uniform Commercial Code, the Federal Tax Lien, the Federal Excluded Parties List System, and DOE internal sources. As required, comprehensive background checks were performed by DCP's Vendor Research & Price Analysis (VRPA) unit for Brienza's Academic Advantage. No significant adverse information was revealed for all vendors listed here; these 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			
	Vendor's Name & Address	Component*	Estimated Annual / Total Amount
1	**Brienza's Academic Advantage** 8696 18th Avenue, Brooklyn, NY 11214	5	$350,000 / $1,750,000
2	**Education Link** 28 West 44th Street – Suite 214, New York, NY 10036	1, 3	$50,000 / $250,000
3	**Innovative Educational Program** 287 Childs Road, Basking Ridge, NJ 07920	5	$50,000 / $250,000
4	**Liberty Learning Lab** 28 West 44th Street – Suite 218, New York, NY 10036	1	$50,000 / $250,000
5	**Reading Excellence and Discovery (READ)** 80 Maiden Lane – 11th Floor, New York, NY 10038	1, 2	$50,000 / $250,000

***Component Services:** 1-ELA/Reading - Group; 2-ELA/Reading - Individual; 3-Math - Group; 4-Math - Individual; 5-ELA/Reading/Math - Group; 6-ELA/Reading/Math - Individual

Item: 11

Description:

Professional and leadership development training for managers, administrators, and central office staff.

REQUEST FOR AUTHORIZATION FOR LEADERSHIP DEVELOPMENT SERVICES (R0980)

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Estimated Options Amount	Procurement Method	Is Contract Retroactive?	Contract Type
$992,900 / $4,964,500	Tax Levy	Five Years (1/1/14 – 12/31/19)	One 2-Year Option to Extend	$1,985,800	Multiple Task Award Contract (MTAC)	No	Requirements

Vendor Names, Addresses & Pricing	See table below.

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Yvonne Soto Special Assistant Office of Human Resources and Talent	Suzanne Miles Director, Strategic Initiatives Office of the Chief Operating Officer	Marissa L. Procope Procurement Analyst

PURPOSE

Authorization is requested to contract with the vendors listed in the table below to provide professional development and leadership development training for managers, administrators, and central office staff.

DISCUSSION

The DOE seeks to develop its central office administrative staff by providing leadership development services that cultivate the skills necessary to meet student academic needs. These services will equip employees with the tools to become cross-functional leaders within the organization. This solicitation is segmented into two components: Component 1, Professional Development, will cultivate managerial and leadership skills through professional development sessions and management collaborations across all employee levels. Component 2, Central Leadership Pipeline Programs and Strategies, will transition eligible central office employees into middle and upper managerial positions while providing professional development services to upper management staff. Employees will apply practices to their work, while building relationships and support networks throughout the DOE.

A contract for these services is necessary because the DOE does not have sufficient capacity to implement the specific training workshops and programs required. An MTAC was the preferred method of procurement because it satisfies the demand for leadership services while allowing end users to select from a menu of vendors based on the services required.

The MTAC was advertised in the City Record and posted on the DCP website. Vendors were invited to submit proposals for either or both components. Ten proposals were received in response to this solicitation: six vendors proposed for both components while four proposed for Component 1 only.

Proposals for Component 1 were evaluated by representatives from the Office of the Chief Operations Officer; the Division of Academics, Performance and Support; the Division of Talent, Labor and Innovation; the Division of Operations; the Office of the General Counsel; and the Division of Finance. Responses for Component 2 were evaluated by employees from the Division of Talent, Labor and Innovation; the Office of the Chief Operations Officer; the Office of Equal Opportunity; and the Division

of Finance. Proposals were evaluated using the following criteria: price (25 points), program design (25 points), program outcomes (25 points), and demonstrated effectiveness (25 points).

Of the ten proposals received, the committee recommended four vendors for award based on their ability to provide the required services to large organizations with internal structures similar to that of the DOE. Three of the four vendors were awarded contracts for both components and one vendor was awarded Component 1 only.

Component 1: Professional Development

The evaluation committee recommended Gotham Culture (Gotham), NYC Leadership Academy (NYCLA), Targeted Business Solutions (TBS), and Urban Policy Development, LLC (UPD). All three effectively responded to the needs outlined in the MTAC. The committee determined that both Gotham Culture and UPD effectively demonstrated their ability to customize programming based on the DOE's needs, are sufficiently experienced with clients of a similar make-up, and have the capacity to provide these services. NYCLA, also experienced with the DOE, provided learning objectives for their various professional development levels, and TBS, through their comprehensive program plan and prior work with the DOE, displayed their ability to deliver quality and flexible programming to diverse multi-level staff audiences.

Component 2: Central Leadership Pipeline Programs and Strategies

Gotham Culture, NYCLA, and TBS were also recommended for Component 2. The evaluation committee was impressed that Gotham identified a significant need for data collection to provide the basis for effective design and implementation of the required pipeline program. TBS provided helpful online assessment tools and a well-structured senior management program and NYCLA presented a strong four-phase implementation plan from project launch to implementation.

A review of pricing showed that totals varied considerably, with each vendor having rates that would qualify as outliers in at least some service areas. However, with limited competition and with the secondary competition process required before selecting a vendor for individual projects, the elimination of any vendor would have a deleterious effect on later competition at the school level and may undermine the ability to receive lower prices. Therefore, we recommend these contracts.

A background check on all awarded vendors revealed no significant adverse information. Therefore, all the vendors have been determined to be responsible.

As a part of the MTAC process, all service requests over $25,000 must go through a competitive process for procurement of services. Requesting offices are required to create a scope of services and conduct a mini-solicitation process among awarded vendors according to their respective component(s). In response, each vendor will produce a statement of work along with pricing for their respective work. Responses will be reviewed by the Offices of the COO and Human Resources and Talent before being evaluated by the requesting office(s). Upon completion of this mini-solicitation process, the requesting office(s) will secure services via a purchase order. Since the MTAC process is ongoing and enrollment is open, batches of prospective awarded vendors will be submitted together in future RAs.

TABLE OF VENDORS & CONTRACT PRICING BY COMPONENT

Components	Vendor Name & Address	Contract Price
Component 1	**Urban Policy Development, LLC** 2526 St. Paul Street Baltimore, MD 21218	$625,000 per vendor
	Gotham Culture 349 Fifth Avenue New York, NY 10016	
	New York City Leadership Academy 45-18 Court Square 3rd Floor Long Island City, NY 11101	
	Targeted Business Solutions, Inc. 1075 Easton Avenue Suite 11-164 Somerset, NJ 08873	
Component 2	**Gotham Culture** 349 Fifth Avenue New York, NY 10016	$821,500 per vendor
	New York City Leadership Academy 45-18 Court Square 3rd Floor Long Island City, NY 11101	
	Targeted Business Solutions, Inc. 1075 Easton Avenue Suite 11-164 Somerset, NJ 08873	

Total Contract Price	
Component 1	$2,500,000
Component 2	$2,464,500
Total Contract Price	**$4,964,500**

Item: 12

Description:

Professional development services for school leaders and teachers in instructional strategies, student-centered academic counseling services, sustainable leadership, quality teaching and student achievement. (RA #2)

REQUEST FOR AUTHORIZATION (RA #2) FOR PROFESSIONAL DEVELOPMENT FOR SCHOOL LEADERS AND TEACHERS (MTAC R0929)

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$1,150,000 / $5,750,000	Various, including Tax Levy & Reimbursable	Five Years	None	Multiple Task Award Contract (MTAC)	No	Requirements

	Vendor's Name & Address	Component(s)	Estimated Annual / Total Amount
1	**Catapult Learning** 2 Aquarium Drive, Suite 100, Camden, NJ 08103	1, 2, 4	$1,000,000 / $5,000,000
2	**CUNY Creative Arts Team** 230 West 41st Street, 7th F., New York, NY 10036	1, 3, 4	$100,000 / $500,000
3	**Teachers College - The Center for the Professional Education of Teachers (TCCPET)** 525 West 120th Street, Box 182, New York, NY 10027	2, 5	$50,000 / $250,000

Service Requestor / Contract Manager	Division of Contracts and Purchasing Contact
Morayo Oyemade Director, Contracts & Operations Division of Academics, Performance & Support	Joy Gentolia Director, Instructional Service Procurement

PURPOSE

Authorization is requested on behalf of the Division of Academics, Performance & Support (DAPS) to contract with the vendors listed above for professional development for school leaders and teachers. 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

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

Vendors proposed for one or more of the following focus areas of professional development services: 1) Leadership Development, 2) Curriculum Development, 3) Postsecondary Readiness, 4) Classroom Management and Youth Development Principles, and 5) Shifting Pedagogical Practice: Data-Driven Decision-Making and Teacher Accountability.

Thirty-seven proposals were received and evaluated by a minimum of three members drawn from a pool of 36 evaluators. These proposals were evaluated by a committee whose members have school-based and/or administrative experience, and many of whom are former teachers, former principals, literacy coaches, math coaches, program directors, or operations staff from DOE central offices. Proposals were scored based on program plan (25 points), organizational capacity (25 points), pricing (25 points), and demonstrated effectiveness (25 points). Successful vendors were required to achieve a minimum score of 80 points.

Sixteen vendors were recommended for contract awards under the previous RA and three are recommended here.

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

Table A shows the proposed and negotiated average hourly rates for each vendor. The negotiated rates range from $245 for on- and off-site PD workshops that focus on mentoring and one-on-one training for college readiness counseling by CUNY Creative Arts Team to $434 for a customizable program that introduces Common Core ELA and Math Learning Standards and includes curriculum tools, webinars, coaching, and follow-up support as teachers apply concepts to their classroom environments and instructional practices. Negotiations resulted in an average cost savings of approximately ten percent in total program hourly rates to the DOE. The Vendor Cost Price Analysis (VCPA) unit determined the vendors' pricing 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
1	Catapult Learning	$521	$434
2	CUNY Creative Arts Team	$253	$245
3	Teachers College - The Center for the Professional Education of Teachers (TCCPET)	$347	$315

The estimated annual contract amounts were based on the same vendors' previous contracts average expenditures. Background checks included VENDEX, the Uniform Commercial Code, the Federal Tax Lien, and the Federal Excluded Parties List System. As required, comprehensive background checks were performed by DCP's Vendor Research & Price Analysis (VRPA) unit on Catapult Learning. No adverse findings were noted for all three vendors and all have thus been determined to be responsible to provide approved services.

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

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

As a part of the MTAC process, all service requests over $25,000 must go through a competitive process for procurement of services. Users will be required to create a scope of services and conduct a mini-solicitation process among the awarded vendors in their component areas. Vendors will be required to provide a statement of work and pricing based on their contracted services, which will be evaluated and scored by the user. Upon completion of this mini-solicitation process, schools will be able to secure services via purchase order. This process 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: 13

Description:

Student support services including academic enrichment activities, leadership development, tutoring and homework assistance, parent development, individual, group, and family counseling (RA #8)

REQUEST FOR AUTHORIZATION (RA #8) FOR STUDENT SUPPORT SERVICES (MTAC R0898)

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$180,000/ $900,000	Various – Tax Levy & Reimbursable	Five Years	None	Multiple Task Award Contract (MTAC)	No	Requirements

	Vendor's Name & Address	Component(s)	Estimated Annual / Total Amount
1	**Kids Dance Sport, LLC dba Sportball** 279 Prospect Park West Brooklyn, NY 11215	5	$30,000 / $150,000
2	**One to World, Inc.** 285 West Broadway, Suite 450 New York, NY 10013	1, 5, 7, 8, 10, 17, 18	$50,000 / $250,000
3	**YPIS of Staten Island dba New York Center for Interpersonal Development** 130 Stuyvesant Place, 5th Floor Staten Island, NY 10301	1, 7-9, 14	$100,000 / $500,000

Service Requestor	Division of Contracts and Purchasing Contact
Robert Weiner Chief Operating Officer Office of Safety & Youth Development	Joy Gentolia Director Instructional Services Procurement

PURPOSE

Authorization is requested on behalf of the Office of Safety and Youth Development (OSYD) to contract with the above-named vendors 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 sixteen (116) proposals have been received in response to this solicitation. Eighty-eight (88) vendors were recommended for contract awards under previous RAs and three are recommended in this RA.

A vendor can offer single workshops for a component or offer an à la carte menu of services covering the 19 components listed above. The table below shows the proposed and negotiated average hourly rates for each vendor. The negotiated average hourly rates range from $119 (Kids Dance Sport dba Sportball) for recreation/sports where students are taught the fundamental concepts and skills in any of the eight core Sportball sports: baseball, football, basketball, hockey, tennis, volleyball, and golf, to $206 (YPIS/NYCID) for career awareness and violence prevention/student safety. YPIS/NYCID's services include an internship program, counseling (personal, academic, and career), educational trips and college tours, and post-secondary career and education information and referrals. YPIS/NYCID also trains students in life skills. Variations in the hourly rates resulted from differing participant capacity, numbers of instructors, levels of instructors, and numbers of components/programs offered.

Negotiations resulted in an average cost savings of approximately 30 percent in program hourly rates to the DOE. The Vendor Cost Price Analysis (VCPA) unit determined the vendors' pricing to be fair and reasonable based on a comparison with hourly rates for like services by vendors contracted under the same solicitation.

	Awarded Vendor	Proposed Average Hourly Rate	Negotiated Average Hourly Rate
1	Kids Dance Sport, LLC dba Sportball	$130	$119
2	One to World, Inc.	$257	$198
3	YPIS of Staten Island dba New York Center for Interpersonal Development (NYCID)	$493	$206

The estimated annual contract amounts for One to World and YPIS/NYCID were based on previous contracts' expenditures for similar services. Kids Dance Sport/Sportball is a new vendor and the estimated annual contract amount is based on the estimated minimum amount for a requirements contract of $30,000 for student support services.

Background checks included VENDEX, the Uniform Commercial Code, the Federal Tax Lien, and the Federal Excluded Parties List System. No adverse findings were noted. All 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.

Item: 14

Description:

Collection of accountability data from charter schools.

REQUEST FOR AUTHORIZATION
CHARTER SCHOOL DATA COLLECTION

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
Year 1: $395,715 Year 2: $348,803 Year 3: $417,748 Year 4: $498,534 Year 5: $538,661 Total: $2,199,461	Tax Levy	9/1/13 – 8/31/18	None	Government-to-Government Purchase per DOE Procurement Policy and Procedures, Section 3-14	No	Requirements

Vendor Name & Address	Eastern Suffolk BOCES 201 Sunrise Highway Patchogue, NY 11772

Contract Manager / Lead Contracting Officer	Division of Contracts & Purchasing Contact
Laurie Price Chief of Staff Office of Charter School Accountability & Support	Xavier Cerda Director, IT Procurement

PURPOSE

Authorization is requested on behalf of the Office of Charter School Accountability & Support to contract with the Eastern Suffolk Board of Cooperative Educational Services (ESBOCES) to collect accountability data from New York City charter schools.

DISCUSSION

The New York State Education Department (NYSED) requires the DOE to submit accountability data for all New York City schools, including charter schools. Currently, DOE collects accountability data from charter schools and stores it on spreadsheets, requiring that charter schools reformat data, and that the DOE validate and consolidate the data to comply with NYSED requirements. This process leads to inaccurate reporting, late submissions, and costly use of staff and support resources by a number of DOE business offices. Therefore, a contract for these services is necessary because the DOE does not possess the resources or personnel to cost-effectively perform them.

ESBOCES will provide data integrity review and validation, training, and help desk support. Once collected data is validated, ESBOCES will provide the required information to the DOE for submission to NYSED.

There are 12 New York State Regional Information Centers (RICs) that provide technology integration, systems administration, data analysis, integration, and verification services to school districts in the State, including New York City. Several RICs were contacted to determine whether they were capable of providing services to the DOE and three expressed interest. ESBOCES is not only an appropriate RIC to serve the DOE because of its proximity to New York City but it currently provides the same services for 69 public school districts, including Syracuse, two other RICs, and 294 non-public schools, including the Archdiocese of New York, which covers the southern part of the state. Moreover, their average per student price during the five-year engagement is $5.45 per student, whereas the other

RICs offered prices ranging from $6.11 to $11.92 per student. Their pricing has therefor been determined fair and reasonable.

ESBOCES has offered sufficient staff to assist the DOE, the option of web-site customization, use of a secure web-based data collection tool, customized reports, various levels of help-desk support, and training sessions for charter school staff.

This project will be funded by the Division of Portfolio Planning's tax levy funds. Cost estimates are based on projections of student enrollment in New York City charter schools, which are shown below.

Year	Projected Number of Charter School Students	Cost Per Student	Annual Cost
SY2013-14	58,278	$6.79	$ 395,715
SY2014-15	69,845	$4.99	$ 348,803
SY2015-16	82,802	$5.05	$ 417,748
SY2016-17	96,502	$5.17	$ 498,534
SY2017-18	102,129	$5.27	$ 538,661

ESBOCES has broad experience in serving the needs of school districts by developing and implementing a wide variety of services. This experience has resulted in the agency gaining a thorough understanding of school district operations. In particular, the data collection services program at ESBOCES has been used by school district operations that range from one-room schoolhouses to some of the largest school populations in New York State. Because ESBOCES already possesses the necessary infrastructure and experience, the Office of Charter School Accountability has determined that contracting with ESBOCES, a government agency, is the most cost-effective option available for these services.

A comprehensive background check is not necessary for government agencies. On the basis of its experience providing data collection services, ESBOCES has been determined to be responsible.

Item: 15

Description:

Attendance-tracking software and technical assistance support for the NYCDOE's 21st Century Community Learning Center Technical Assistance Resource Center.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH CITYSPAN TO PROVIDE ATTENDANCE-TRACKING SOFTWARE FOR THE DOE's 21st CENTURY COMMUNITY LEARNING CENTER TECHNICAL ASSISTANCE RESOURCE CENTER

Estimated Annual / Total Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$437,360	NYSED	10/1/12-9/30/16	None	Vendor Named in Grant, Per Section 1-03(b) of DOE Procurement Policy & Procedures	Yes	Full Value

Vendor Name & Address	Cityspan Technologies 2054 University Ave, 5th Floor Berkeley, CA 94704

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

PURPOSE

Authorization is requested to contract with Cityspan Technologies, Inc. to provide attendance-tracking software and technical assistance support for the NYCDOE's 21st Century Community Learning Center Technical Assistance Resource Center.

DISCUSSION

In 2011, the New York State Education Department (NYSED) released an RFP to establish two technical resource centers for the 21st Century Community Learning Centers (21CCLC) Program. These community learning centers operate programs that target students who attend high-poverty and low-performing schools, and their families. Programs include academic enrichment and youth development activities that complement school-day curricula, as well as literacy and other educational services for families of participating students.

One of the technical resource centers is based in New York City to provide services to NYC 21CCLC grantees and the NYCDOE was awarded the contract.

Cityspan Technologies, Inc., included as a subcontractor in the NYCDOE proposal, provides attendance tracking software (Youthservices.net) that is designed to adhere to the attendance requirements of the NYSED 21CCLC grant. NYCDOE Community School District and CBO grantees will utilize the software to track the attendance of 21st Century program participants. Live help desk support and program management services supplement the software. A help desk is available on business days between 11 AM and 6 PM EST and a website (Youthservices.net) provides grantees reporting tools and a high level of control in managing 21st CCLC data with greater efficiency. Cityspan maintains a secure data center that hosts the website.

This contract is retroactive because NYSED provided contract award notification late in the fiscal year. Additional time was required to plan the delivery of services.

DCP reviewed the vendor's background in the VCIP 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 NYSED specifically names this vendor for the amount stated above. To have these services provided by another party would be contrary to the grant.

Item: 16

Description:

Instructional textbooks and ancillary materials for use in classrooms.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH ETA HAND 2 MIND TO PROVIDE TEXTBOOKS AND ANCILLARY MATERIALS

Estimated Annual/Total Contact Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$817,000 / $5,719,000	Reimbursable, Tax Levy, City Council	Seven Years	None	Listing Application	No	Requirements

Vendor Name & Address	ETA hand 2 mind D/B/A A. Daigger & Company 500 Greenview Court Vernon Hills, IL 60061

Contract Manager	Lead Contracting Officer
Jennifer Davilla Director Instructional Materials Unit Division of Contracts and Purchasing	Ray Burke Chief Administrator Innovation and Vendor Resources Division of Contracts and Purchasing

PURPOSE

Authorization is requested to contract with the below referenced vendor to provide textbooks and ancillary materials to public and participating non-public schools.

DISCUSSION

ETA hand 2 mind is the sole provider of a series of Math and Literacy kits for grades K-8. These materials support struggling readers and promote literacy skills. Each kit also contains parent engagement tools to enhance student learning and support learning at home. 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 will be the lowest offered to any customer. As such, pricing for these materials has been determined to be fair and reasonable.

A background check revealed no significant adverse information that would preclude the award of a contract. In addition, the vendor's performance under their previous contract has been satisfactory and therefore, thus this vendor is determined to be responsible.

The estimated contract amount is based on prior contract usage by various public and non-public schools.