Panel for Educational Policy
Contract Agenda
September 19, 2013

Item: 1 **Description:** Contract extension for Oracle software licenses and maintenance.

Term: 2 years 2 months **Options:** None **Funding:** Capital & Tax Levy

Division: Div. of Instructional & Information Technology **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Oracle America Inc	$2,400,000

Item: 2 **Description:** Professional development services in the use of Framework for Teaching, the required rubric for teacher evaluations.

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

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

Vendor Name	Estimated Annual Amount
Danielson Group	$429,650

Item: 3 **Description:** A contract extension for maintenance of software for the Point-of-Sales (POS) system used in school cafeterias and the Mylunchmoney.com.

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

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

Vendor Name	Estimated Annual Amount
Heartland Payment Systems, Inc.	$212,189

Item: 4 **Description:** Professional development for School Leader and Executive Leadership Institute programs.

Term: 1 year **Options:** 2 one year options **Funding:** Tax Levy & City Council

Division: Division of Academics, Performance and Support **Contract Type:** Full Value

Vendor Name	Annual Amount
Council of Supervisors & Administrators	$1,620,000

Item: 5 **Description:** Tripod student surveys for the new teacher evaluation system.

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

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

Vendor Name	Estimated Annual Amount
Cambridge Education, LLC.	$5,500,000

Item: 6 **Description:** Summative assessments and related professional services for the administration of annual city-wide summer examinations in English Language Arts (ELA) and mathematics.

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

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

Vendor Name	Estimated Annual Amount
Questar Assessment, Inc	$1,810,077

Item: 7 WITHDRAWN

Item: 8 WITHDRAWN

Item: 9 **Description:** Special education related services for pre-school and school age children. (RA #2)

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

Division: Office of Special Education Initiatives **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Achieve Ability OT, LLC	$100,000
Adella Rosenberg dba Butterfly CDC	$100,000
Aim High Children's Services	$100,000
Aim High Speech and Occupational Therapy Services, PLLC	$100,000
Artistic Quality Therapy Associates	$100,000
Bilingual Speech Therapy, PC	$100,000
Chatty Child Speech Therapy, PLLC	$100,000
Children's Place Management	$100,000
City Sounds of New York	$100,000
CLaSS (Children's Language and Speech Services, LLC)	$100,000
Communicate Better	$100,000
Crown Heights PT, OT and SLP, PLLC (dba Milestones)	$100,000
Dynamic Solutions Pediatric Physical and Occupational Therapy, PLLC	$100,000
Elite Care Inc.	$100,000
Growing Minds Therapeutics	$100,000
Infinite Services Inc.	$100,000
Intergrated Treatment Services Inc	$100,000
Legendary Speech Pathology PLLC	$100,000
Lenox Rehabilitation PT & OT, PLLC	$100,000
Little Treasures-Petits Tresors,SLP & Psychology, PLLC	$100,000
Makes Sense! O.T, S.L.P, P.P.L.C	$100,000
Manhattan Occupational Therapy P.C.	$100,000
Mediscan, Inc.	$100,000
Midpoint Associated Practitioners, Inc.	$100,000
Miracle Care Inc	$100,000
New York Occupational Therapy (dba DRJK)	$100,000
Open Lines Speech and Communication PLLC	$100,000
Pediatric Early Development Services	$100,000
PiGi's World	$100,000
Playworks OT PT SLP PLLC	$100,000
Positive Beginnings, Inc	$100,000

Item: 9 **Description:** Special education related services for pre-school and school age children. (RA #2)

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

Division: Office of Special Education Initiatives **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Quality Care Early Childhood Center	$100,000
Quality Eval. & Psych., Occup., Phys. & Speech Therapy Consult'g Services, P	$100,000
Rehoboth Care Inc	$100,000
Run Jump Roll PT PLLC	$100,000
Sensory Street Pediatric Occupational Therapy, P.C	$100,000
SHC Services, Inc.	$100,000
Special Education Associates	$100,000
Therapy Pros, LLP	$100,000
THERAPY UNLIMITED PT, PLLC	$100,000
Wediko Children's Services, Inc.	$100,000
Yeled V' Yalda Early Childhood Center, Inc.	$100,000
Yvonne Tarzia Morano OTR/L	$100,000

Item: 10 **Description:** Removal, repair, replacement and installation of rolling doors, grills and shutters in schools and administrative buildings.

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

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

Vendor Name	Estimated Annual Amount
United Steel Products, Inc.	$1,276,800

Item: 11 **Description:** Repair and remediation of fuel oil systems in schools and administrative buildings.

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

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

Vendor Name	Estimated Annual Amount
Petroleum Tank Cleaners LTD	$1,863,338

Item: 12 **Description:** Additional funding for data management system changes to support NYCDOE enrollment processes and provide fair and equitable student enrollment opportunities.

Term: No Change **Options:** No Change **Funding:** Tax Levy

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

Vendor Name	Annual Amount
Vanguard Direct	$2,600,000

Item: 13 **Description:** Expanded Learning Time (ELT) for tutoring services citywide.

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

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

Vendor Name	Estimated Annual Amount
A Tree of Knowledge Educational Services, Inc.	$50,000
All About Kids Therapy, LLC	$50,000
Central Park Tutors	$50,000
Educate Online Learning, LLC	$80,000
Higher School Publishing Company	$50,000

Item: 13 **Description:** Expanded Learning Time (ELT) for tutoring services citywide.

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

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

Vendor Name	Estimated Annual Amount
Learning Through an Expanded Arts (LEAP)	$50,000
School Professional, Division of TemPositions, Inc	$60,000
Tutors on Wheels	$50,000

Item: 14 WITHDRAWN

Item: 15 **Description:** Conflict resolution and peer mediation services for students in MS 72 and August Martin High School in Queens.

Term: 1 year **Options:** None **Funding:** City Council

Division: Community School District 28 **Contract Type:** Full Value

Vendor Name	Annual Amount
Life Camp Inc.	$96,400

Item: 1

Description:

Contract extension for Oracle software licenses and maintenance.

REQUEST FOR AUTHORIZATION
FOR ORACLE SOFTWARE & MAINTENANCE

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
Capital Year 1: $1.7 Million Tax Levy Year 1: $700,000 Tax Levy Year 2: $700,000 Total: $3.1 Million	Capital / Tax Levy	7/01/13 - 8/31/15	None	City (DoITT) Contract, per DOE Procurement Policy & Procedures Section 3-11	Yes	Requirements

Vendor Name & Address	Oracle America, Inc. 500 Oracle Parkway Redwood Shores, CA 94065

Contract Manager / Lead Contracting Officer	Division of Contracts & Purchasing Contact
Janine Maisano Division of Instructional & Information Technology	James McBride Division of Contracts & Purchasing

PURPOSE

Authorization is requested to contract for licenses and maintenance of Oracle software products through a New York City Department of Information Technology and Telecommunications (DoITT) contract. DoITT has extended their Oracle Software contract for an additional 26 months.

DISCUSSION

Oracle software is used by the Division of Instructional and Information Technology (DIIT) for many applications and projects, including iLearn NYC, SESIS, CLR (Class List Reporting), Parent Identity, ARIS Local, and ARIS. Future applications for which Oracle will also be used include Location Web Services and Building Web Services, which are designed to query information for hundreds of DOE internal and external clients, and Meal Code Reporting, an application to collect and report on meal codes for reduced rate and free lunch programs. DIIT has also identified a need to expand the existing Oracle database deployment of the iLearnNYC project and to accommodate the expansion of the DOE Data Core.

Proper maintenance is imperative to keep Oracle software operational. Software maintenance provides bug fixes, updates, new versions, assistance, and troubleshooting when there are performance or functionality issues. The purchase price of a license includes only one year of maintenance after which Oracle and most vendors in the software industry charge an additional annual fee for maintenance and continued support. Going without this support would not be practical in that DOE would not receive the necessary bug fixes, updates, and other services.

The estimated contract amount is based on past software maintenance costs as well as anticipated new license costs.

The DOE purchases Oracle products and services through the New York City contract so as to share in the cost savings achieved by combining DOE's volume with that of other City agencies. Estimated DOE purchase volumes were included during the development of DoITT's procurement and the eventual contract award.

This contract is retroactive because the program office required an expansion of and changes to the funding plan.

DoITT negotiated a Citywide 2.85 percent increase over past maintenance prices, which compares well with Oracle's standard three percent increase. New licenses are priced at a 66 percent discount. Additionally, since original software and maintenance pricing was very competitive (varying by number of licenses purchased and time of purchase), the pricing has been determined to be fair and reasonable.

A review of the vendor's VENDEX, federal debarment records, the DOE's performance records found no significant adverse information. Oracle has been a successful contract holder for New York City for similar software in the past. Accordingly, Oracle has been determined to be a responsible vendor.

Item: 2

Description:

Professional development services in the use of Framework for Teaching, the required rubric for teacher evaluations.

REQUEST FOR AUTHORIZATION FOR DANIELSON GROUP PROFESSIONAL DEVELOPMENT

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$429,650 / $429,650	Tax Levy	Two Months	None	Negotiated Service	Yes	Requirements

Vendor Name & Address	The Danielson Group, LLC 12 Gordon Way Princeton, NJ 08540

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Andrea Kirsner Director of Operations Office of Teacher Effectiveness	Kirsten Busch Johnson Executive Director Office of Teacher Effectiveness	James McBride Chief Administrator Central Office Procurement

PURPOSE

Authorization is requested to contract with the Danielson Group for professional development in the use of the Danielson Framework for Teaching (FfT), a proprietary set of instruction components aligned to the Common Core.

DISCUSSION

New York State Education Law 3012-c, implemented in May of 2010, requires every school district in the State to establish an evaluation system that also fosters teachers' ongoing development and, earlier this year, the New York State Education (NYSED) Commissioner imposed an Annual Professional Performance Review (APPR) plan for New York City, which an arbitrator mandated must include Danielson Group's Framework for Teaching (FfT).

The DOE first introduced the FfT in citywide instructional expectations in 2011 and the FfT is one of 13 State-approved rubrics to meet the State's requirement for implementation of the evaluation system; it is also the only rubric endorsed by the UFT. The FfT delineates specific research-based expectations for teacher practices that are associated with improved student outcomes. Over the past two years, the Office of Teacher Effectiveness has partnered with multiple vendors, including the Danielson Group, to provide professional development on the FfT.

The FfT was also the underlying rubric used to support the Teacher Effectiveness Pilot, a program that engaged over 250 schools, more than 6,500 teachers, over 500 principals and assistant principals, and 12 network teams, between 2010 and 2013. The pilot showed that by using the FfT in coaching sessions and year-long professional development offerings, all key components of a teacher evaluation and development system that would meet State requirements could be achieved. School leaders' skills in core areas like observation and feedback were improved and they were able to use the FfT to develop a sharper picture of teachers' effectiveness and development areas. Results from the pilot show that a statistically significant relationship between individual teachers' FfT pilot ratings and student outcomes.

Charlotte Danielson, the author of the FfT, recruited, selected, and trained the Danielson Group's facilitators to represent her work and teach others to use FfT with a level of expertise with and fidelity to

FfT that no other vendor provides. Without time to perform a full procurement, the Office of Teacher Effectiveness determined that the Danielson Group was uniquely equipped to meet the expected scale of these services. The Danielson Group provided nine days of service, including 26 separate sessions with a total attendance of over 1,817 teachers. Participant surveys recorded satisfaction rates over 90 percent among participants.

This contract is retroactive because the NYSED mandated the DOE to provide training in FfT immediately.

The Danielson Group agreed to a lower daily all inclusive rate per consultant day when three or more consecutive days of training were scheduled. Thus the rate for one- and two-day trainings is $4,600 per consultant/per day and the three-day rate is $4,200 per consultant/per day. DG was asked to staff five locations with 120 participants at each location. Those 30 consultant days are covered by an existing Multiple Task Award Contract (MTAC) for professional development and are therefore not included in the calculation of dollars in this request. Also included in this request are five managing consultant days for this period of intensive training. These days also supported planning for the fall.

Event/Task	Costs
Consultant days scheduled in one- and two-day sequences	41 days x $4,600 per day= $188,600
Consultant days scheduled for three or more consecutive days	54 days x $4,200 per day = $226,800
Managing consultant days	5 days x $2,850 per day = $14,250
Total	$ 429,650

All components of the Danielson Group budget were developed in collaboration with the DOE. The budget was reviewed by the Senior Director of Design and the Deputy Executive Director in the Office of Teacher Effectiveness (OTE). Based on the fact that rates are the same or lower than their contract rates, and a review of prior work of a similar nature, which included in-person training staff, the rates were determined to be fair and reasonable.

The Division of Contracts and Purchasing has reviewed background records for the Danielson Group, including the Federal Debarment list, VENDEX, and its own files, and found no significant adverse information. Accordingly, DG has been determined to be responsible with respect to this contract.

Item: 3

Description:

A contract extension for maintenance of software for the Point-of-Sales (POS) system used in school cafeterias and the Mylunchmoney.com.

REQUEST FOR AUTHORIZATION TO EXTEND A CONTRACT WITH HEARTLAND PAYMENT SYSTEMS FOR SOFTWARE MAINTENANCE FOR THE OFFICE OF SCHOOL FOOD'S POS AND CONTINUING ITS ONLINE PAYMENT SYSTEMS

Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
Software: $117,089 URL Service - My Lunch Money: $95,100	Tax Levy	One Year	None	Negotiated Services	No	Requirements

Vendor Name & Address	Heartland Payment Systems, Inc. 90 Nassau Street, 2nd Floor Princeton, NJ 0854

Contract Manager	Lead Contracting Officer	Division of Contracts and Purchasing Contact
Lisa D'Amato Contract Manager Office of School Support Services	Janice Zapinsky Administrator Office of School Support Services	Linda Rodriguez Procurement Analyst

PURPOSE

Authorization is requested to extend a contract with Heartland Payment Systems (formerly "School Link") for maintenance of software for the current Point-of-Sales (POS) system used in over 360 school cafeterias, and the Mylunchmoney.com (MLM) Internet payment system.

DISCUSSION

A Request for Proposals (RFP) was issued in July 2003 to modernize cafeteria payment methods through the installation of POS terminals in school cafeterias. A five-year contract containing software maintenance and payment system components was awarded to School Link with an expiration date of August 2009. The original contract, which included both software and the Internet-based MLM payment system, was extended through August 2010. The software maintenance contract was further extended for three years through August 31, 2013. A contract for the corresponding Internet-based MLM payment system was extended for two years until August 31, 2012 and subsequently through August 2013. This request is for an additional one-year extension for both the software maintenance and the MLM payment system until August 31, 2014.

The current POS system automatically records student participation in the breakfast and lunch program, determining eligibility at the point of service for free, reduced-priced, and fully paid meals. The system also reduces cash handling on cafeteria lines by diverting cash payments to kiosks and to MLM.

The MLM payment system allows parents to fund their children's school meal accounts on line. Heartland is the only vendor capable of providing maintenance services on their software and MLM is the only online payment service that is capable of integrating with the SchoolLink/Heartland licenses for each of the 363 cafeteria sites. As such, the contract extension was approved for continuity of services by the Committee on Contracts on August 16, 2013 as a Negotiated Service.

The Office of School Food is currently evaluating proposals submitted in response to an RFP that seeks a successor to these existing systems.

Heartland has agreed to continue charging the contracted rate of $26.88 per license per month for the one-year extension, which is the rate that was negotiated following a competitive procurement in 2003. The anticipated total 12-month cost for software maintenance is therefore $117,089.

Heartland has also agreed to continue to charge the DOE at the original contracted rates of two percent per transaction. Using average monthly transactions of $100,000, the average monthly fee is anticipated to be $2,000. As provided in the original contract, Heartland will charge $1.00 per transaction to parents, who pay the fee directly. Based on historical data, the anticipated the cost to extend the MLM Internet-based payment system is as follows:

Monthly Charges ($2,000 X 12 months)	$24,000
Parent Transactions (not paid by DOE)	$71,100 (annual average)
Total Cost for Payment System	**$95,100**

Since prices for this extension will remain the same as those under the original contract, which was competitively solicited, pricing has been determined to be fair and reasonable.

A review of Heartland's VENDEX, the Federal Debarment List, and Vendor Compliance Investigation Performance (VCIP) report revealed no significant adverse information. Heartland has, therefore, been determined to be responsible.

Item: 4

Description:

Professional development for School Leader and Executive Leadership Institute programs.

REQUEST FOR AUTHORIZATION FOR PROFESSIONAL DEVELOPMENT FOR SCHOOL LEADERS AND EXECUTIVE LEADERSHIP INSTITUTE

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Procurement Method	Is Contract Retroactive?	Contract Type
$1,620,000 / $4,860,000	Tax Levy/ City Council	One Year (7/1/13 - 6/30/14) Plus Two 1-Year Renewal Options	Negotiated Services	Yes	Full Value

Vendor Name & Address	Council of Supervisors and Administrators 16 Court Street, 4th Floor Brooklyn, NY 11241

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Maria Esponda Executive Director – Leadership Programs & Development Division of Academics, Performance and Support (DAPS)	Rachel Feinberg Chief Operating Officer Division of Academics, Performance and Support (DAPS)	Angela Edwards Director Central Office Procurement

PURPOSE

Authorization is requested to contract with the Council of Supervisors and Administrators (CSA) to provide professional development for the School Leaders program at an annual amount not to exceed $1,320,000, and for the Executive Leadership Institute (ELI) program at an annual amount not to exceed $300,000. The former will be funded by the DOE while the latter will be funded by City Council allocations.

DISCUSSION

The CSA is the collective bargaining unit for 6,000 principals, assistant principals, supervisors, and education administrators who work in the New York City public schools and 200 directors and assistant directors who work in city-subsidized Centers for Early Childhood Education (ECE). The CSA also provides professional development for its members through the Executive Leadership Institute, a non-profit branch of the union and the professional development arm of the CSA. ELI, funded from the CSA's labor agreement with the DOE and the City Council, will administer the professional development for the School Leaders program. CSA has been working with schools in New York City as well as districts across the country since 1968.

The School Leaders Program addresses New York City's critical and growing shortage of school leaders prepared to lead high-needs schools and improve student achievement. The CSA will provide professional development for school leaders at its five Educational Leadership Centers, each of which provides a collegial place to engage school leaders in cutting-edge activities specifically designed to meet both individual and group needs. Activities are designed and led by exemplary retired principals and include seminars, workshops, networking opportunities, research and study groups, on- and off-site individual consultation, and opportunities for technical support. Training includes online materials and other resources to help new assistant principals in their current work and prepare them for advancement to the position of principal.

The CSA will also provide confidential mentoring/coaching for approximately 120 newly assigned and first-year assistant principals, as well as participants in the 2013-14 School Based Intermediate Supervisors Institute (SBISI) seminars through the Supervisory Support Program, a professional development program provided through the union's contract. The mentor/coaches have received extensive training and will continue to receive additional support and training throughout the year. The mentoring program is anchored by a select group of retired principals and assistant principals, each with a distinguished career in the New York City public school system.

Services under this contract will directly benefit DOE principals, assistant principals and other administrators. The goal is to strengthen principal preparation programs through professional development and principal intensive trainings. Services will be provided by the CSA with ELI providing a full range of single-topic workshops to support the needs of all CSA members.

The CSA will be required to submit an annual work plan and corresponding budget prior to the start of services in each renewal year to ensure compliance with program requirements. The work plan and budget will be subject to review and approval by the Division of Academics, Performance and Support (DAPS). The DOE has sole discretion to renew this contract each year and renewal will be contingent on future City Council allocations.

The Committee on Contracts approved this negotiated services contract on September 13, 2013, based on its inclusion in the DOE's labor agreement with the CSA. A Memorandum of Agreement with the CSA requires the DOE to fund training for CSA members. Further, the City Council has named the CSA as the official vendor to provide training and has allocated a budget of $300,000 for the ELI.

A contract for personal services is necessary because such services are required by labor agreement and the City Council specifically named CSA and its services.

DCP's Cost Price Analysis unit reviewed CSA's prices and in light of the static total cost, has determined that the associated costs of the program were in line with the previous contract and is fairly presented in all areas.

The Division of Academics, Performance and Support confirmed that CSA performed satisfactorily under the prior contract for similar services. DCP reviewed its own procurement and performance review files, VENDEX files, and public records and found no significant adverse information. Therefore, CSA is determined to be responsible with respect to this work.

Item: 5

Description:

Tripod student surveys for the new teacher evaluation system.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH CAMBRIDGE EDUCATION TO ADMINSTER TRIPOD STUDENT SURVEY ASSESSMENT PROGRAM

Contract Amount	Funding Source	Contract Term	Procurement Method	Is Contract Retroactive?	Contract Type
$5,526,319	Tax Levy	One Year (9/1/13 - 8/31/14)	Negotiated Services (DOE Procurement Policy and Procedures - Section 3-08)	No	Requirements

Vendor Name & Address	Cambridge Education LLC 400 Blue Hill Drive, Suite 100, North Lobby Westwood, MA 02090

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Anne-Marie Hoxie Executive Director Office of Research and Data	Joanna Cannon Chief Strategic Officer Division of Talent, Labor, and Innovation	Angela Edwards Director Central Office Procurement

PURPOSE

Authorization is requested to contract with the Cambridge Education LLC (Cambridge) to administer Tripod[SM] Student Surveys for the DOE's new teacher evaluation system. Tripod survey assessments are delivered through a partnership between Cambridge and Dr. Ronald F. Ferguson, the project's founder. Cambridge will subcontract the print logistics to Apperson Survey and Assessment Services.

DISCUSSION

The DOE is using multiple measures of effective teaching to improve the quality of its teacher evaluation system. As stipulated by NYSED Commissioner King's recent decision, Tripod student surveys will be one of these measures. Cambridge's past work and experience in the design and delivery of high-quality, large-scale survey assessment initiatives positions the organization to support key objectives for the DOE in the 2013-14 school year.

Developed and refined over the past ten years, the Tripod survey assessment program comprises classroom-level, survey-based analysis and reporting system. Tripod analysis and reporting provides insights for enhancing teaching effectiveness and improving student performance.

Cambridge is the only organization that can offer the Tripod student survey. After a decade of research and development by Dr. Ferguson, the Bill & Melinda Gates Foundation's Measures of Effective Teaching (MET) Project has produced independent evidence that student responses on Tripod surveys are reliable and valid. In particular, and relevant to teacher evaluation systems, scores computed based on Tripod's 7Cs[SM] framework were found to be predictive of student achievement gains. Survey results are reported at the classroom level (i.e., results for individual teachers), as well as at the school and district levels and can help improve teaching and learning by focusing priorities and tracking progress.

Implementing a large-scale, high-quality data collection process, especially one concerning student perceptions surveys, requires significant planning and consideration and a strong team. Delivery of a

high-stakes, system-wide administration of Tripod surveys requires an experienced team, supported by a collaborative approach that facilitates knowledge transfer and capacity building, thus allowing the DOE to present high-quality data to every grade 3-12 teacher, with detailed feedback on teaching practices.

As part of this project, Cambridge will deliver:

- More than 2.5 million paper-based surveys, organized in class-packs for over 93,000 classrooms, to schools;
- Translated surveys in up to 10 languages that will be printed and mailed to relevant school buildings;
- Data collection, analysis and reporting to teachers, principals, and district personnel;
- Training and support for DOE stakeholders and helpdesk personnel on administration and use of Tripod survey data;
- Communication support for stakeholders;
- Tripod IP design, development, and continuous enhancement;
- Project management of the entire Tripod survey assessment process, providing end-to-end support;
- Support from a team with significant experience working with union leadership and teachers as well as school and district-level leadership;
- State-of-the art secure assessment protocols to ensure valid results;
- Access to a rich, national database of results to be used to establish statistical norms;
- Dr. Ronald F. Ferguson's supervision of all research and analysis, as well as that of other nationally recognized researchers; and
- Reporting formats that present data to educators with valuable content related to Tripod's 7Cs framework.

The Committee on Contracts approved this negotiated service on September 13, 2013 based on the requirements issued by Commissioner King's Decision and its Determination and Order for the DOE's new teacher evaluation and development system.

The Division of Contacts and Purchasing (DCP) conducted a comprehensive review of recent Cambridge customers who purchased Tripod surveys for their teacher evaluation system, but comparable price analysis could not be confirmed either on a per student or school basis as each district's needs were unique and price components differed. DCP was able to perform a comparable price analysis for the portion of Cambridge's work that represents the costs of administering the survey. For this, DCP reached out to other vendors and Cambridge's price falls with the range of prices proposed.

Cambridge's original bid on the contract was for $9 million. After discussions with program staff and clarifications, Cambridge lowered its pricing to $5,950,000. Additional negotiations led to a further seven percent reduction in its proposed contract price, to $5,526,319. The contract savings of $423,681 come out of the costs of the licensing fee for the survey, the costs of the survey administration, and in Cambridge's profit. Based upon the negotiated nature of this contract, Cambridge's price concessions and our review of the survey's administrative expenses, labor rates, and hours allocated per each staff member, the pricing on Cambridge's contract has been determined to be fair and reasonable.

DCP performed a comprehensive background check, including review of its own procurement and performance review files, VENDEX files, and public records. No significant adverse information was revealed for Cambridge or its subcontractors. Further, Cambridge has performed satisfactorily on prior DOE contracts. Therefore, the vendor has been determined to be responsible.

Item: 6

Description:

Summative assessments and related professional services for the administration of annual city-wide summer examinations in English Language Arts (ELA) and mathematics.

REQUEST FOR AUTHORIZATION TO PROVIDE ENGLISH LANGUAGE ARTS AND MATHEMATICS SUMMER ASSESSMENT SERVICES - R0975

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Estimated Annual / Total Option Amounts	Procurement Method	Is Contract Retroactive?	Contract Type
Year 1: $1,810,077 Year 2: $1,192,035 Year 3: $809,344 Total: $3,811,456	Tax Levy	Three Years	Two 1-Year Options to Extend	$809,344 / $1,618,688	Request for Proposals (RFP)	No	Requirements

Vendor Name & Address	Questar Assessments, Inc. 4 Hardscrabble Heights, P.O. Box 382 Brewster, NY 10509

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Bonnie Bogdanski Product Manager, Assessments Division of Academics, Performance and Support (DAPS)	Rachel Feinberg Chief Operating Officer Division of Academics, Performance and Support (DAPS)	Paul Simms Procurement Analyst Central Office Procurement

PURPOSE

Authorization is requested to contract with Questar Assessment, Inc. (Questar) to provide summative assessments and related professional services for the administration of annual citywide summer examinations in English Language Arts (ELA) and mathematics.

DISCUSSION

Students in grades 3 through 8 must achieve basic proficiency (Level 2) in both English Language Arts and mathematics before promotion to the next grade. Those who do not meet the promotion criteria in June are encouraged to attend summer school. Students are subsequently tested through the DOE's summer school assessment program and the results are reported to schools and parents as scale scores and performance levels. These metrics are used to determine students' eligibility for promotion. Over the past few years, summer school has provided approximately 75,000 students with additional instructional support.

Beginning in school year 2012-13, NYS tests have been aligned to the Common Core State Standards (CCSS) and, in 2014-15, NYS will introduce Partnership for Assessment of Readiness for College and Careers (PARCC) assessments. As CCSS is integrated into the curriculum, the DOE will support educators in aligning instruction with CCSS through the existing summer school assessment program, which was established for all schools in 2003 and provides summative assessments and instructional resources in ELA and mathematics.

The assessments provided under the current program are not fully CCSS-aligned; new assessments will therefore need to be developed in time for the SY 2013-14 summer school program. A contract for these assessments and related professional services is necessary because the DOE does not have the resources and expertise to meet the program's objectives.

An RFP was the preferred method of procurement because of the need to weigh the assessments services offered qualitatively.

The RFP was advertised in the City Record and on the DOE web site. Assessment technology service providers on the DOE bidders list were also notified via e-mail. Four proposals were received.

A response from Nikem Educational Consulting (NEC) did not meet the RFP's minimum requirements and did not include a proposal for providing all the required services. NEC was notified in writing that their proposal was not responsive; no protest was received.

The evaluation committee reviewed the other three proposals. The committee included the product manager for the summer assessment program, who has expertise in assessment operations; the current program director for the periodic assessments program, who has expertise in assessment content development/alignment; a test design and development expert with extensive experience as a reviewer of research proposals for the DOE's Institutional Review Board; a test design and development expert with extensive experience in mathematics content development and DOE assessment operations; and a former instructor experienced in psychometrics and national assessment standards. The evaluation criteria consisted of program plan, organizational capacity, price, and demonstrated effectiveness, each weighted at 25 percent.

Of the four proposals received, the committee determined that only Questar and CTB proposed assessments that could meet all of the RFP's requirements. While the Riverside Publishing Company's initial price was the lowest, the committee found that they did not provide sufficient evidence that they are conversant with the Common Core to the degree required and that they lacked capacity to meet the required 24-hour turnaround time for test scoring. The committee felt that the psychometric components of Questar's program plan fit the DOE's program goals. Questar also presented a strong plan for the item writer development and the lowest price. Thus the committee selected Questar.

Questar will provide customized assessments that are free of religious, racial, ethnic, and gender bias, in both ELA and mathematics. Assessments will include a requisite number of CCSS-aligned items based on utilizing unique test forms each year, and with minimal overlap or repeat item usage. The assessments will be grade- and age-appropriate, drawing upon skills that can reasonably be assumed to have been mastered by students during the academic year.

The estimated contract amount of $3,811,456 was derived by using Questar's unit prices, based on the premise that the vendor will conduct the requisite field testing in the first year of the contract, and that such field testing will occur entirely outside of New York City and therefore not involve NYCDOE students.

The contract term will be three years, commencing on or about October 1, 2013, with two options to extend for one year each. Pricing for each annual extension period will be based on unit prices for year three of the base contract period.

Questar's pricing is 28 percent less than CTB's and negotiations resulted in a savings of $57,000. Questar's price per assessment is $7.87 ($3,754,661 for 477,000 test forms). Based on the assumption that each student will take two assessments (one Math and one ELA), this produces an average per-student price of $15.74. The DOE's current Gifted and Talented Assessment contract provides similar services at a rate of $45.50 per student, so Questar's pricing is over 60 percent lower and their pricing has been determined to be fair and reasonable.

The Division of Contracts and Purchasing reviewed the City's VENDEX and VCIP Report for Questar and identified no significant adverse information. Therefore, the vendor has been determined to be responsible and to have the capacity to fulfill the terms of this contract.

The following table lists the initial and BAFO three-year prices for each proposal:

PROPOSAL / VENDOR	INITIAL PRICE	BAFO PRICE
Questar Assessment	**$3,824,900**	**$3,811,456**
CTB / McGraw-Hill	$4,023,727	$5,196,526*
The Riverside Publishing Company	$3,771,498	N/A
NCS Pearson	$6,746,153	N/A
Nikem Educational Consulting (NEC) – non-responsive	$5,362,950	N/A

*CTB's initially proposed field testing that would be conducted in NYC at no cost to the DOE. However, the DOE prefers that field testing not involve DOE students or DOE administrative resources, but rather be conducted elsewhere in a manner that can be psychometrically validated as representative of the diversity of NYC students. Accordingly, CTB's BAFO indicated a higher cost for field testing that would occur completely outside of NYC.

Item: 7

Description:

WITHDRAWN

Item: 8

Description:

WITHDRAWN

Item: 9

Description:

Special education related services for pre-school and school age children. (RA #2)

REQUEST FOR AUTHORIZATION TO PROVIDE RELATED SERVICES FOR SPECIAL NEEDS STUDENTS - RFB B2298 RA #2

Estimated Annual / Total Contracts Amount	Funding Source	Contract Term	Options	Annual / Total Option Amounts	Procurement Method	Is Contract Retroactive?	Contract Type
$4,300,000 / $8,600,000	Tax Levy / Reimbursable	About Two Years, Ending August 31, 2015	Two 1-Year Options to Renew	$4,300,000 / $8,600,000	Request for Bids (RFB)	No	Requirements

Vendor Names	See below.

Contract Manager / Lead Contracting Officer	Division of Contracts and Purchasing Contact
Michael Van Biema Executive Director Office of Related Services	Peter Frey Chief Administrator

PURPOSE

Authorization is requested to contract with the vendors named below to provide Related Services to students with special needs. These services are for preschool (ages 3-5) and school-age (ages 5-21) students pursuant to an approved Individualized Education Program (IEP), the Committees on Preschool Special Education, or the Committees on Special Education. These contracts will supplement those awarded under RFP R0927 and are in addition to those awarded under RFB B2298.

DISCUSSION

The DOE is mandated by federal and state law, as well as by judgments in the federal court case of *Jose P. v. Sobol,* to evaluate students and to provide special education related services where indicated, including monolingual or bilingual related services. In cases where the DOE is unable to meet this mandate with in-house staff, contracted service providers are used. If contracted providers are not available, then parents may obtain the services from any provider via Related Service Authorization (for school-age students) or Independent Provider Agreements (for pre-school students), hereinafter "RSAs." This Request for Authorization (RA) seeks approval for additional contracted providers.

The Related Services to be provided pursuant to contracts awarded via this RFB are as follows:

- Counseling (English, Spanish, and other languages)
- Hearing Education Services (English, Spanish, and other languages)
- Vision Services (English only)
- Occupational Therapy (English only)
- Physical Therapy (English only)
- Speech Therapy (English, Spanish, and other languages)

A previous procurement for these services, RFP R0927, designated vendors as Primary, Secondary, or Tertiary, the latter an additional class of vendors that was not included in previous procurements. The goal of the Additional Tertiary class under this RFB is to expand coverage by encouraging current RSA vendors to become contracted vendors, thereby enabling the DOE to serve students faster, more equitably, and at lower cost. RFP R0927 was successful in expanding coverage and reducing the

volume of RSAs as anticipated. However, the Office of Related Services (ORS) has determined that critical shortage areas remain in some pre-school and school-age districts and disciplines, as evidenced by RSA issuance and utilization patterns. As a result, this procurement is intended to more fully meet the DOE's needs.

This new Tertiary tier is expected to further reduce reliance on the time-consuming and inefficient RSA process, which is intended as a last resort. These additionally contracted providers will help speed the delivery of services to students, and reduces burdens on both parents and DOE staff.

All of the operational requirements of the aforementioned RFP are incorporated in this RFB. Only properly licensed service providers may be used by the contracted vendors, and the RFB includes the same requirements with respect to individual providers' background checks, insurance requirements, and Medicaid reporting. The DOE did not consider bids where a vendor already had a contract under RFP R0927 for that discipline.

All responsive, responsible vendors bidding below the RSA rate were awarded contracts and vendors will be assigned work in accordance with the same terms of the RFP. This group of Additional Tertiary vendors will only receive work after the vendors awarded contracts under RFP R0927 have been approached and failed to meet the need for services in the manner and time frame defined by the contract. The Additional Tertiary vendors may be approached as a group or in ascending price order. The lowest priced vendor who responds within the time frame established by the local Responsibility Center will receive the assignment.

This is the second RA under this solicitation. Due to the large number of bids submitted in response to this solicitation, multiple RAs ensure that bids from as many responsible, responsive vendors as possible could be awarded in full. A third RA is expected.

To date, 14 vendors were found non-responsive because they bid prices above the RSA rate, failed to submit a paper pricing form, or failed to provide adequate clarity in what was actually being bid. Twenty-four bids were found to be partially non-responsive as they did not have sufficient service providers for all items they bid upon; these vendors were awarded some but not all items they bid upon.

Contracts for these services are required because the DOE does not have possess the staff and resources to provide them.

A background check of each vendor was completed by reviewing VENDEX questionnaires, the Mayor's Office of Contract Services (MOCS) Advice of Cautions database, and DCP's internal database. No significant adverse information was revealed.

Incumbent vendors have provided satisfactory service. New vendors provided evidence of adequate service providers and references. As such and in combination with the background checks, the vendors listed below have been determined to be responsible.

A price analysis performed by DCP determined that the prices for the awardees listed here are in the range of awards under RFP R0927, and are therefore fair and reasonable.

The estimated dollar amount of the awards under this RFB is the same used for the Tertiary vendors awarded for these services under RFP R0927. This amount assures the vendors comply with VENDEX filing and Office of Equal Opportunity requirements. Firm estimates are not available because there are no predecessor contracts and because these vendors will not be utilized until up to three other vendors have the opportunity to provide the services.

The awarded vendors are listed in the following table:

Tertiary Vendors	Full (F) or Partial (P) Award	Estimated Annual Contract Amt.	2-Yr. Estimated Contract Amt.
Achieve Ability OT, LLC	P	$100,000	$200,000
Adella Rosenberg dba Butterfly CDC	A	$100,000	$200,000
Aim High Children's Services	P	$100,000	$200,000
Aim High Speech and Occupational Therapy Services, PLLC	P	$100,000	$200,000
Artistic Quality Therapy Associates	A	$100,000	$200,000
Bilingual Speech Therapy, PC	P	$100,000	$200,000
Chatty Child Speech Therapy, PLLC	P	$100,000	$200,000
Children's Place Management	P	$100,000	$200,000
City Sounds of New York	A	$100,000	$200,000
CLaSS (Children's Language and Speech Services, LLC)	P	$100,000	$200,000
Communicate Better	A	$100,000	$200,000
Crown Heights PT, OT and SLP, PLLC (dba Milestones)	A	$100,000	$200,000
Dynamic Solutions Pediatric Physical and Occupational Therapy, PLLC	P	$100,000	$200,000
Elite Care Inc.	A	$100,000	$200,000
Growing Minds Therapeutics	A	$100,000	$200,000
Infinite Services Inc.	P	$100,000	$200,000
Integrated Treatment Services Inc	A	$100,000	$200,000
Legendary Speech Pathology PLLC	P	$100,000	$200,000
Lenox Rehabilitation PT & OT, PLLC	P	$100,000	$200,000
Little Treasures-Petits Tresors,SLP & Psychology, PLLC	P	$100,000	$200,000
Makes Sense! O.T, S.L.P, P.P.L.C	P	$100,000	$200,000
Manhattan Occupational Therapy P.C.	P	$100,000	$200,000
Mediscan, Inc.	A	$100,000	$200,000
Midpoint Associated Practitioners, Inc.	P	$100,000	$200,000
Miracle Care Inc	A	$100,000	$200,000
New York Occupational Therapy (dba DRJK)	P	$100,000	$200,000
Open Lines Speech and Communication PLLC	P	$100,000	$200,000
Pediatric Early Development Services	A	$100,000	$200,000
PiGi's World	P	$100,000	$200,000
Playworks OT PT SLP PLLC	A	$100,000	$200,000
Positive Beginnings, Inc	A	$100,000	$200,000
Quality Care Speech Center, Inc.	A	$100,000	$200,000
Quality Eval. & Psych., Occup., Phys. & Speech Therapy	P	$100,000	$200,000
Rehoboth Care Inc	A	$100,000	$200,000
Run Jump Roll PT PLLC	A	$100,000	$200,000
Sensory Street Pediatric Occupational Therapy, P.C.	A	$100,000	$200,000
SHC Services, Inc.	P	$100,000	$200,000
Special Education Associates	P	$100,000	$200,000
Therapy Pros, LLP	A	$100,000	$200,000
THERAPY UNLIMITED PT, PLLC	P	$100,000	$200,000
Wediko Children's Services, Inc.	A	$100,000	$200,000
Yeled V' Yalda Early Childhood Center, Inc.	P	$100,000	$200,000
Yvonne Tarzia Morano OTR/L	P	$100,000	$200,000
Totals		**$4,300,000**	**$8,600,000**

Item: 10

Description:

Removal, repair, replacement and installation of rolling doors, grills and shutters in schools and administrative buildings.

REQUEST FOR AUTHORIZATION
ROLLING DOORS, COILING GRILLS - B2180

Annual / Total Contract Amount	Funding Source	Contract Term	Options	Estimated Option Amount(s)	Procurement Method	Is Contract Retroactive?	Contract Type
$1,276,800 / $6,384,000	Tax Levy	Five Years	One 270-Day Extension	$472,241	Request for Bids (RFB)	No	Requirements

Vendor Name & Address	United Steel Products, Inc. 33-40 127th Place Flushing, NY 11368

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

PURPOSE

Authorization is requested to contract with United Steel Products, Inc. for the removal, repair, replacement, and installation of rolling doors, grills, and shutters in schools and administrative buildings.

DISCUSSION

The work includes labor, material, and supervision necessary to repair or install rolling doors, rolling grills, and shutters. Estimated quantities are based on prior usage.

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

Astoria General Contracting and Mack Glassnauth Iron Works, the low and second low bidders for both aggregate classes, were determined to be non-responsible. A background check conducted by the Vendor Research and Price Analysis Unit (VRPA) found that Astoria General provided inaccurate and fraudulent certified payrolls and failed to pay prevailing wages. The background check on Mack Glassnauth Iron Works revealed a recent prevailing wage complaint filed with the New York City Comptroller's Office. Mack Glassnauth has failed to resolve the matter in a timely manner. Rejection letters were sent to both vendors and neither protested.

United Steel Products, the third low bidder for both aggregate classes, met all requirements of the bid and is therefore recommended for award. The Division of School Facilities (DSF) conducted a site visit, held a qualification meeting with the company, and determined that they have the organizational capacity to service both aggregate classes. A review of the vendor's financial statements did not reveal any risk associated with doing business with the company. VRPA conducted a background check and found no significant adverse information. As such, United Steel Products has been determined to be responsible.

United Steel Products has provided a voluntary price reduction (VPR), which resulted in a 27 percent reduction in its prices.

Prices on this contract are approximately 20 percent higher than those under previous contracts for similar services. Factors contributing to the increase are higher costs of materials and increases in prevailing wages. Based on the competitive nature of the procurement, these prices have been determined to be fair and reasonable.

B2180 – REQUIREMENTS CONTRACT FOR ROLLING DOORS, COILING GRILLS

Aggregate Class 1 – Bronx and Manhattan

Contractor Name	Annual Contract Value	After VPR	Total Contract Value / 5 Years
Astoria General Contracting Corp. (rejected)	$575,704		
Mack Glassnauth Iron Works Inc. (rejected)	$660,651		
United Steel Products, Inc.	**$876,450**	**$638,400**	**$3,192,000**
Strong Steel Door Corp.	$998,384		

Aggregate Class 2 – Brooklyn, Queens, and Staten Island

Contractor Name	Annual Contract Value	After VPR	Total Contract Value / 5 Years
Astoria General Contracting Corp. (rejected)	$575,704		
Mack Glassnauth Iron Works Inc. (rejected)	$660,651		
United Steel Products, Inc.	**$876,450**	**$638,400**	**$3,192,000**
Strong Steel Door Corp.	$998,384		

Item: 11

Description:

Repair and remediation of fuel oil systems in schools and administrative buildings.

REQUEST FOR AUTHORIZATION
FUEL OIL SYSTEMS - B2219

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Estimated Option Amount(s)	Procurement Method	Is Contract Retroactive?	Contract Type
$1,863,338 / $9,316,690	Tax Levy	Five Years	One 270-Day Extension	$1,378,360	Request for Bids (RFB)	No	Requirement

Vendor Name & Address	Petroleum Tank Cleaners Ltd. 236 Butler St. Brooklyn, NY 11217

Contract Manager / Lead Contracting Officer	Division of Contracts & Purchasing Contact
Volkert Braren Director, Program Management Division of School Facilities	Mai Mikhaeil Procurement Analyst

PURPOSE

Authorization is requested to contract with Petroleum Tank Cleaners for the repair and remediation of fuel oil systems in schools and administrative buildings.

DISCUSSION

This contract provides for the labor, material, and supervision required for testing and cleaning fuel oil tanks, clean-up and disposal of fuel oil spills, and rental and removal of temporary fuel tanks. Estimated quantities are based on prior usage.

A Request for Bids (RFB) was advertised in the City Record and on the DCP web site. The RFB included one citywide aggregate class. Three bids were received.

Petroleum Tank Cleaners, the low bidder, provided satisfactory service under previous contracts and DSF is confident the vendor will continue to provide satisfactory service. A review of Petroleum Tank Cleaners' financial statements did not reveal any risk associated with doing business with the company. The vendor Research and Price Analysis Unit conducted a background check and found no significant adverse information. As such, Petroleum Tank Cleaners has been determined to be responsible, and is recommended for award.

Prices on this contract are approximately 10 percent higher than under the previous contract for similar items, which was bid in 2005. Factors contributing to the increase are higher costs of materials and increases in prevailing wages. Based on the competitive nature of the procurement, these prices have been determined to be fair and reasonable.

REQUIREMENTS CONTRACT FOR FUEL OIL SYSTEMS – B2219

ONE CITYWIDE AGGREGATE CLASS

CONTRACTOR	ANNUAL CONTRACT VALUE	TOTAL CONTRACT VALUE / 5 YEARS	270-DAY EXTENSION	WITH 270-DAY EXTENSION
Petroleum Tank Cleaners, Ltd.	**$ 1,863,338**	**$9,316,690**	**$1,378,360**	**$10,695,050**
Riteway Tank Maintenance Corp.	$ 3,369,175			
The Franklin Company Contractors, Inc.	$10,231,270			

Item: 12

Description:

Additional funding for data management system changes to support NYCDOE enrollment processes and provide fair and equitable student enrollment opportunities.

REQUEST FOR AUTHORIZATION TO AMEND VANGUARD DIRECT'S CONTRACT TO PROVIDE TOOLS TO MANAGE ENROLLMENT PROCESSES

Contract Amount		Funding Source	Contract Term	Procurement Method	Is Amendment Retroactive?	Contract Type
Original:	$9,723,472	Tax Levy & Capital (This Change Tax Levy Only)		Amendment	No	Full Value
Modified Amount:	$15,289,033					
Two-year extension:	$3,713,374					
Fourth Amendment:	$2,600,000					
New Amended Total:	$21,602,407					

Vendor Name & Address	Vanguard Direct 519 8th Avenue, 23rd Floor New York, NY 10118

Contract Manager / Lead Contracting Officer	Division of Contacts & Purchasing Contact
Eduardo Contreras Chief Operating Officer Division of Portfolio Planning	James McBride Central Procurements

STATEMENT OF PURPOSE

Authorization is requested to amend a contract with Vanguard Direct, adding $2,600,000 to expand the Student Enrollment Management System (SEMS).

DISCUSSION

Originally procured by way of a RFP in 2008, this contract provides for the development and maintenance of a data management system and algorithm to help assign students to DOE school programs, along with various supports for the administration of DOE enrollment processes. The contract has two significant and distinct parts: (1) development, maintenance and operation of a computer system called the Student Enrollment Management System (SEMS) for the management of student enrollment processes, and (2) printing and distribution of student enrollment forms and retrieval of completed forms, as well as entering of application data and choice information into the system. The base contract was for five years plus two renewal options, each for two years. For years 2013-2014 and 2014-2015 a two-year renewal option has been exercised. While the contract provides for fixed prices for system development, maintenance, printing, shipping, and data entry services costs are billed based on usage.

Prior contract amendments totaling $5,565,561 added and changed a range functionalities. Specifically, the system was changed for 1) policy changes driven by the Community Education Council, parents and schools, 2) a helpdesk that handles questions and issues from (parents, schools) and 3) a pilot program for the Pre-Kindergarten program that is planned within the current RA. New changes are required to make SEMS a single integrated system covering all of schools' management needs; the original system did not cover all student enrollment processes. Its architecture was developed under the assumption that all enrollment processes would follow a centralized citywide process where students submitted a single application and received a single offer. Since its inception, however, the scope of the system has been significantly expanded to include students for whom enrollment processes did not exist in 2008. The system will be enhanced and altered

considerably in response to parent, school and CEC demands. The additional requirements are discussed below:

#	Category	Details	Total
1	**Kindergarten Enrollment Process**	A centralized Kindergarten admissions process was not considered in the original contract. This centralized process was piloted in Districts 1, 7, and 23 this past school year. As the process will now be administered city-wide, several improvements are required: **The Parent Site** infrastructure will be bolstered to manage the increased number of families accessing the site. This will include a new school search function to allow families access to a full range of information about the schools. **Field Office and P311 interfaces** will be built to improve customer service. Staff assisting families over-the-phone will be able to "ghost" the Parent Site and the system will allow schools to verify sibling information, language spoken for dual language programs, and addresses of zoned students. New features will enable schools to track waitlisted students and make offers accordingly. Non-zoned schools will have admissions priorities built into the system and special priority schools will be able to prioritize students according to published admission policies. **Central interface** staff management functions will provide for tracking history on the Parent Site and build in specific program and zone related changes as needed.	$800,000
2	**Charter School Application Integration**	Charter admission applications were not considered in the original contract. SEMS will be enhanced to bridge the Kindergarten online application with the Charter Common Application. A first and second phase will link both applications and incorporate data collection fields to gather data from families interested in charter schools. The final phase will fully integrate charter school options into the Kindergarten online application; families will be able to see and rank all district and charter choices.	$400,000
3	**Data Management Enhancements**	Enhancements are needed to improve accuracy for zoning, manual placements, match iterations, target configuration, ranking follow-up, as well as archive actions and history for case management. Most notably: A match report will help central staff quickly identify programs with remaining seats to maximize offers made to students. This report will also include unmatched applicants and applicants that matched to a lower choice on their application. A history tab will be redesigned. This is crucial in the case management of applicants where families, schools and advocates frequently request application history information to clarify various issues and concerns around a student's application.	$300,000
4	**User Switchboard and User Access Enhancements**	In order to create a sustainable system that can withstand yearly policy improvements and an increasing number of schools and students that participate in the process, the following upgrades are needed: **User Switchboard**: role management will be streamlined and reorganized to ensure proper access is given to schools that participate in multiple processes. The system will build in the ability to define and save enrollment process-based schemes and signal milestones for each process. The enhancements will allow school users and administrators to run actions in the system simultaneously without affecting the other. **User Access**: staff will be able to edit and upload letters and applications without having to go through the vendor. This enhancement will reduce two weeks of time built into each process for each application, RFT, or offer letter before these documents can be printed and released in the system. This will move up release dates considerably across all processes.	$250,000

5	**School Facing Feature Enhancements**	Several features will be enhanced across all of the enrollment processes to make the existing functionalities more user friendly: Batch printing will be incorporated across all processes and documents in SEMS, which include result letters, applications and requests for testing. This will enable schools to quickly provide families with the information they need without picking up or delivering hard copies. The Resource section in SEMS will be redesigned, making it easier for schools to navigate screens and download the resources including translated materials, user guides, process flyers, etc.	$200,000
6	**Pre-Kindergarten and Gifted & Talented Enrollment Processes**	Over-the-phone applications for Pre-Kindergarten admissions will be added this year, allowing families an additional access point. This process improvement will be supported with data entry functions for representatives taking applications. The Parent Site online application for Pre-Kindergarten and Gifted & Talented admissions will move to wizard style, making it easier for families to enter applications. Other enhancements identified for the Kindergarten process will be mirrored in the Pre-Kindergarten and G&T process to create more consistent functionalities that will help schools complete the action items needed to run the process.	$250,000
7	**Middle School Enrollment Process**	The original RFP envisioned a single, citywide middle school enrollment process that would be similar to the high school process that had been administered since 2004. In fact, the middle school process has many layers as it is not centralized. New districts adopt full choice every year, increasing the number of families submitting applications and the number of schools that need access to the system to prioritize and rank students In an effort to support these families and schools, enhancements will be incorporated to streamline the process. The response tab and the opt-out tab will be consolidated into one to make it faster for schools to enter in responses and free up seats accordingly, which is critical to the effectiveness of the process. Modifications will be made to the Main Round and New Schools Round to maximize seats and streamline the match iteration.	$200,000
8	**High School program de-screening.**	Policy improvements to increase access for students to screened and audition programs for both general education and students with disabilities resulted in a revised ranking protocol for schools that did not meet their match target.	$200,000
Total			**$ 2,600,000**

Pricing for the work has been determined fair and reasonable in that the unit prices (hourly rates) are the same as those in the base contract. A background check of Vanguard Direct, including VENDEX, the Federal Debarment list, and DCP's own records, revealed no significant adverse information. Additionally, the Policy and Vendor Performance unit has performed additional checks, and has also not found significant adverse information. Accordingly, the vendor has been determined to be responsible.

Item: 13

Description:

Expanded Learning Time (ELT) for tutoring services citywide.

REQUEST FOR AUTHORIZATION (RA#1) FOR EXPANDED LEARNING TIME STUDENT TUTORING SERVICES

Estimated Annual Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$440,000 / $2,200,000	Various (Tax Levy and Reimbursable)	Five Years	None	Multiple Task Award Contract (MTAC)	No	Requirement

Vendor Name and Address	See Table B below.

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

PURPOSE

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

DISCUSSION

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

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

Monitored by schools at which the programs run, ELT services must be provided on-site. Attendance sheets for each session, and pre- and post-assessments are required.

Proposals were distributed to evaluation committees that included instructional specialists, guidance counselors, grant managers, procurement analysts, and directors from the Office of Safety and Youth Development; Office of Innovation; Division of Academics, Performance and Support; and Division of Contracts and Purchasing. To ensure scoring consistency, a training session was conducted for all committee members in which they received an overview of the process and a scoring rubric. Proposals were scored based on program plan, organizational capacity, pricing, and demonstrated effectiveness, each for 25 points. Successful vendors were required to achieve a minimum score of 80 points.

To date, 41 proposals have been received and fifteen vendors were recommended for award by the committee. Eight vendors are named in this request and seven vendors are undergoing price negotiation and/or background checks. Additional vendors will be named in future Requests for Authorization.

Table A shows the proposed and negotiated hourly rates for each vendor. The negotiated hourly rates range from $60 to $96 for individual tutoring services and $80 to $241 for group tutoring services.

Negotiations resulted in an average cost savings of approximately 29 percent in program hourly rates to the DOE. The Vendor Cost Price Analysis (VCPA) unit determined the vendors' pricing to be fair and reasonable based on a comparison with hourly rates for like services by vendors recommended for award under this solicitation.

TABLE A		
Awarded Vendor	**Proposed Average Hourly Rate**	**Negotiated Average Hourly Rate**
Individual Tutoring		
All About Kids Therapy, LLC	$60	$60
Central Park Tutors	$115	$90
Tutors On Wheels	$100	$96
Group Tutoring		
All About Kids Therapy, LLC	$400	$230
Central Park Tutors	$540	$171
Educate Online Learning, LLC	$178	$159
Higher School Publishing Company DBA Higher School Instructional	$175	$142
Learning Through An Expanded Arts Program, Inc. (LEAP)	$300	$100
School Professionals Division of TemPositions, Inc	$294	$241
A Tree of Knowledge Educational Services, Inc. DBA # 1 in Learning	$489	$170
Tutors On Wheels	$80	$80

The estimated annual contract amounts were based on FY13 ELT expenditures. For vendors without prior ELT expenditures, the estimated annual contract amounts were set at $50,000. Background checks for all vendors listed in this request, including VENDEX, the Uniform Commercial Code, the Federal Tax Lien, the Federal Excluded Parties List System, and DOE internal sources, found no significant adverse information for all but one vendor listed below, for which VENDEX revealed the following self-reported caution:

- Learning Through An Expanded Arts Program, Inc. (LEAP): A bookkeeper used some of the organization's funds for personal expenses. The bookkeeper was immediately terminated and LEAP initiated a system of internal controls to ensure this never recurred. LEAP satisfactorily addressed the matter. The above finding does not preclude a contract award.

All vendors listed here have therefore been determined to be responsible to provide approved services.

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

As a part of the MTAC process, all service requests over $25,000 must go through a competitive process for procurement of services. Users will be required to create a scope of services and conduct a

mini-solicitation process among the awarded vendors in their component areas. Vendors will be required to provide a statement of work and pricing based on their contracted services, which will be evaluated and scored by the user. Upon completion of this mini-solicitation process, schools will be able to secure services via purchase order. This process is to ensure competition among the large number of vendors who have been awarded contracts as a result of this procurement. Future RAs for these services will be submitted in batches as new providers are presented for award of contracts.

TABLE B			
	Vendor's Name & Address	Component*	Estimated Annual /Total Amount
1	**All About Kids Therapy, LLC** 255 Executive Drive, Suite LL108 Plainview, NY 11803	1-6	$50,000/ $250,000
2	**Central Park Tutors** 44 Berry Street #2B New York, NY 11249	1,2,5	$50,000/ $250,000
3	**Educate Online Learning, LLC** 1001 Fleet Street, 8th Floor Baltimore, MD 21202	1,3,5	$80,000/ $400,000
4	**Higher School Publishing Company DBA Higher School Instructional Services** 1997 Annapolis Exchange Parkway, Suite 300 Annapolis, MD 21401	1,3,5	$50,000/ $250,000
5	**Learning Through An Expanded Arts Program, Inc. (LEAP)** 441 West End Avenue, Suite 2G New York, NY 10024	1,5	$50,000/ $250,000
6	**School Professionals Division of TemPositions, Inc.** 420 Lexington Avenue, Suite 2100 New York, NY 10170	1,3,5	$60,000/ $300,000
7	**A Tree of Knowledge Educational Services, Inc. DBA # 1 in Learning** 10600 Sepulveda Blvd., Suite 107 Mission Hills, CA 91345	1,3	$50,000/ $250,000
8	**Tutors On Wheels** 68-60 Austin Street Forest Hills, NY 11375	1-6	$50,000/ $250,000

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

Item: 14

Description:

WITHDRAWN

Item: 15

Description:

Conflict resolution and peer mediation services for students in MS 72 and August Martin High School in Queens.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH LIFE CAMP, INC. TO PROVIDE CONFLICT RESOLUTION AND PEER MEDIATION SERVICES

Estimated Annual / Total Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$96,400	City Council	One Year	None	City Council Allocation, per Section 1-03(c) of DOE Procurement Policy & Procedures	Yes	Full Value

Vendor Name & Address	Life Camp, Inc. 111-12 Sutphin Blvd Jamaica, NY 11435

Contract Manager	Lead Contracting Officer	Division of Contracts and Purchasing Contact
Zachary Ott Operations Coordinator Office of Safety and Youth Development	Robert Weiner Chief Operating Officer Office of Safety and Youth Development	Maxine Needle

PURPOSE

Authorization is requested to contract with Life Camp, Inc. to provide conflict resolution and peer mediation services to students in MS 72 (District 28) and August Martin High School (District 27) in Queens.

DISCUSSION

Life Camp, Inc. will provide over 200 students with conflict mediation, health and wellness workshops, and an overnight retreat. Through a rotating series of programs themed in individual and group instruction, spoken word, music, nutrition, and physical fitness, these workshops will help students identify and create constructive responses to conflict. The programs are offered four days a week for a minimum of two hours a day. A 1:10 staff-to-student ratio will be maintained for all programs, ensuring that students receive the focus and proper supervision that they need.

This contract is retroactive due to changes in the City Council budget allocation. Schools and awarded vendors required additional time to plan for the delivery of services based on the amended budget.

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

DCP reviewed the vendor's background in the VCIP and VENDEX systems and found no significant adverse information. The vendor has therefore been determined to be responsible.