

Item: 7 **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
DAH Consulting Inc.	\$74,000
Human Services Evaluation and Development Associates (HSEDA)	\$174,000
MGT of America, Inc	\$50,000
New York University	\$50,000

Item: 8 **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: Office of Curriculum & Professional Development **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Literacy for Life, inc.	\$30,000

Item: 9 Withdrawn

Item: 10 **Description:** Free desktop computers, the opportunity to purchase discounted broadband service, access to educational software, family digital literacy training and tech support in the home for 5,160 students from low- income families at about 48 schools.

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

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

Vendor Name	Annual Amount
Computers for Youth	\$2,251,550

Item: 11 **Description:** Professional Development services in support of a Teaching American History grant for District 29.

Term: 3 years **Options:** 2 one year options **Funding:** Federal Grant - Vendor Named

Division: Community School District 29 **Contract Type:** Full Value

Vendor Name	Annual Amount
Houck Educational Consultants, LLC	\$30,000

Item: 12 **Description:** Extended school day services in support of the Extended School Day/School Violence Prevention Program grant for District 10.

Term: 4 months **Options:** 2 one year options **Funding:** State Grant - Vendor Named

Division: Community School District 10 **Contract Type:** Full Value

Vendor Name	Annual Amount
Mosholu Montefiore	\$87,647

Item: 1

Description:

Heating fuel oil contract for DOE buildings that require #4 and #6 fuel oil.

**REQUEST FOR AUTHORIZATION
FOR CASTLE OIL CORP. FOR HEATING OIL CONTRACTS**

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$50,000,000 / \$70,000,000 Estimated Usage- Variable Price Contract	Tax Levy	5/2/11 - 9/30/12	None	DCAS Competitive Bid	No	Requirement

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Ozgem Ormektekin Director of Sustainability Division of School Facilities (DSF)	Shelley Epstein Division of Contracts and Purchasing

Vendor Name & Address	Castle Oil Corporation 440 Mamaroneck Avenue Harrison, NY 10528
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STATEMENT OF PURPOSE

Authorization is requested to access the NYC Department of Citywide Administrative Services' (DCAS) heating fuel oil contract for DOE buildings that require #4 and #6 fuel oil. The estimated annual amount is based on past usage.

DISCUSSION

The Department has used DCAS contracts to purchase fuel oil for at least fifteen years, allowing the Division of School Facilities (DSF) to share in the savings achieved by combining the DOE's volume with that of other city agencies. The DOE is named in the bid document as a user of the contract.

Similar to circumstances associated with the procurement of #2 fuel oil, DCAS had a contract with Rapid Petroleum for #4 and #6 fuel oil which expired September 20, 2010, but was extended through September 1, 2011 or until a new contract was awarded. The Department had been using this contract and intended to continue to do so through September 1, 2011 but DCAS terminated the contract and awarded a replacement contract to Castle Oil for the period of April 1, 2011 through September 30, 2012. It is not in the best interests of the DOE to solicit these contracts separately as the DOE benefits from lower costs through these aggregate purchases.

DCAS procured this commodity through a competitive solicitation. Five bids were received and award was made to the lowest bidder. A background check was conducted and no adverse information was found. DCAS found Castle to be a responsible bidder.

This is a variable price contract and consists of two parts: a base price and a differential. The base price per gallon will fluctuate weekly, based on the barge prices listed in the Platt's Oilgram Price Report for the New York Harbor. The differential (0.0523 for #4 and 0.0496 for #6, per gallon) remains constant and covers all other costs, including transportation and insurance. Inflation-adjusted prices are 2.65 percent and 2.63 percent higher than under the previous contract. The competitive nature of this procurement indicates that these prices are fair and reasonable.

Item: 2

Description:

Withdrawn

Item: 3

Description:

Withdrawn

Item: 4

Description:

Concession and donation for broadcast services for Public Schools Athletic League (PSAL). Revenues go to PSAL and individual schools.

REQUEST FOR AUTHORIZATION TO PROVIDE REVENUE FROM BROADCAST SERVICES TO THE PUBLIC SCHOOLS ATHLETIC LEAGUE

Guaranteed Annual/Total Revenue	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
<u>Year 1-2:</u> \$375,000/year Total: \$750,000 <u>Optional Years:</u> Year 3: \$400,000 Year 4: \$450,000 Year 5: \$500,000	None	September 1, 2011- August 30, 2013	Three one year options upon mutual consent	Request for Proposals (RFP)	No	Requirements
Vendor Name & Address	MSG Varsity Network LLC One Media Crossways Woodbury, NY 11797					

Service Requestor/Contract Manager	Division of Contracts & Purchasing
Donald Douglas Director Public Schools Athletic League	Sande Pisik Procurement Analyst Division of Contracts & Purchasing

STATEMENT OF PURPOSE

The Chancellor's approval is sought to contract with MSG Varsity Network LLC for a revenue producing partnership benefiting the Public Schools Athletic League (PSAL). This two year contract will begin upon execution and includes three, one-year options for extension upon mutual consent. There will be no cost to the DOE as this will be a revenue generating agreement.

DISCUSSION

The mission of the PSAL is to provide students with opportunities to further enhance their academic experience through athletic activities. PSAL programs improve students' capacity for learning through better physical health and enhance students' character development, leadership, and socialization skills. Revenues generated from this program will help fund new and existing athletic and athletic-related programs.

In February 2010, the DOE issued a Request for Information (RFI) to gauge the interest level among broadcast companies in forming a partnership with the PSAL to film and broadcast high school sports events. Seven responses were received from interested companies. The responses informed the DOE that an interest existed to broadcast a wide variety of DOE activities, including girls and boys sports competitions in a variety of

sports as well as human interest stories. Responses also indicated a desire to use multiple platforms (cable television, interactive TV, internet and mobile) to make content as available as possible. After reviewing the responses with Octagon, the DOE's contracted marketing agent, the DOE decided to issue an RFP.

The RFP offered potential respondents the opportunity to have the exclusive option (the Right of First Refusal) to record (audio/visual) and distribute PSAL competitions and other PSAL sports/athletic program concepts for commercial purposes and become the Official Sports Network and partner of the PSAL. The awarded vendor would have exclusive category (broadcast and distribution) marketing rights which might include using DOE and PSAL logos, signage at PSAL events and other branding opportunities as approved by the DOE. Depth and breadth of coverage across multiple girls and boys sports in all boroughs was strongly encouraged in the RFP and respondents were encouraged to form partnerships to expand coverage if necessary.

This RFP was advertised in the City Record and on the DOE website and a pre-proposal meeting was attended by 5 vendors. Only MSG Varsity proposed.

Because MSG Varsity was the only company to submit a formal proposal, and because other previously interested parties indicated they would not be submitting a proposal, the DOE decided to proceed directly to negotiations with MSG Varsity. It is noteworthy that MSG Varsity has been filming games on an individual, per game basis with the knowledge and consent of the PSAL for over a year. PSAL has had a positive experience working with MSG Varsity on those filmed games and believes they are a good partner for the DOE. Based on this information along with the financial commitments MSG Varsity is providing the PSAL (see below), the three member evaluation committee consisting of representatives from PSAL, and the Office of School Support Services (OSSS) determined that it was in the Department's best interests to move forward and award broadcasting rights to MSG Varsity.

MSG Varsity has agreed to provide the following annual guarantees to the DOE:

<u>Contract Year</u>	<u>Rights/ Licensing Fee</u>	<u>Additional Contribution</u>	<u>Total DOE Revenue</u>
Year 1 (2011-2012)	\$100,000	\$275,000	\$375,000
Year 2 (2012-2013)	\$100,000	\$275,000	\$375,000
Year 3 (2013-2014, if applicable)	\$100,000	\$300,000	\$400,000
Year 4 (2014-2015, if applicable)	\$100,000	\$350,000	\$450,000
Year 5 (2015-2016, if applicable)	\$100,000	\$400,000	\$500,000

MSG Varsity, a division of Cablevision, is a television network dedicated to showcasing high school sports in the tri-state region. Through this partnership, the company will film a variety of girls and boys PSAL events and will distribute/display that content on live or taped delayed television, online, and/or on their interactive video on-demand channel

accessible to all Cablevision customers. In addition to athletic competitions, MSG Varsity will also be filming human interest stories with players and coaches, cheerleading, and relevant, non-athletic events (academic competitions) to highlight non-sports school activity in a positive light.

Since there were no other proposers, and since the revenues will far exceed the per-game fees collected in the past, the DOE believes that the revenues negotiated for this agreement are fair and reasonable. PSAL has contracted on an individual game basis with MSG Varsity in the past and has found them to be a satisfactory vendor.

MSG Varsity will be required to submit updated VENDEX forms and a background check will be conducted by DCP's Vendor Research and Price Analysis Unit. Any matters of concern will be brought to the Panel's attention prior to execution of this contract.

Item: 5

Description:

Correction to this previously approved item to add years 2 and 3 for the Insurance Carrier.

**AMENDED REQUEST FOR AUTHORIZATION TO UPDATE COSTS OF WILLIS OF NY, INC.
CONTRACT FOR PROVIDING INSURANCE SERVICES (VALICA™)**

Vendor Name & Address	Estimated Annual Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive	Contract Type
Willis of New York, Inc. One World Financial Center/200 Liberty Street New York, NY 10285	<u>Insurance Broker</u> Years 1-2: \$225,000; Years 3-5: \$250,000; Total: \$1,200,000	Tax Levy	6/30/11 -6/30/16	Three 1- year renewal options	Request for Proposals (RFP)	No	Requirements
Additional for Insurance Carrier (3 years)	Annual Premium: \$468,020 Estimated Annual Cash Collateral: \$9,750,000 <u>Year 1 Advance</u> \$10,218,020 <i>In addition, DOE pays on a quarterly basis for all losses incurred.</i>	W.R. Berkley Corp. 165 Mason Street Greenwich, CT 06830					
Additional for Third Party Administrator (1 year)	\$1,214,852	Sedgwick Claims Management Services, Inc. 2 Landmark Square – Suite 211 Stamford, CT 06901					

Service Requestor/Contract Manager	Division of Contracts & Purchasing
Eric Goldstein Chief Executive Officer Office of School Support Services	Sande Pisik Procurement Analyst Division of Contracts & Purchasing

STATEMENT OF PURPOSE

Authorization is requested to amend the above referenced contract with Willis of NY, Inc. Willis will provide insurance brokerage services pursuant to this five year contract which begins June 30, 2011. This amendment reflects the actual cost of insurance premiums payable to the insurance carrier and the Third Party Administrator (TPA). The estimated initial cost for FY'12 is \$11,432,872. Additional collateral is added each year and quarterly as losses are incurred (with a 19% refundable markup). TPA services are as finalized through a Managed Competitive Solicitation process conducted by Willis. The remainder of the five year contract (FY'15-FY'16) will be amended at a later date after a new Managed Competitive Solicitation conducted by Willis and approved by the DOE to obtain price quotes for those years for an insurance carrier and a TPA.

DISCUSSION

An Agreement was entered into with the Willis Group in 2011 as a result of a competitive solicitation to provide insurance consulting services for school buses that transport students to and from schools and other destinations throughout New York City and the surrounding counties. The services provided are insurance brokerage, consulting, claim management, claim adjustment, risk management, loss analysis, and accident investigation services. In conformance with their contract, Willis conducts periodic Managed Competitive Solicitation processes to acquire an insurance carrier and a TPA.

Pursuant to DOE policy, school buses must be insured at a minimum liability limit of five million dollars (\$5,000,000) per occurrence. Before the implementation of the Volume Automobile Liability Insurance Coverage and Administration ("VALICA™") Program in 2003, individual bus companies provided their own insurance. The VALICA™ program provides that the Department will purchase and pay for the first one million dollars (\$1,000,000) of liability per occurrence. The contracted school bus vendors provide coverage above this amount to \$5,000,000 per occurrence through supplemental or excess insurance. The VALICA™ Program has allowed the bus companies to take advantage of volume discounts, offsetting the extraordinary vehicle insurance increases both contractors and the DOE had experienced.

Under the VALICA™ Program, Willis acts as the DOE's broker and consultant and conducts periodic Managed Competitive Solicitations under DOE supervision to procure bus insurance policies and TPAs for claim management services. It is necessary to use a broker for this procurement, because New York State will only allow insurance policies to be marketed by a registered broker.

Prior Panel approval authorized \$1,200,000 for the cost of Willis consulting/brokerage services for the five years through June 30, 2016. This amended Request for Authorization is to capture the cost of the insurance premium, insurance claims collateral funds and costs for the TPA. We could not indicate these costs when the Willis contract was registered, because Willis had yet to conduct the periodic Managed Competitive Solicitation process, which occurs in the late spring of the year the insurance expires (June 30th).

Insurance Carrier

In conformance with their contract, Willis completed vendor outreach to encourage quotes for an insurance carrier for FY'12. In addition to an ad placed by the DOE in the City Record, Willis contacted 24 carriers who could handle high risk auto liability policies or who specialize in public entity and/or transportation risks. These were all companies with acceptable credit ratings of AM Best A-VIII or above. Willis also approached 4 managing general agencies ("MGAs") and 7 wholesalers, who have access to smaller niche markets. Willis discussed alternative program structures with these carriers, MGAs and wholesalers to encourage a wide range of quotes. Five companies submitted quotes (See attached Exhibit).

Willis recommended and the Office of Pupil Transportation ("OPT") agreed to retain W.R. Berkley Insurance Company. This recommendation is based on the following:

- They offered the lowest cost program
- Collateral requirements fund losses as they occur rather than upfront
- The Department's ability to recognize savings should the loss profile change
- They are rated A.M. Best rated A+ XIV

Berkley was also the only insurance carrier that agreed to offer a multi-year program. OPT determined the three year program option was the most cost effective, saving close to \$400K per year vis-à-vis the one year option.

The carrier has agreed to adjust collateral costs on a yearly basis based on the number of routes. For example, if the number of bus routes decreases by 5% in year 2, then the collateral will be reduced by the same percentage. This also holds true if the number of routes increases, though that is not OPT's intention.

One of the primary benefits of the Berkley approach is a greatly reduced initial payment for the collateral with further collateral payments by the DOE made quarterly as the insurer ascertains the actual incurred losses caused by school bus accidents. For FY'10, the insurance policy with Discover Re (the predecessor) required an up front cash payment of \$24,998,084 for the collateral plus a premium cost of \$342,790 for a total up-front payment of \$25,340,874.

Third Party Administrator

Eight Claim Administrators were invited directly by Willis and an advertisement was run in the City Record. Six responded. The RFP included a brief history of the DOE's operations and a 5 year claim summary. Participating vendors were required to respond to questions regarding claim service expectations, claims management, risk management information system capabilities and proposed fees. Although pricing was a factor, it was made clear that the DOE was looking to partner with an organization that offers innovative approaches that reduce our total cost of risk. Willis asked the vendors to supply quotes for both "Adjustable" and "Flat Rate Life of Claims Fees." Willis believes it is in the best interest of the DOE to use the "Flat Rate" fee.

Willis narrowed the field to the three strongest proposals: Sedgwick, Gallagher Bassett (incumbent), and Broadspire, all of which offered "Flat Rate" proposals.

Sedgwick distinguished themselves as the largest national third party administrator (with \$1.2 billion in annual revenue), and they were alone in taking the time to complete an analysis of the loss history provided and in offering specific mitigation techniques. Sedgwick's *Via One* claim system is one of the more sophisticated Risk Management Information Systems (RMIS) in the industry. Their "flat rate life of claim" quote of \$1,214,852 is only 3% (\$40K/year) higher than the lowest quote (from the incumbent Gallagher Bassett).

Sedgwick's experience, tenured adjusters and data analytics are expected to mitigate future loss claims. Sedgwick has a number of clients in the busing industry (both private and public entities) including:

- Los Angeles Unified School District
- Chicago Public Schools
- National Express Corporation
- Coach USA, Inc.
- Academy Bus Co.
- Chicago Transit Authority

Based on the responses, it is Willis's opinion that Sedgwick would be the best fit to enhance the program and should be selected as the new claims administrator.

For information purposes, the predecessor, Gallagher Bassett, Inc., will continue to handle the management of all claims that occur prior to June 30, 2011. Because, the predecessor contract was a flat fee arrangement, Willis informed the DOE that there should not be any additional costs to the DOE for any work by Gallagher Bassett, unless there is some extraordinary circumstance that Willis does not as yet foresee.

The competitive nature of the procurements, including the multiple responses received, indicates that the prices for Willis, the insurance carrier and the TPA are fair and reasonable. Both Berkley and Sedgwick will be required to submit updated VENDEX forms and a background check will be conducted by DCP's Vendor Research and Price Analysis Unit. Any matters of concern will be brought to the Panel's attention prior to execution of this contract.

Item: 6

Description:

Arts education services to advance teaching and learning in the four art forms: visual arts, music, dance and theatre.

REQUEST FOR AUTHORIZATION FOR ARTS EDUCATION SERVICES RA #9

Estimated Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$450,000/ \$2,250,000	Various	Five years	None	Multiple Task Award Contract (MTAC)	No	Requirements

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Paul King Executive Director, Office of Arts & Special Projects	Aldrina Hazell Procurement Analyst

Vendors' Name	Estimated Annual Contract Amount
Manhattan School of Music 120 Claremont Avenue New York, NY 10027	\$125,000
City Lore 72 East 1 st Street 2 nd floor New York, NY 10003	\$125,000
Fiji Theatre Company dba Ping Chong and Company 47 Great Jones Street - 6 th floor New York, NY 10012	\$100,000
Waterwell Productions 332 West 89 th Street #2 New York, NY 10024	\$100,000

STATEMENT OF PURPOSE

Authorization is requested to contract with the above-named vendors to provide services to students in the areas of music, visual arts, dance, theater and new media. These services will be provided at the discretion of each participating school. Eight previous RAs for 183 vendors providing arts education services have been approved.

DISCUSSION

DCP receives and distributes proposals for arts education services to any one of five standing committees (music, visual arts, dance, theater and new media) who evaluated and scored them. Each committee included a teacher, a principal and an assistant principal. All are knowledgeable about the *NYC Blueprint for the Arts*, have participated in developing and implementing quality arts programming and possess years of experience teaching in the New York City public schools. The providers included in this RA were recommended for contract award by the applicable committee.

The vendors' hourly rates were analyzed and compared with those in other contracts. Workshops consisting of instrumental, opera, orchestra, jazz, dance, visual arts, music, theater and new media instruction average \$2.50 to \$7.00 per student. These rates were found to be fair and reasonable based on comparison with rates charged by similar providers.

The estimated annual contract amounts for Manhattan School of Music and City Lore were based on a history of expenditures for their arts services. The estimated annual contract amounts for Ping Chong and Waterwell, who are new vendors, were based on the minimum amount for arts services requirements contracts.

Background investigations including VENDEX, the Excluded Parties List and the Uniform Commercial Code performed on these vendors found no significant adverse information. The vendors are therefore deemed responsible.

It is necessary to contract for personal services because the DOE does not possess the personnel 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 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: 7

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 SERVICES
(R0694) RA #3

Estimated Annual/Total Contract(s) Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$348,000 / \$1,740,000	Various, including Tax Levy & Reimbursable Funds	Five Years	None	Multiple Task Award Contract (MTAC)	No	Requirements

Vendor Names & Addresses	Annual / Total Contract Amount
New York University 665 Broadway, New York, NY 10012	\$50,000 / \$250,000
Human Services Evaluation and Development Associates (HSEDA) 35 Orange Street, Brooklyn, NY 11201	\$174,000 / \$870,000
MGT of America 2123 Centre Pointe Blvd., Tallahassee, FL 32308	\$50,000 / \$250,000
DAH Consulting, Inc. 99 Wall Street, New York, NY 10005	\$74,000 / \$370,000

Service Requestor/Contract Manager	Division of Contracts and Purchasing Contact
Kathryn Brohawn Director of Research and Evaluation Research & Policy Support Group	James E. Whitfield Procurement Contract Manager

STATEMENT OF PURPOSE

Authorization is requested to contract with New York University ("NYU"), Human Services Evaluation and Development Associates ("HSEDA"), MGT of America ("MGT"), and DAH Consulting, Inc. ("DAH") to provide system-wide program evaluation services.

DISCUSSION

This is the third 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 Department of External Research and Reporting's evaluation committee 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).

Eighteen proposals were submitted in response to this solicitation, of which 11 were selected for award under the first two requests for authorization and four are proposed here.

The costs of program evaluation services vary greatly and depend on the scale of the program being evaluated. The staffing rates of vendors for previously awarded contracts range from \$21 per hour for support staff to \$235 per hour for high-level evaluators.

Staffing rates for each of the proposed awardees' highest level evaluators are as follows:

Vendor	Position	Hourly Rate
NYU	Principal Investigator	\$158
HSEDA	Evaluation Director	\$100
MGT	Program Director	\$77
DAH	Senior Evaluator	\$83

The rates proposed by the awardees fall well within the range of rates charged by previously awarded vendors and are found to be fair and reasonable.

The estimated annual contract amounts for HSEDA and DAH were based on a history of expenditures for their evaluation services for the previous system-wide evaluations solicitation. NYU and MGT's estimated annual contract amounts were based on the estimated minimum amount for an evaluation services requirements contract of \$50,000.

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: 8

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 #3

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	No	Requirements

Service Requestor/Contract Manager	Division of Contracts and Purchasing Contact
Gregg Bethell Executive Director Division of School Support & Instruction	James E. Whitfield Procurement Contract Manager

Vendor Name & Address	Literacy for Life, Inc. 9960 Third Avenue Brooklyn, NY 11209	Awarded Components
		1

STATEMENT OF PURPOSE

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

DISCUSSION

This is the third award proposed for comprehensive professional development services for various literacy 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 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 22 proposing, 19 vendors are under contract for these services.

LFL charges \$1,700 for a six hour session that hosts up to 30 participants. The seminar offers Multi-Sensory Structured professional development for teacher "trainees" in understanding the nature and needs of struggling readers, such as students with biological and neurological learning disabilities. The fee includes in-classroom support (i.e. modeling, and observation) and after session conferencing with

teachers, individual written evaluations for teachers and principals, and assessment tools that measure student progress. Thus the rates proposed by LFL were found to be fair and reasonable.

The estimated annual contract amount is set at \$30,000 because LFL has not provided these services before.

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

A background check of LFL, 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: 9

Description:

Withdrawn

Item: 10

Description:

Free desktop computers, the opportunity to purchase discounted broadband service, access to educational software, family digital literacy training and tech support in the home for 5,160 students from low- income families at about 48 schools.

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH COMPUTERS FOR YOUTH
AS PART OF THE NYC CONNECTED FOUNDATIONS PROGRAM**

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
FY12-\$2,251,550 FY13-\$1,346,288 FY14-\$76,324 Total:\$3,674,162	U.S. National Tele-Communications and Information Administration – American Recovery Act (ARRA)	7/1/11 - 8/31/13	None	Vendor Named in Grant, Per Section 1-03 (b) of DOE Procurement Policy & Procedures	Yes	Full Value
Vendor Name & Address	Computers for Youth Foundation, Inc. 322 Eighth Avenue, Room 12A New York, NY 10001					

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Debbie Marcus Senior Director, Strategy and Sustainability Division of Academics, Performance and Support	Peter Frey Chief Administrator, Funded and Special Services Procurements

STATEMENT OF PURPOSE

Authorization is requested to contract with Computers for Youth Foundation, Inc. (CFY) as part of the NYC Connected Foundations Program. This program will provide about 5,160 students from low-income families at about 48 transfer schools with a blended learning (online/onsite) course designed to improve college and career readiness skills as well as free computers, the opportunity to purchase discounted broadband service, access to educational software, and family digital literacy training.. The program is intended to improve student academic achievement and stimulate broadband adoption in underserved communities by giving students access to on-line learning opportunities in the home and training families on the value of the internet in enabling college and career readiness.

DISCUSSION

In September 2010, New York City's Department of Information Technology and Telecommunications (DOITT) and the New York City's Department of Education (DOE) entered into a Memorandum of Understanding (MOU) to implement a grant awarded to DOITT by the US Department of Commerce. DOITT coordinated with the Division of Instructional and Information Technology (DIIT) in writing the City's proposal and after the award, DITT transferred management responsibilities to the Division of Academics, Performance and Support (DAPS). Funding is derived from ARRA and the grant is administered by U.S. Department of Commerce's National Telecommunications and Information Administration.

According to the MOU, the total grant amount to the DOE is \$5,729,684. CFY will provide the above described goods and services at a cost of \$3,674,162. The additional grant funds will go toward DOE personnel and fringe costs associated with the program's implementation.

CFY already provides similar services through the DOE's Connected Learning program for middle school students. Transfer schools provide services to students who are overage and under-credited and may have disengaged with school.

DOITT has received satisfactory service from this vendor providing similar services. DCP reviewed VENDEX, D&B, and other databases regarding the vendor's background and found no significant adverse information. The vendor has therefore been found to be responsible.

These services are being contracted because the DOE does not have sufficient qualified staff to perform these services and because the vendor's participation is specified in the grant.

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

Item: 11

Description:

Professional Development services in support of a Teaching American History grant for District 29.

**REQUEST FOR AUTHORIZATION FOR PROFESIONAL DEVELOPMENT IN TEACHING
AMERICAN HISTORY**

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Estimated Options Amount	Procurement Method	Is Contract Retroactive?	Contract Type
\$30,000 / \$90,000	USDOE	9/01/10-8/31/13	Two 1-Year Renewal Options	Year 1: \$30,000 Year 2: \$30,000 Total: \$60,000	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 86 th Street, Suite 9B New York, NY 10024						

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Gus Hatzidimitriou Project Director	Maxine Needle Director of Grants

STATEMENT OF PURPOSE

Authorization is requested to contract with Houck Educational Consultants to provide Professional Development services in support of a Teaching American History grant for District 29.

DISCUSSION

Houck Educational Consultants (HEC) will conduct evaluation services that will serve participants in Shaping US History, a program that targets teachers in middle and high schools from Community School Districts 24, 25, 26, 27, 28, 29, and 30. HEC will conduct classroom observations, focus groups, teacher surveys measuring the frequency of use of a variety of instructional strategies in the classroom, workshops, study groups, and pre- and post-program assessments in American history content knowledge for participating teachers. These evaluations will be conducted on-site at program activities and participants' schools.

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

This contract is retroactive because the reorganization of the former Division of Teaching and Learning delayed the assignment of some grant management roles and responsibilities.

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: 12

Description:

Extended school day services in support of the Extended School Day/School Violence Prevention Program grant for District 10.

REQUEST FOR AUTHORIZATION FOR EXTENDED SCHOOL DAY/SCHOOL VIOLENCE PREVENTION SERVICES

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Estimated Options Amount(s)	Procurement Method	Is Contract Retroactive?	Contract Type
\$87,647	NYSED	3/1/11-6/30/11	Two 1-Year Renewal Options	Year 1: \$87,647 Year 2: \$87,647 Total: \$175,294	Vendor Named in Grant, Per Section 1-03(b) of DOE Procurement Policy & Procedures	Yes	Full Value
Vendor Name & Address		Mosholu Montefiore Community Center 3450 DeKalb Avenue Bronx , NY 10467					

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Toby Reyes Senior Operations Analyst Office of School and Youth Development	Maxine Needle Director of Grants

STATEMENT OF PURPOSE

Authorization is requested to contract with Mosholu Montefiore Community Center to provide extended school day services in support of the Extended School Day/School Violence Prevention Program grant for District 10.

DISCUSSION

Mosholu Montefiore provided literacy, math, writing, science, arts and crafts, and gym instruction for 60 students in kindergarten through second grade who have been identified by guidance counselors as having a high risk to violence. These activities, which are aligned with the school's current units of study, were provided after school, from March 1, 2011 to June 17, 2011.

This contract is retroactive because the State did not release grant funding until March 2011. Accordingly, services for the program's first year (FY11), which were originally intended to be provided five days per week over the full school year, were consolidated to be delivered from March–June 2011. Renewal years 1 and 2 are each anticipated to be delivered over the course of a full school year.

The grantor's program is an Extended School Day/School Violence Prevention 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.

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 has thus been found to be responsible.

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