



65 Court Steet, 12th Floor  
Brooklyn, New York 11201

Client Services: 718-935-4444  
Vendor Hotline: 718-935-2300  
<http://schools.nyc.gov/DCP>

**Department of  
Education**

David N. Ross  
Executive Director  
Contracts and Purchasing

**Notice of Intent**

**The Department of Education (DOE), Division of Contracts and Purchasing, has been asked for approval to enter into a contract with the following organization(s) for the services described below. Other organizations interested in providing these services to the DOE in the future are invited to indicate their ability to do so in writing to Lisvett Jaen at 65 Court Street, 12<sup>th</sup> Floor, Brooklyn, New York 11201. Responses should be received no later than 5:00 P.M. on Thursday, August 18, 2016.**

**ITEM(S) FOR CONSIDERATION:**

**1. CBK Diversified, Inc. dba CBK Associates**

Approval is sought to contract with CBK Diversified, Inc. to provide a five-day Service in Schools Leadership Institute program for 32 high school students. Participation in the Service Leadership Institute program enable students to connect classroom content to real-world needs on school, local, national, and/or international levels. Participants develop essential literacy, numeracy, critical thinking, research, analytical, and communication skills as they expand their understanding of ethics, responsibilities, teamwork, and leadership.

Term: 4/22/16 – 5/31/16

Total Contract Cost Not-to-Exceed: \$30,400

