Panel for Educational Policy
Contract Agenda
October 12, 2011

Item: 1 **Description:** Transportation of children in preschool and early intervention (PreK/EI) special education programs.

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

Division: Office of Pupil Transportation **Contract Type:** Full Value

Vendor Name	Annual Amount
Happy Day Transit	$483,118

Item: 2 **Description:** Recruit and prepare AmeriCorp members as near-peer tutors, mentors and role models to help students stay on track to graduation.

Term: 1 year **Options:** 1 year option **Funding:** Tax Levy

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

Vendor Name	Annual Amount
City Year New York	$1,816,000

Item: 3 Withdrawn

Item: 4 **Description:** Continuation of a family education program for middle school parents and family members to strengthen integrated parental and community engagement.

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

Division: Division of Family and Community Engagement **Contract Type:** Full Value

Vendor Name	Annual Amount
Learning Leaders	$350,000

Item: 5 **Description:** Elevator consulting and inspection services for the Division of School Facilities.

Term: 5 years **Options:** 2 one year options **Funding:** Tax Levy

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

Vendor Name	Estimated Annual Amount
LEC Consulting and Inspection Group	$335,590

Item: 6 **Description:** Long-term temporary nurses in schools where the DOE cannot otherwise staff positions.

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

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

Vendor Name	Estimated Annual Amount
Execu/Search, Inc.	$535,500
Gotham Per Diem, Inc.	$404,005
Pro Med Personnel Services	$267,750

Item: 7 **Description:** Equipment to be used for technical and maintenance training on aviation equipment.

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

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

Vendor Name	Estimated Annual Amount
Avotek, Inc.	$200,000

Item: 8 **Description:** Auditory equipment for students with special hearing needs.

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

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

Vendor Name	Estimated Annual Amount
Phonak, LLC	$1,000,000

Item: 9 **Description:** Whole school reform services for transitional plans that ultimately help schools continue reform efforts on their own.

Term: 3 years **Options:** None **Funding:** Various

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

Vendor Name	Estimated Annual Amount
Board of Control for Southern Regional Education (SREB)	$280,000

Item: 10 **Description:** Professional development and direct student services for teaching elementary, middle and high school sciences.

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

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

Vendor Name	Estimated Annual Amount
Sangari USA LLC	$30,000

Item: 11 **Description:** Evaluation services to assess the effectiveness of a variety of educational programs provided by contracted vendors. Services to be evaluated include instructional support, staff development, conflict resolution and student services.

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

Division: Office of Curriculum & Professional Development **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Environmental Rating Scale Institute, Inc. (ERSI)	$30,000

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

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

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

Vendor Name	Estimated Annual Amount
Cohen Arts & Education	$90,000
Eskolta, LLC	$90,000
Executive Leadership Institute	$90,000
Just ASK Publications & Professional Development, Inc	$90,000
The Achievement Network, Ltd.	$90,000
Thinking Maps, Inc	$90,000

Item: 13 **Description:** Literacy professional development and coaches for various math programs in schools, central offices and school support organizations.

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

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

Vendor Name	Estimated Annual Amount
Steps to Literacy LLC	$45,000

Item: 14 **Description:** Professional development and support for comprehensive standards-based mathematics instruction for K-12 teachers, teacher leaders, coaches, school leaders/administrators and school support organization administrators.

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

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

Vendor Name	Estimated Annual Amount
National Center for Restructuring Education, Schools and Teaching (NCREST)	$30,000

Item: 15 **Description:** Pickup and destruction of secure testing materials.

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

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

Vendor Name	Estimated Annual Amount
New York State Industries for the Disabled	$150,000

Item: 16 **Description:** Training and workshop sessions to help strengthen parent involvement in their children's education.

Term: 9 months **Options:** None **Funding:** Tax Levy - City Council

Division: Division of Family and Community Engagement **Contract Type:** Full Value

Vendor Name	Annual Amount
Learning Leaders	$80,000

Item: 17 **Description:** Professional development services and support in mathematics for teachers, principals, and administrators under the Title IIB Math Science Partnership grant in District 30.

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

Division: Community School District 30 **Contract Type:** Full Value

Vendor Name	Annual Amount
City University of New York on behalf of Hunter College	$557,046

Item: 18 **Description:** Professional development services in support of a Teaching Education for Advanced Science Preparation grant in District 8 that will serve Districts 7-12.

Term: 2 years **Options:** 1 one year option **Funding:** State Grant - Vendor Named

Division: Community School District 08 **Contract Type:** Full Value

Vendor Name	Annual Amount
Houck Educational Consultants, LLC	$82,700

Item: 19 **Description:** Published and copyrighted assessment and testing materials.

Term: 3 years **Options:** None **Funding:** Various

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

Vendor Name	Estimated Annual Amount
Elizabeth Claire, INC.	$55,000

Item: 1

Description:

Transportation of children in preschool and early intervention (PreK/EI) special education programs.

REQUEST FOR AUTHORIZATION TO AMEND AGREEMENT WITH HAPPY DAY TRANSIT FOR TRANSPORTATION OF CHILDREN IN PRE-SCHOOL/ EARLY INTERVENTION SPECIAL EDUCATION PROGRAMS

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$483,118	Tax Levy	7/1/11 – 6/30/12	None	Negotiated Service	Yes	Full Value

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Lisa D'Amato, Administrator Contract Management Unit Office of School Support Services (OSSS)	Linda Rodriguez, Director Transportation, Food and Facilities

Vendor Name & Address	Happy Day Transit 35-10 Starr Avenue Long Island City, NY 11101

PURPOSE

Authorization is requested to amend a contract with the vendor listed above for transportation of children in preschool and early intervention (PreK/EI) special education programs.

DISCUSSION

The Panel for Education Policy approved the extension of this contract from July 1, 2011 to June 30, 2012 for $0 at the April 28, 2011 meeting because no students required transportation to that Westchester school site at the time. Since then, 10 children have enrolled, necessitating the increase in annual costs to an estimated $483,118. Payment will be retroactive as the vendor has been providing service since July 2011.

The Committee on Contracts previously approved an extension of this contract, including a price adjustment that is calculated using the U.S. Bureau of Labor Statistics (BLS) Composite Index weighted average of:

- Fifty percent (50%) for labor;
- Ten percent (10%) for fuel; and
- Forty percent (40%) for all other costs, including insurance.

The use of this industry index for price adjustments has been determined to be fair and reasonable. The Committee on Contracts has now authorized the increase in funding to allow for the additional students.

A background check conducted by DCP's Vendor Research and Price Analysis Unit found no significant adverse information. Happy Day has provided satisfactory service in the past; they are thus deemed responsible.

Item: 2

Description:

Recruit and prepare AmeriCorp members as near-peer tutors, mentors and role models to help students stay on track to graduation.

REQUEST FOR AUTHORIZATION TO PROVIDE COMMUNITY SERVICE OPPORTUNITIES FOR HIGH-NEED PUBLIC SCHOOLS

Estimated Contract Amount	Funding Source	Contract Term	Option Term	Option Amount	Procurement Method	Is Contract Retroactive?	Contract Type
$1,816,000	Tax Levy	7/1/11 – 6/30/12	1-Year Renewal	$1,816,000	Negotiated Service	Yes	Full Value
Vendor Name & Address	City Year New York 20 West 22nd Street, 3rd Floor New York, NY 10010						

Service Requestor/ Contract Manager	Division of Contracts & Purchasing Contact
Robert Weiner Chief Operating Officer Office of School and Youth Development (OSYD)	Angela Edwards Director Central Office Procurement

PURPOSE

Authorization is requested to contract with City Year New York (City Year), a not-for-profit program that recruits, prepares, and organizes AmeriCorps members (Corps Members) ages 17 to 24 for a year of full-time community service in schools as near-peer tutors, mentors, and role models to help students stay on track to graduation.

DISCUSSION

City Year focuses on high-need public schools, seeking to help children learn to read, stay in school, and care about their communities. City Year will operate teams of 8-12 volunteers who will work with selected schools to:

- Mentor students and role-model positive behavior through interactions at school during lunch periods, recess, field trips, class activities, tutoring, and after school.
- Lead students and community volunteers in projects such as: interior painting, landscaping, creating murals, clothing drives, letter-writing campaigns, and hosting a community health and social services fair.
- Build capacity within the schools by designing and implementing self-sustaining projects that promote civic, literacy, and service learning and character education.
- Promote academic success through one-on-one and small-group tutoring to students in Kindergarten through grade 6, utilizing mandated curricula such as *Passport* or *Great Leaps*.
- Implement a service learning curriculum, *Starfish Corps,* that promotes the citizenship and leadership skills of third, fourth, and fifth graders as an added component to existing after school programming.

The previous contract expired on June 30, 2011, after five years of service during which the program gradually expanded. City Year proposes to continue to partner with DOE by providing support to 20 schools.

City Year is a unique not-for-profit organization that has demonstrated an ability to match DOE support with federal AmeriCorps and private sector funding. Over the past five years, for every $100 spent on associated services, the DOE has spent an average of $19 while City Year generated $81 from other

government agencies and philanthropic sources. At a minimum, every DOE dollar will be matched by approximately $1 of AmeriCorps funding and $2 of private funding.

The Committee on Contracts granted approval to contract retroactively with City Year as a sole-source vendor. This contract is retroactive because internal discussions with the Chancellor's Office on the duration of the new contract and the availability of funding took longer than had been anticipated.

The DOE is covering the cost of stipends for 213 AmeriCorps members for 36.5 weeks at $250 per week (approximately $6 per hour). Services provided by AmeriCorps members may also be provided from among the services offered by providers under contracts awarded through the Expedited Competitive Solicitation R0900 – Educational Partnership Organizations at hourly rates ranging from $20 to $180. Therefore, pricing may be deemed fair and reasonable.

The Division of Contracts and Purchasing performed a comprehensive background check of the vendor, including the City's VENDEX files. No significant adverse information was found. Furthermore, the vendor performed satisfactorily under the prior contract, and is therefore deemed responsible with respect to this contract.

Item: 3

Description:

Withdrawn

Item: 4

Description:

Continuation of a family education program for middle school parents and family members to strengthen integrated parental and community engagement.

REQUEST FOR AUTHORIZATION TO EXTEND A CONTRACT WITH LEARNING LEADERS TO PROVIDE FAMILY VOLUNTEER AND PARENT COORDINATOR TRAINING

Contract Amount	Funding Source	Contract Term	Procurement Method	Is Contract Retroactive?	Contract Type
$350,000	Tax Levy	10/1/11 – 6/30/12	Negotiated Service	No	Full Value
Vendor Name & Address	Learning Leaders 80 Maiden Lane, 11th Floor New York, NY 10038				

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Lashanta Baptiste, Director of Operations Division of Family and Community Engagement	Stephen Stamo, Procurement Analyst Division of Contracts & Purchasing (DCP)

PURPOSE

Authorization is requested to further extend a contract with Learning Leaders to provide family volunteer and parent coordinator training. The extension of the original contract is set to expire on September 30, 2011. The requested extension will cover the remainder of the school year at a cost not to exceed $350,000.

DISCUSSION

Learning Leaders was awarded this contract as part of a Chancellor's Initiative to increase parent involvement and strengthen the parent support system. The contract was originally awarded for three years through an RFP and a subsequent extension was authorized by the Chancellor. Organizational changes prevented the Division of Family and Community Engagement from pursuing a solicitation prior to the expiration of the contract extension. This negotiated service is crucial to ensure that services are continued during the remainder of the school year.

The services entail providing workshops to families to help them understand the academic curriculum so that they may assist their children in learning and connect with their children on a social-emotional level. An RFP will be released in the fall to conduct a competitive procurement for similar services that would commence in the 2012-2013 school year.

DCP's review of the City's VENDEX files and its own procurement and performance review files, has determined that the vendor is responsible with respect to this procurement.

Pricing for this extension is significantly lower than the competitively procured underlying contract, and represents a decrease of $32,000 from the vendor's voluntary and agreed-upon price reduction. The prices have therefore been determined to be fair and reasonable.

Item: 5

Description:

Elevator consulting and inspection services for the Division of School Facilities.

REQUEST FOR AUTHORIZATION
ELEVATOR INSPECTION AND CONSULTING SERVICES TO THE DIVISION OF SCHOOL FACILITIES

Estimated Annual/Total Contract Amount	Funding Source	Contract Term	Options	Options Amount	Procurement Method	Is Contract Retroactive?	Contract Type
$ 335,590 / $1,677,590 CPI Adjustments after second year of contract	Tax Levy	Five Years	Two Additional 1- Year Periods	$335,590 per year	RFP	No	Requirement

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Volkert Braren, Program Director Division of School Facilities (DSF)	Shelley Epstein Division of Contracts and Purchasing

Vendor Name & Address	LEC Consulting and Inspection Group 2279 Arby Court Wantagh, NY 11793

PURPOSE

Authorization is requested to contract with LEC Inspection and Consulting Group to provide elevator inspection and associated consulting services to the Division of School Facilities (DSF). The contract term is five years and will be funded by DSF.

DISCUSSION

The DSF requires elevator consultants to evaluate the condition of equipment annually, witness inspections (type 1 and 5) required by the Department of Buildings, prepare reports, and evaluate the work performed by service providers. These services are required because the DSF does not have in-house expertise available to provide these services. A Request for Proposals (RFP) was issued because the services vary qualitatively and, therefore, cannot be effectively evaluated and compared on bid prices alone. The RFP included five aggregate classes as follows: Bronx, Manhattan, Queens, North Brooklyn, and South Brooklyn / Staten Island.

Seven proposals were received and a selection committee consisting of DSF's Director of Program Management, a borough contract manager, and a borough maintenance planner evaluated the proposals. The committee narrowed the field to three proposals (Lift Tec, LEC, and Vertical Systems Analysis) that best met the requirements of the RFP and provided reasonable prices. These included the two lowest-priced proposals and one (Vertical) higher-priced vendor that had particularly relevant experience.

Although Lift Tec was the low bidder, the committee had serious concerns after comments made during their oral presentation regarding the thoroughness of inspections, testing, and reporting.

The committee selected LEC, initially the second-lowest priced proposer for all classes (after BAFO's). LEC is recommended because their proposal provided a detailed program plan showing clear descriptions of how they would approach inspections, and they have the necessary technical expertise

and years of experience working in schools. LEC has the necessary organizational resources and is capable of quick mobilization. In addition, LEC reduced their pricing in all classes by an average of 42 percent. (See attached.)

LEC was questioned as to how they could service these contracts at the lower rates quoted in their BAFO. They responded that, following the advice of an accounting firm, they lowered the operating expenses by taking such measures as not renewing their lease in Manhattan, instead signing a new lease in Queens. Additional profit will be generated through employee efficiencies in the performance of DOE tasks and reduction of fixed overhead costs for their other business projects.

The Vendor Research and Price Analysis Unit conducted a background check on LEC and found no significant adverse information. A review of their financial statements determined that they have the financial capacity to service this contract. As such, LEC is deemed responsible.

On average, pricing on this contract is four percent higher than for previous contracts for similar services. LEC has provided satisfactory service to DSF in the past and DSF is confident they will continue to provide satisfactory service. The receipt of several proposals has assured a competitive process; the prices have therefore been determined to be fair and reasonable.

R0879 – Vertical Transportation Consulting Services

AGGREGATE CLASS 1		
Contractor Name	**Annual Contract Value**	**BAFO Received**
Lift Tech LTD	$ 71,919	
LEC Consulting	**$ 108,235**	**$62,560.00**
Savkom Inc	$ 151,217	
CBA Consultants	$ 176,938	
Vertical Systems Analysis	$ 197,959	$101,520
Gotham Elevator Inspection	$ 205,550	
DTM Elevator Consulting	$ 244,219	
AGGREGATE CLASS 2		
Contractor Name	**Annual Contract Value**	**BAFO Received**
Lift Tech LTD	$ 95,256	
LEC Consulting	**$ 138,325**	**$81,750.00**
Savkom Inc	$ 195,127	
CBA Consultants	$ 211,763	
Vertical Systems Analysis	$ 217,750	$134,090
Gotham Elevator Inspection	$ 280,050	
DTM Elevator Consulting	$ 312,714	
AGGREGATE CLASS 3		
Contractor Name	**Annual Contract Value**	**BAFO Received**
Lift Tech LTD	$ 96,392	
LEC Consulting	**$ 134,150**	**$76,040.00**
Savkom Inc	$ 200,007	
CBA Consultants	$ 222,000	
Vertical Systems Analysis	$ 227,075	$130,245
Gotham Elevator Inspection	$ 275,300	
DTM Elevator Consulting	$ 302,819	
AGGREGATE CLASS 4		
Contractor Name	**Annual Contract Value**	**BAFO Received**
Lift Tech LTD	$ 51,781	
LEC Consulting	**$ 77,450**	**$43,670.00**
Savkom Inc	$ 107,431	
CBA Consultants	$ 117,300	
Vertical Systems Analysis	$ 119,050	$119,050
Gotham Elevator Inspection	$ 155,350	
DTM Elevator Consulting	$ 181,342	
AGGREGATE CLASS 5		
Contractor Name	**Annual Contract Value**	**BAFO Received**
Lift Tech LTD	$ 82,392	
LEC Consulting	**$ 123,060**	**$71,570**
Savkom Inc	$ 171,072	
Vertical Systems Analysis	$ 175,135	$175,135
CBA Consultants	$ 190,150	
Gotham Elevator Inspection	$ 240,250	
DTM Elevator Consulting	$ 333,882	

Item: 6

Description:

Long-term temporary nurses in schools where the DOE cannot otherwise staff positions.

REQUEST FOR AUTHORIZATION
TO PROVIDE LONG-TERM TEMPORARY SCHOOL NURSES

Estimated Annual/Total Contract Amounts	Funding Source	Contract Term	Options	Estimated Option Amount	Procurement Method	Is Contract Retroactive?	Contract Type
$1,207,255 / $3,621,765	Tax Levy	Three Years, starting about 10/1/11	Two 1-year Optional Renewal Periods	$2,414,510	Request for Proposals (RFP)	No	Requirements

Vendor Name & Address	Estimated Annual Contract Amount	Estimated Total Contract Amount	Estimated Option Amount
ExecuSearch, Inc. 675 Third Ave. New York, NY 10017	$535,500	$1,606,500	$1,071,000
Gotham Per Diem, Inc. 75 Maiden Lane, 7th Fl. New York, NY 10038	$404,005	$1,212,015	$808,010
Pro Med Personnel Services 18 East 41st St. New York, NY 10017	$267,750	$803,250	$535,500

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Ava Mopper Office of School Health (OSH)	Peter Frey Chief Administrator, Funded and Special Services Procurements

PURPOSE

Authorization is requested to contract with the above three vendors to provide long-term nurses in schools where the DOE cannot otherwise staff positions. There are no current contracts for long-term placements. "Long-term" means one nurse providing services at a particular school for 170 of 180 school days. Costs will be shared between the NYC Department of Health and Mental Hygiene (DOHMH) and the DOE.

DISCUSSION

These contracts will be managed and vendors paid by the DOE, while DOHMH will reimburse the DOE for its share in accordance with a Memorandum of Understanding between DOHMH and the DOE. The DOE will cover costs for all of District 75 nurses. General school nurse costs will be split based on the ratio of DOHMH to DOE vacancies. For example, if 100 nurses are required and if 35 are DOE and 65 are DOHMH, then the split will be 35 percent for DOE and 65 percent for DOHMH.

This RFP was developed to meet the changing needs of the New York City school nursing program. Current contracts provide coverage for short-term absences in schools and for the small number of severely disabled students who need 1:1 nursing coverage, but the school nursing program provides a much broader range of services to more students than it did several years ago. Importantly, nurses asked to cover the needs of an entire school ("school nurses") are required to possess a wider range of skills than in the past and require more training in specific program areas. The school health program also maintains a sophisticated medical record that requires significant training to use and, because of this, the DOE does not currently have sufficient qualified staff to meet its legal obligation to provide nurses to public and non-public schools. As such, the DOE needs to contract for these services.

This RFP was designed to recruit long-term contract nurses with skills equivalent to school staff and incentives to provide daily long-term school coverage, therefore ensuring continuity of care for students. These contracts include a 15 percent hold-back on invoices until the nurse performs 170 days of service. In addition, vendors do not get to supply a short-term nurse if their long-term nurse is absent.

A request for proposals (RFP) was required, rather than a request for bids, because a vendor's ability to recruit new staff who will make a long-term commitment to a particular school is paramount, and the ability to pay for that premium must be available.

The RFP was structured to allow awards in each of four geographic areas, allowing vendors to act as back-ups for each other in the event one cannot meet demand.

The Division of Contracts and Purchasing (DCP), OSH, and DOHMH conducted joint marketing survey discussions, interviewing three potential vendors through which it was concluded that the marketplace can provide long-term nurses. The evaluation of proposals weighed the following criteria equally: program plan, demonstrated effectiveness, organizational capacity, and price.

The awarded vendors, unit prices, and estimated annual/contract amounts are as follows:

	THE BRONX	BROOKLYN & STATEN ISLAND	MANHATTAN	QUEENS
Vendor Name	ExecuSearch	TBD	Gotham Per Diem	Pro Med
Estimated Number of Nurses	10	--	7	5
Hourly Rate	$45.00	--	$48.50	$45.00
Estimated Hours per Nurse per Year	1190	--	1190	1190
Estimated Annual/Total Contract Amounts	$535,500 / Year $1,606,500 / Total	--	$404,005/ Year $1,212,015 / Total	$267,750 / Year $803,250 / Total

While the rate for Gotham covering Manhattan is higher, it is less than the average amount for the short term nurses under a previous competitive procurement (RFP 1C640), $50.05 per hour. This plus the need to have multiple vendors supports their award in Manhattan.

There were between 22-24 proposals received for each of the three boroughs discussed here and prices ranged from $42.74 per hour to over $100 per hour. Only one vendor offered pricing below $45 per hour but other aspects of their proposal left them out the competitive range.

OSH has received satisfactory service from Gotham Per Diem under the short-term nurses' contracts. The other listed vendors demonstrated satisfactory experience in their proposals. DCP reviewed VENDEX, D&B, and other databases regarding the vendors' backgrounds and found no significant adverse information. These vendors have, therefore, been found to be responsible. An additional vendor, Comprehensive Resources, was recommended by the evaluation committee to serve Brooklyn & Staten Island, but the background check revealed information that DCP is still reviewing.

DCP's Vendor Research and Price Analysis Unit reviewed pricing and determined it to be fair and reasonable, based on the competitive nature of the procurement. Subsequent to this determination, negotiations led to 3 of the 4 vendors offering lower prices in their Best and Final Offers.

Item: 7

Description:

Equipment to be used for technical and maintenance training on aviation equipment.

REQUEST AUTHORIZATION TO CONTRACT WITH AVOTEK INC. TO PROVIDE AVIATION TECHNICAL TRAINING EQUIPMENT

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$200,000 / $600,000	Tax Levy	Three Years	None	Sole Source	No	Requirements

Vendor's Name & Address	Avotek Inc. 200 Packaging Drive, Weyers Cave, VA 24486

Service Requestor	Division of Contracts & Purchasing Contact
Andrea Black Director, School Based Procurement	Nick Labetti Procurement Analyst, School Based Procurement

PURPOSE

Authorization is requested to contract with Avotek Inc., as a sole source provider for equipment to be used in technical and maintenance training on aviation equipment. This contract will be utilized by Aviation High School, August Martin High School and other vocational schools with aviation programs.

DISCUSSION

New York City Technical and Vocational Schools have requested a sole source contract to secure equipment from the Avotek Aviation Maintenance and Technician Training Equipment Catalog. The items to be purchased are used for aviation maintenance and aircraft trouble shooting. Avotek training equipment is designed solely for the purpose of giving hands-on learning opportunities in aircraft maintenance including Runable Turbo and Reciprocating Engines, and Electrical and Hydraulic System Cutaways. These systems will provide aviation students with a practical knowledge of how to maintain, troubleshoot, and repair airplanes.

A sole source procurement was publicly advertised in the City Record and on the DCP website. The advertisements ran for seven days and stated DCP's intention to enter into sole source negotiations for Avotek training equipment. The advertisement invited any vendor that could provide a like product to respond in writing. DCP received no response to this solicitation.

Avotek is the manufacturer and sole provider for this equipment. They have provided in writing that no other agency, institution, organization, school district, or municipality will receive better pricing than offered to the DOE. Research has confirmed that the products offered are unique in design and function and have characteristics and features not common to these types of aircraft training systems. These features include a customized, ready-to-operate Teardown Continental Engine, Aircraft Turbine Engines, Cockpit Instrumentation systems and Turbine Engine Thrust Systems. All of these products are tailored for training and instructions and are not found on any other aircraft technology products currently available on the market.

Background checks conducted using Hoovers, D&B, and VRPA's vendor watch list revealed no significant adverse information. Avotek has performed satisfactorily under previous contracts with the DOE and has complied with the contracts' terms and conditions. Thus they are deemed a responsible vendor.

Item: 8

Description:

Auditory equipment for students with special hearing needs.

AUTHORIZATION TO CONTRACT WITH PHONAK, LLC TO PROVIDE DIGITAL HEARING EQUIPMENT

Estimated Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$1,000,000 / $5,000,000	Tax Levy	Five Years	None	Sole Source	No	Requirements

Vendor's Name & Address	Phonak, LLC 4520 Weaver Parkway Warrenville, IL 60555

Service Requestor	Division of Contracts & Purchasing Contact (DCP)
Gary Hecht, Superintendent District 75, Citywide Special Education	Myra McCrann, Procurement Analyst School-Based Procurement

PURPOSE

Authorization is requested to contract with Phonak, LLC to provide digital auditory equipment for students with special hearing needs. This contract will be utilized on an as-needed basis by special education instructors. These items are typically mandated by students' Individualized Education Programs (IEP).

DISCUSSION

Cochlear implants provide direct electrical stimulation to the auditory (hearing) nerve in the inner ear for hearing impaired students within D75, and there are two companies that provide Cochlear implants. These companies are Cochlear Americas and Advanced Bionics. Phonak is the only manufacturer and supplier of wireless receivers that work with either the Cochlear Americas or Advanced Bionics implants. Teachers wear these receivers so as to optimize communication with hearing impaired students.

A sole source procurement was publicly advertised in the City Record and on the DCP website. The advertisements ran for seven days and stated DCP's intention to enter into sole source negotiations for Phonak auditory equipment. The advertisement invited any vendor that could provide a like product to respond in writing. DCP received no response to this solicitation and thus held negotiations with Phonak.

DCP's negotiations with Phonak resulted in the DOE receiving more favorable terms in this new contract. In addition to the same 25 percent discount off Phonak's published list prices included in the previous contract, the DOE will now receive a 20 percent discount off accessories which were not subject to a discount on previous contracts. Phonak has also extended the warranty period exclusively for DOE purchases from 90 to 180 days and added a unique $100 discount off new transmitters and receivers with the trade-in of existing products. Phonak has guaranteed in writing that no other individual, agency, institution, organization, school district, or municipality receives better pricing than the DOE and that no other customers receive extended warranty periods, discounts off accessories, and trade-in rebates. Accordingly, this pricing has been determined to be fair and reasonable. The estimated contract amount is based on prior usage.

Background checks performed by Vendor Research & Price Analysis (VRPA) unit on the vendor revealed no significant adverse information. Phonak has held previous contracts with the DOE under which they performed satisfactorily. The vendor is thus deemed responsible to perform according to the terms of this contract.

Item: 9

Description:

Whole school reform services for transitional plans that ultimately help schools continue reform efforts on their own.

REQUEST FOR AUTHORIZATION FOR WHOLE SCHOOL REFORM RA#5

Estimated Annual/Total Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$280,000 / $840,000	Tax Levy & Reimbursable Funds	Three Years	None	Multiple Task Award Contract (MTAC)	No	Requirements

Contract Manager	Division of Contracts and Purchasing Contact
Edward Hui Executive Director, Office of School Development Division of Portfolio Planning	Xavier Cerda Procurement Analyst

Vendor Name & Address	Components Awarded
Board of Control for Southern Regional Education (SREB) 592 Tenth Street NW, Atlanta, GA 30318	B, C

PURPOSE

Authorization is requested to contract with the Board of Control for Southern Regional Education (SREB) to provide comprehensive whole school reform (WSR) services in schools identified by the New York State Education Department (NYSED) as schools in need of improvement (i.e., SINI, corrective action, restructuring/planning for restructuring, or SURR).

DISCUSSION

In 2006, the No Child Left Behind Act (NCLB) required that states provide for comprehensive school reform for failing schools, a requirement which was supported by NCLB funds provided to the states. In turn, failing schools in New York City were awarded Comprehensive School Reform (CSR) grants from NYSED to support this requirement. There are currently 15 contracted vendors providing whole school reform authorized in response to four previous requests for authorization.

The Office of School Improvement's objective is to provide affected schools with the opportunity to work with a group of providers offering transitional plans that ultimately lead to self-sustaining reform efforts. Successful whole school reform programs provide participating schools with professional assistance to either begin to restructure or implement comprehensive reform already underway. The selected vendors will help schools sustain and enhance the progress they have already made through CSR grants.

Vendors provide services in one or more components [Component A – Elementary School (Prek-5); Component B – Middle School (6-8); and Component C – High School (9-12)] at the discretion of each participating school or central office operating on behalf of a school or consortium of schools.

An evaluation committee, consisting of a former teacher who is now the Executive Director of School Development, the Director of Title I Program Reporting and Fiscal Management, and the Deputy Director for School Turnaround, scored proposals based on program plan (30 points), organizational capacity (25 points), demonstrated effectiveness (20 points), and price (25 points). A minimum score of 80 points is required to qualify.

SREB will provide services for middle schools (Component B) and high schools (Component C). With an extensive menu of workshops that aim to improve failing and low-performing schools. Workshop topics include: instructional and leadership coaching to teachers, principals, and network leaders; day-to-day operational and business support; and data reporting and analysis. Workshops are built around clear leadership objectives and strategies that integrate real-world problems.

SREB's per session rate is $1,875 for an eight-hour session that can host up to 50 participants. The program includes learning materials and both face-to-face and online coaching, with various topics of concentration available. The fee also includes teacher support, leadership curriculum modules, access to SREB's teacher web site for additional-resources and opportunities to associate with a network of colleagues in their discipline and webinars, as well as travel for all out-of-state SREB consultants. On-site training and walk-throughs can be scheduled, with additional follow-up as needed. SREB rates fall below the average of previously awarded vendors for each component and were thus determined to be fair and reasonable.

Estimated annual expenditures are based on the average spend for vendors with prior whole school reform contracts. The Office of School Improvement used a benchmark figure of $140,000 for vendors new to this program.

Background checks, including VENDEX, the Uniform Commercial Code, the Federal Tax Lien, and the Federal Excluded Parties List System, revealed no significant adverse information; this vendor is therefore considered responsible.

Contracts for these services are necessary because the DOE does not possess the personnel to provide these 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 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 among the awarded vendors in their component areas. Vendors will be required to provide a statement of work and pricing for their contracted services, which will be evaluated and scored by the user. Upon completion of this mini-solicitation process, schools will be able to procure services via purchase order. This process ensures competition among the large number of vendors who have been awarded contracts as a result of this procurement. Future RAs for these services will be submitted in batches as new providers are presented for award of contracts.

Item: 10

Description:

Professional development and direct student services for teaching elementary, middle and high school sciences.

REQUEST FOR AUTHORIZATION FOR SCIENCE PROFESSIONAL DEVELOPMENT (PQS #1C475) RA #6

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

Vendor Name & Address	Awarded Component(s)	Estimated Contract Amount
Sangari USA, LLC 752 West End Avenue New York, NY 10025	1	Annual: $30,000 Total: $150,000

Service Requestor/Contract Manager	Division of Contracts and Purchasing Contact
Gregg Betheil Executive Director Office of School Programs & Partnerships Division of Academics, Performance and Support	Joy Gentolia Director, Instructional Service Procurement

PURPOSE

Authorization is requested to contract with Sangari USA, LLC ("Sangari") to provide professional development in science and related services systemwide. These services will be provided at the discretion of each participating school.

DISCUSSION

This is the sixth award proposed for comprehensive professional development services for various science programs for schools, central offices, and school support organizations throughout the city.

Vendors were asked to submit proposals for one or more of the following components:

- Component 1 – Professional Development Services in Science
- Component 2 – Direct Services to Students
- Component 3 – Direct Services to Parent Groups

The proposal was scored based on the following criteria: program plan (25 points), demonstrated effectiveness (25 points), organizational capacity (25 points) and price (25 points). An evaluation committee consisting of three school administrators with the Division of School Support and Instruction was established to ensure that the selected vendor will meet schools' needs. The proposal awardees demonstrated a strong capacity to provide services to our schools and a clear understanding of how their services would be implemented.

Of 33 proposing, 20 vendors are under contract for these services.

Sangari offers eight days of on-site customized professional development focused on the fundamentals of science, exploring 3-4 in-depth, lesson-based thematic explorations a year that last up to 45 school days. The workshop is supported by online assessment tools that provide pre-made video and demonstrations of the content covered.

The program hosts up to 100 participants for a six-hour session at $1,000 per session. The fee includes formative assessments, follow-up on classroom implementations, supplemental materials, digital links, and other scientific resources that offer engaging and new teaching tools. Access to a web-based educator portal will be provided to teachers for additional training tools and collaborative environment. Best practices guidance with colleagues in different schools, districts, and countries to help strengthen their craft will also be provided. Sangari's pricing was determined to be fair and reasonable based on comparison with costs charged by other awardees from earlier submissions from the same solicitation.

The estimated annual contract amount for Sangari is based on the estimated minimum amount for a requirements contract of $30,000, as this will be the first time this vendor will provide science professional development or related services.

Contracts for these services are necessary because the DOE does not possess the personnel required to provide these services.

A background check of Sangari, which included the Excluded Parties List, the Uniform Commercial Code Lien Search, VENDEX Advice of Caution, and the Vendor Watch List, revealed no significant adverse information. The vendor is thus deemed responsible.

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

As a part of the MTAC process, all service requests over $25,000 must go through a competitive process for procurement of services. Users will be required to create a scope of services and conduct a mini-solicitation process among the awarded vendors in their component areas. Vendors will be required to provide a statement of work and pricing based on their contracted services, which will be evaluated and scored by the user. Upon completion of this mini-solicitation process, schools will be able to secure services via a purchase order. This process is to ensure competition among the large number of vendors who have been awarded contracts as a result of this procurement. Future RAs for these services will be submitted in batches as new providers are presented for award of contracts.

Item: 11

Description:

Evaluation services to assess the effectiveness of a variety of educational programs provided by contracted vendors. Services to be evaluated include instructional support, staff development, conflict resolution and student services.

REQUEST FOR AUTHORIZATION FOR SYSTEMWIDE EVALUATION SERVCES (R0694) RA #4

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

Vendor Name & Address	Environmental Rating Scales Institute, Inc. 711 Greenwood Road Chapel Hill, NC 27514

Service Requestor/Contract Manager	Division of Contracts and Purchasing Contact
Kathryn Brohawn Director of Research and Evaluation Research & Policy Support Group	George Astro Procurement Analyst Instructional Service Procurement

PURPOSE

Authorization is requested to contract with Environmental Rating Scales Institute, Inc. ("ERSI") to provide systemwide program evaluation services.

DISCUSSION

This is the fourth set of awards proposed pursuant to a Multiple Task Award Contract Process for services to evaluate the effectiveness of a variety of educational programs. The services to be evaluated include instructional support, staff development, conflict resolution, direct student services, and other types of pedagogical services.

The evaluation committee was drawn from the Department of External Research and Reporting and included a former teacher and two administrators with over 25 combined years of DOE experience. They scored proposals according to the following criteria: program plan (25 points), demonstrated effectiveness (25 points), organizational capacity (25 points), and price (25 points).

Twenty proposals were submitted in response to this solicitation, of which 15 were selected for award under the first three requests for authorization. One is proposed here.

The costs of program evaluation services vary greatly and depend on the scale of the program being evaluated. The rate proposed for the highest-level ERSI evaluator is $125 per hour, and falls just under the average charged for similar expertise by previously awarded vendors. Pricing has thus been determined to be fair and reasonable.

ERSI's expertise is recognized in the field of early care and education evaluations. ERSI will utilize the Early Childhood Environment Rating Scale (ECERS), which they pioneered. The ECERS is widely used as a quality assessment instrument designed for preschool, kindergarten, and child care classrooms serving children 2 1/2 through five years of age. ESRI's lead evaluator will assist and train program directors in supervision and program improvement by teaching agency staff self-assessment

and monitoring in the teacher training programs. The lead evaluator will also conduct the assessments and provide detailed summary reports.

ERSI's estimated annual contract amount was based on an estimated minimum amount for an evaluation services requirement contract of $30,000.

Background checks on all vendors included the Excluded Parties List, the Uniform Commercial Code Lien Search (UCC), VENDEX Advice of Caution, and the Vendor Watch List. No significant adverse information was revealed. All vendors are therefore deemed responsible.

Contracts for these services are necessary because the DOE does not possess the personnel required to provide these services.

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

As a part of the MTAC process, all service requests over $25,000 must go through a competitive process for procurement of services. Users will be required to create a scope of services and conduct a mini-solicitation process among the awarded vendors in their component areas. Vendors will be required to provide a statement of work and pricing based on their contracted services, which will be evaluated and scored by the user. Upon completion of this mini-solicitation process, schools will be able to secure services via purchase order. This process ensures competition among the large number of vendors who have been awarded contracts as a result of this procurement. Future RAs for these services will be submitted in batches as new providers are presented for award of contracts.

Item: 12

Description:

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

REQUEST FOR AUTHORIZATION (RA #6) FOR PROFESSIONAL DEVELOPMENT FOR SCHOOL LEADERS AND TEACHERS (MTAC R0328)

Estimated Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$540,000 / $2,700,000	Various	Five Years	None	Multiple Task Award Contract (MTAC)	No	Requirements

Vendor Names & Addresses	See table below.

Service Requestor/Contract Manager	Division of Contracts and Purchasing Contact
Gregg Betheil Executive Director, School Programs & Partnerships Division of Academics, Performance & Support	Xavier Cerda Procurement Contract Analyst

PURPOSE

Authorization is requested to contract with the six vendors listed below for professional development for school leaders and teachers in instructional strategies, student-centered academic counseling services, and sustainable leadership. These programs will be provided at the discretion of each participating school.

DISCUSSION

Proposals were evaluated by a minimum of three members drawn from a pool of 15 evaluators whose previous experience has included both public and non-public school teaching and administrative positions, grant management, program administration, and evaluation. The evaluation criteria were: program plan (30 points), organizational capacity (30 points), pricing (25 points), and demonstrated effectiveness (15 points). Successful vendors were required to achieve a minimum score of 70 points.

Seventy-eight proposals have been received in response to this solicitation and 49 were recommended for contract awards under five previous RAs. Forty-two already have contracts.

A workshop's session can vary in length, participant capacity, number of instructors, and subject. On average, sessions offered by contracted vendors providing professional development to the DOE last five hours and include 30 participants.

Of the six vendors recommended for award in this RA, five have per session rates lower than the average of $2,475 for vendors with contracts. Accordingly, their prices have been determined to be fair and reasonable.

Only Just ASK's per session rate, at $3,500, is higher than average. Just ASK's seven-hour sessions can host up to 75 participants. They include assessment tools analysis, planning meetings, access to online instructional videos, case studies, sample practitioner tools and strategies, and ongoing follow-up. Sessions are provided by high-level instructors certified in elementary education, personnel

services, and supervision, with extensive school-based experience. Therefore, pricing offered by Just ASK has been determined to be fair and reasonable.

Cohen Arts & Education, Eskolta, Just ASK, and the Achievement Network are new vendors. The estimated annual amount for award is based on the benchmark of $90,000 per year, which is the average annual spend for new vendors contracted under this solicitation. The estimated annual amount for Executive Leadership Institute and Thinking Maps is based on the average spend on previous contracts for similar services. The average was within range of the established benchmark; thus the estimated contract value for these two vendors was set at $90,000 as well.

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

The background checks included VENDEX, the Uniform Commercial Code, the Federal Tax Lien, and the Federal Excluded Parties List System. No significant adverse findings were uncovered; these vendors are therefore considered responsible.

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

As a part of the MTAC process, all service requests over $25,000 must go through a competitive process for procurement of services. Users will be required to create a scope of services and conduct a mini-solicitation process among the awarded vendors in their component areas. Vendors will be required to provide a statement of work and pricing based on their contracted services, which will be evaluated and scored by the user. Upon completion of this mini-solicitation process, schools will be able to secure services via purchase order. This process is to ensure competition among the large number of vendors who have been awarded contracts as a result of this procurement. Future RAs for these services will be submitted in batches as new providers are presented for award of contracts.

Vendor Name and Address	Estimated Annual / Total Contract Amount
Cohen Arts & Education 236 Harrison Avenue, Jersey City, NJ 07304	$90,000 / $450,000
Eskolta 315 20th Street, #4B, Brooklyn, NY 11215	$90,000 / $450,000
Executive Leadership Institute 16 Court Street, 4th Floor, Brooklyn, NY 11241	$90,000 / $450,000
Thinking Maps 401 Cascade Pointe Lane, Cary, NC 27513	$90,000 / $450,000
Just ASK Publications & Professional Development, Inc. 2214 King Street, Alexandria, VA 22301	$90,000 / $450,000
The Achievement Network 225 Friend Street, Suite 704, Boston, MA 02114	$90,000 / $450,000

Item: 13

Description:

Literacy professional development and coaches for various math programs in schools, central offices and school support organizations.

REQUEST FOR AUTHORIZATION FOR PROFESSIONAL DEVELOPMENT IN LITERACY (R0688) RA #4

Estimated Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$45,000 / $225,000	Various, including Tax Levy & Reimbursable Funds	Five Years	None	Multiple Task Award Contract	No	Requirements

Service Requestor/Contract Manager	Division of Contracts and Purchasing Contact
Gregg Betheil Executive Director, Office of School Programs & Partnerships Division of Academics, Performance and Support	Joy Gentolia Director, Instructional Service Procurement

Vendor Name & Address	Steps to Literacy, LLC PO Box 6737 Bridgewater, NJ 08807	Awarded Component
		2

PURPOSE

Authorization is requested to contract with Steps to Literacy, LLC ("STL") for literacy professional development services systemwide. These services will be provided at the discretion of each participating school.

DISCUSSION

This is the fourth award proposed for comprehensive professional development services for various literacy programs for schools, central offices, and school support organizations.

Vendors were asked to submit proposals for one or more of the following components:

- Component 1 – Professional Development Services in Literacy
- Component 2 – Literacy Coaches

An evaluation committee, consisting of three former teachers who are currently school administrators with the Division of School Support and Instruction, scored proposals according to the following criteria: program plan (25 points), demonstrated effectiveness (25 points), organizational capacity (25 points), and price (25 points). To receive recommendation for award, proposers needed to demonstrate a strong capacity to provide services to schools and a clear plan for implementing those services.

Of 23 proposing, 20 vendors are under contract for these services.

STL's hourly rate of $142 for on-site literacy coaches (Component 2) was determined to be fair and reasonable based on a comparison with rates charged by other awardees from earlier submissions from the same solicitation.

STL's program offers a one-day, customized coaching workshop, which includes seven hours of face-to-face customized coaching for up to six teachers. STL's literacy coaches have extensive school-based experience and hold degrees in specialized areas such as gifted and talented education and special education and are all experienced in working with special student populations and their teachers. The fee includes follow-up reflection lessons, classroom demonstrations and in-class visitations, and development of classroom guided reading libraries to gauge progress with the school's comprehensive reading and writing program goals and objectives. STL will also provide guidance and support for assessment tools, e.g., Early Childhood Literacy Assessment System (ECLAS), Grades K-5 Developmental Checklists and Phonological Awareness and Literacy Screening (PAL), and Developmental Reading Assessment (DAR).

The estimated annual contract amount of $45,000 is based on prior expenditures through a previous contract under which STL provided these services.

Contracts for these services are necessary because the DOE does not possess the personnel required to provide these services.

A background check of STL, which included the Excluded Parties List, the Uniform Commercial Code Lien Search, VENDEX Advice of Caution, and the Vendor Watch List, revealed no significant adverse information. The vendor is thus found to be responsible.

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

As a part of the MTAC process, all service requests over $25,000 must go through a competitive process for procurement of services. Users will be required to create a scope of services and conduct a mini-solicitation process among the awarded vendors in their component areas. Vendors will be required to provide a statement of work and pricing based on their contracted services, which will be evaluated and scored by the user. Upon completion of this mini-solicitation process, schools will be able to secure services via a purchase order. This process is to ensure competition among the large number of vendors who have been awarded contracts as a result of this procurement. Future RAs for these services will be submitted in batches as new providers are presented for award of contracts.

Item: 14

Description:

Professional development and support for comprehensive standards-based mathematics instruction for K-12 teachers, teacher leaders, coaches, school leaders/administrators and school support organization administrators.

REQUEST FOR AUTHORIZATION FOR PROFESSIONAL DEVELOPMENT IN MATH (R0727) RA #4

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

Vendor Name & Address	Awarded Component(s)
National Center for Restructuring Education, Schools and Teaching (NCREST) / Teachers College, Columbia University 525 West 120th Street, Suite 411 ZB New York, NY 10027	3

Service Requestor/Contract Manager	Division of Contracts and Purchasing Contact
Gregg Betheil Executive Director Office of School Programs & Partnerships Division of Academics, Performance & Support	Joy Gentolia Director, Instructional Service Procurement

PURPOSE

Authorization is requested to contract with National Center for Restructuring Education, Schools and Teaching ("NCREST") to provide professional development in math and related services systemwide. These services will be provided at the discretion of each participating school.

DISCUSSION

This is the fourth award proposed for comprehensive professional development services for various math programs for schools, central offices, and school support organizations throughout the city.

Vendors were asked to submit proposals for one or more of the following components:

- Component 1 – Professional Development Services in Mathematics
- Component 2 – Math Coaches
- Component 3 – Math Consultants

Proposals are scored based on the following criteria: program plan (25 points), demonstrated effectiveness (25 points), organizational capacity (25 points), and price (25 points). An evaluation committee consisting of three school administrators with the Division of School Support and Instruction was established to ensure that the selected vendor will meet schools' needs. Awardees must demonstrate a strong capacity to provide services to schools and a clear understanding of how their services would be implemented.

Of 21 proposing, 12 vendors are under contract for these services.

NCREST offers support and professional development in teaching elementary mathematics for coaches, teachers, and school administrators. NCREST's consultants have extensive experience in school design and restructuring, assessment, curriculum design and implementation, leadership training, and instructional technology.

NCREST's hourly rate of $275 for math consultants (Component 3) are determined to be fair and reasonable based on a comparison with rates charged by other awardees from earlier submissions in response to the same solicitation. The fee includes on-site data collection assistance and technology support, development of rubrics for classroom instruction, videos and guided practice, classroom demonstrations, access to national networks and nationally renowned NYC educators with expertise on the complexity of school reform.

The estimated annual contract amount for NCREST is based on the minimum amount for a requirements contract of $30,000, as this will be the first time this vendor will provide mathematics professional development.

Contracts for these services are necessary because the DOE does not possess the personnel required to provide these services.

A background check of NCREST, which included the Excluded Parties List, the Uniform Commercial Code Lien Search, VENDEX Advice of Caution, and the Vendor Watch List, revealed no significant adverse information. The vendor is thus deemed responsible.

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: 15

Description:

Pickup and destruction of secure testing materials.

REQUEST FOR AUTHORIZATION TO EXTEND AN EXISTING CONTRACT WITH NEW YORK STATE INDUSTRIES FOR THE DISABLED, INC. FOR DISPOSAL AND DESTRUCTION OF SECURE DOCUMENTS

Estimated Contract Amount	Funding Source	Extension Term	Procurement Method	Is Contract Retroactive?	Contract Type
$150,000	Tax Levy	01/01/12 - 12/ 31/12	Preferred Source (Section 1-03(b))	No	Requirements
Vendor Name & Address	New York State Industries for the Disabled, Inc. (NYSID) 11 Columbia Circle Drive Albany, NY 12203				

Service Requestor/ Contract Manager	Division of Contracts & Purchasing Contact
Dan Blair Director of Operations Division of Academics, Performance and Support (DAPS)	Angela Edwards Director Central Office Procurement

PURPOSE

Authorization is requested to extend an existing contract with the New York State Industries for the Disabled, Inc. (NYSID) for the secure destruction of test materials. The current contract would otherwise expire on December 31, 2011. This contract extension is for one year, commencing on or about January 1, 2012. The estimated cost is $150,000 based on prior usage.

DISCUSSION

The contract was originally solicited through a request for bids (RFB 1C546), during which process NYSID asserted its right to provide the required services as a "preferred source." New York State Finance Law mandates that all state agencies, public benefit corporations, and local government entities purchase those products and services approved by the NYS Office of General Services which meet the buying agency's "form, function, and utility" requirements from Preferred Sources, without competitive bidding. Accordingly, the DOE entered into negotiations that led to an agreement with NYSID for the provision of said services. The original contract term was July 1, 2007 to June 30, 2010 and then extended by the Chancellor for one year, through December 31, 2011.

NYSID has agreed to continue providing services under the same pricing, terms and conditions during this extension. Therefore, as pricing is lower than under the original contract and lower than or equal to current market prices, prices have been determined to be fair and reasonable.

The Division of Contracts and Purchasing has performed a background check of the vendor, including the City's VENDEX files and the VCIP database. No significant adverse information was found. Furthermore, the vendor performed satisfactorily under the prior contract and is therefore deemed responsible with respect to this extension.

Item: 16

Description:

Training and workshop sessions to help strengthen parent involvement in their children's education.

REQUEST FOR AUTHORIZATION
FOR LEARNING LEADERS TO IMPLEMENT A FAMILY EDUCATION PROGRAM

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$80,000	Tax Levy/ City Council	10/1/11 – 6/30/12	None	City Council Allocation Section 1-03 (c) of DOE Procurement Policy	No	Full Value
Vendor Name & Address	Learning Leaders 80 Maiden Lane, 11th Floor New York, NY 10038 Attention: Mindy Duitz					

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Cherelle Lloyd Associate Projects Manager, Office of Family & Community Engagement	Maxine Needle Director of Grants

PURPOSE

Authorization is requested to contract with Learning Leaders to continue to provide a family education program for middle school parents and family members.

DISCUSSION

Learning Leaders will provide training and workshop sessions to help strengthen parent involvement in their children's education. Parents and family members will be trained on academic expectations navigating the school system, child and adolescent development, college awareness and readiness, and parent leadership. This training will help to prepare their students for high school and promote an understanding of the importance of further education after high school.

Training and workshop sessions, will take place between October 2011 and May 2012, and are scheduled throughout the school year at middle schools in Manhattan, Brooklyn, Bronx and Queens, with an emphasis on Bronx schools.

Learning Leaders has a separate contract with the DOE for similar services for additional schools beyond the cohort grant from City Council.

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

DCP reviewed information regarding the vendor's background in the VENDEX system and found no information that should preclude an award. The vendor is deemed responsible.

The total price for the contract services was established by the City Council.

Item: 17

Description:

Professional development services and support in mathematics for teachers, principals, and administrators under the Title IIB Math Science Partnership grant in District 30.

REQUEST FOR AUTHORIZATION FOR MATH SCIENCE PARTNERSHIP GRANT

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
FY 11: $541,205 FY 12: $557,046 FY 13: $546,405 Total: $1,644,656	NYSDOE	7/1/10-6/30/13	None	Vendor Named in Grant, Per Section 1-03(b) of DOE Procurement Policy & Procedures	Yes	Full Value
Vendor Name & Address	City University of New York on behalf of Hunter College 535 East 80th Street New York, NY 10075					

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Jessica Kaplan Senior Director of Strategic Planning	Maxine Needle Director of Grants

PURPOSE

Authorization is requested to contract with City University of New York (CUNY) on behalf of Hunter College to provide professional development services and support in mathematics to teachers, principals, and administrators under the Title IIB Math Science Partnership grant in District 30.

DISCUSSION

A three-component partnership between the DOE and CUNY/Hunter College will improve supervisors' and teachers' mathematics content knowledge and teaching practices over a three-year period.

In Component I, Hunter College will conduct a cycle of training sessions for approximately 160 teachers, administrators, and parent coordinators. The training will consist of several full-day sessions for each group, from 8:30 AM to 3:00 PM.

Components II and III will provide teachers of grades K-6 and 7-12 respectively with two-week Summer Institutes and course work during the school year that will lead to a master's degree from Hunter College. These courses will take place at the High School for Information Technology (Queens) or the Renaissance School in Jackson Heights, as well as at Hunter College's 68th Street Campus.

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

This contract is retroactive because during the reorganization of the Division of Teaching and Learning, grant managers were not fully aware of how their functions were being transitioned. For this reason, some grant management responsibilities were delayed until clarity around roles and responsibilities was provided.

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

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

Item: 18

Description:

Professional development services in support of a Teaching Education for Advanced Science Preparation grant in District 8 that will serve Districts 7-12.

REQUEST FOR AUTHORIZATION FOR EVALUATION OF PROFESSIONAL DEVELOPMENT IN SUPPORT OF A TEACHER EDUCATION FOR ADVANCED SCIENCE PREPARATION GRANT

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Estimated Options Amount	Procurement Method	Is Contract Retroactive?	Contract Type
FY10 $82,700 FY11 $82,700 Total: $165,400	NYSDOE	7/1/10-6/3012	One 1-Year Renewal Option	$82,700	Vendor Named in Grant, Per Section 1-03(b) of DOE Procurement Policy & Procedures	Yes	Full Value
Vendor Name & Address	Houck Educational Consultants 305 West 86th Street, Suite 9B New York, NY 10024						

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Jessica Kaplan Senior Director of Strategic Planning	Sophia Hargraves Procurement Analyst

PURPOSE

Authorization is requested to contract with Houck Educational Consultants to evaluate professional development services in support of a Teaching Education for Advanced Science Preparation grant for District 8 that will serve CSDs 7,8,9,10,11 and 12.

DISCUSSION

The Teacher Education for Advanced Science Preparation (TEASP) grant focuses on building content knowledge and teaching skills in science for teachers in elementary, middle, and high schools. Houck Educational Consultants (HEC) will conduct classroom observations, focus groups, pre- and post-program assessments, and post-workshop surveys in order to evaluate the effectiveness of professional development provided in support of the TEASP grant. These evaluations will be conducted on-site at program activities and participating schools.

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

This contract is retroactive because during the reorganization of the Division of Teaching and Learning many grant managers were not fully aware of how their functions were being transitioned. For this reason, some grant management responsibilities were delayed until clarity around roles and responsibilities was provided.

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

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

Item: 19

Description:

Published and copyrighted assessment and testing materials.

REQUEST FOR AUTHORIZATION TO PROVIDE PUBLISHED AND COPYRIGHTED ASSESSMENT AND TESTING MATERIALS

Estimated Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$55,000 / $165,000	Reimbursable, Tax Levy, City Council	Three Years	None	Listing Application	No	Requirements

Vendor Name & Address	Elizabeth Claire, Inc. D/B/A Easy English News 2100 McComas Way, Suite 607 Virginia Beach, VA 23456

Service Requestor/Contract Manager	Division of Contracts and Purchasing Contact
Jennifer Davilla Director, Instructional Materials Unit Division of Contracts and Purchasing	Susan Dick-McKeon Chief Administrator, School Based Procurement Division of Contracts & Purchasing

STATEMENT OF PURPOSE

Authorization is requested to contract with the above-referenced vendor to provide published and copyrighted instructional and testing materials.

DISCUSSION

Easy English News is the sole publisher of various printed classroom-tested materials and guides for maximizing effectiveness and instruction in English as a Second Language for students. Easy English News is primarily used for intermediate English language learners ages 10 and up. Because these materials cannot be purchased in the open market, a competitive sealed bid process is impractical.

The vendor has stated in writing that no other institution, agency, school district, municipality, or organization will receive better pricing than that being offered to the DOE. As such, pricing for these materials is determined to be fair and reasonable.

The estimated amount is based on prior expenditures under previous contracts.

A background check, including the Uniform Commercial Code, Excluded Parties List, and VENDEX, was conducted on this vendor. No significant adverse information was found. The vendor is therefore deemed responsible.