Panel for Educational Policy
Contract Agenda
September 23, 2014

Item: 1 **Description:** Extension of a contract for graduate and undergraduate courses for special education in teaching and clinical disciplines and for related services.

Term: 16 months **Options:** None **Funding:** Tax Levy

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

Vendor Name	Estimated Annual Amount
Ithaca College	$23,370

Item: 2 **Description:** Staffing for forensic investigations.

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

Division: General Counsel and Legal Services **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
DTI of Washington dba EED, a DTI Company	$150,000

Item: 3 **Description:** Implementation of the School of One personalized math program.

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

Division: Division of Talent, Labor & Innovation **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
New Classrooms Innovation Partners	$420,750

Item: 4 **Description:** UPK services for 2014-2017. High-quality instructional programming as part of the universal prekindergarten (UPK) program. (RA #6)

Term: 3 years **Options:** none **Funding:** Reimbursable

Division: Division of Early Childhood Education **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Alpha Christian DayCare	$270,469
Little Nest Community Nursery	$195,686

Item: 5 WITHDRAWN

Item: 6 **Description:** Ongoing assistance for principals and assistant principals in the evaluation and discipline process of poorly performing tenured pedagogies and related support for school supervisors.

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

Division: General Counsel and Legal Services **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Geraldine Burke	$30,000
Myron Rock	$30,000
Saul Brodsky	$40,000
Wendy S. Weiss	$30,000

Item: 7 **Description:** Graduate and undergraduate courses for special education in teaching and clinical disciplines and for related services.

Term: 5 years **Options:** **Funding:** Tax Levy

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

Vendor Name	Estimated Annual Amount
Hunter College	$78,438
Lehman College	$299,206
Queens College via The Research Foundation of CUNY	$62,790
Research Foundation CUNY/Brooklyn College	$142,099

Item: 8 **Description:** Graduate and undergraduate courses for special education in teaching and clinical disciplines and for related services.

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

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

Vendor Name	Estimated Annual Amount
Adelphi University	$718,690
Bank Street College	$51,734
Columbia University	$340,000
Fordham University	$62,090
Hofstra University	$230,466
Keuka College	$60,000
Long Island University	$127,691
Manhattan College	$14,826
Mercy College	$294,751
New York Institute of Technology	$240,000
New York University	$160,186
St. John's University	$39,002
Teachers College Columbia University	$349,082
Touro College	$147,464
Western Kentucky University	$395,857

Item: 9 **Description:** Representatives in grievance and other administrative processes that are required by collective bargaining agreements between DOE and various unions.

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

Division: General Counsel and Legal Services **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Alan Lichtenstein	$33,250
Elenore Radzivilover	$33,250
Gary Laveman - Withdrawn	$39,000
Gary Wittenberg	$53,200
Marcel Kshensky	$53,200
Michael Mirakian	$39,900
Pedro Crespo	$26,600
Saul Brodsky	$39,900
Stanley Fogel	$53,200

Item: 10 **Description:** Provision of Universal Pre-Kindergarten services. (RA #7)

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

Division: Division of Early Childhood Education **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Sunshine School LLC	$353,480

Item: 11 **Description:** Library books for NYC school libraries.

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

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

Vendor Name	Estimated Annual Amount
Baker and Taylor, Inc	$1,500,000
Children's Plus, Inc	$1,908,333
Follett Educational Services	$1,824,666
Mackin	$2,157,999

Item: 12 **Description:** Professional development and direct student services for teaching elementary, middle, and high school sciences and STEM (science, technology, engineering and math) education.

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

Division: Teaching and Learning **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Research Foundation of CUNY	$30,000
St. Johns University	$30,000
Wildlife Conservation Society	$95,000

Item: 13 WITHDRAWN

Item: 14 **Description:** Chess classes for elementary and middle school students attending NYC Title 1 funded schools.

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

Division: Division of Contracts and Purchasing **Contract Type:** Full Value

Vendor Name	Annual Amount
Chess in the Schools	$444,000

Item: 15 **Description:** Professional development and support services for staff and students.

Term: 1 year **Options:** 4 one year options **Funding:** NYSED - SIG

Division: Community School District 26 **Contract Type:** Full Value

Vendor Name	Annual Amount
Efficacy Institute	$95,650

Item: 16 **Description:** Professional development through the Executive Leadership Institute (ELI) program.

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

Division: Teaching and Learning **Contract Type:** Full Value

Vendor Name	Annual Amount
Council of Supervisors & Administrators	$224,221

Item: 17 **Description:** Achieve's educational software product line.

Term: 7 years **Options:** None **Funding:** Tax Levy & Reimbursable

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

Vendor Name	Estimated Annual Amount
Achieve 3000, Inc	$570,000

Item: 18 WITHDRAWN

Item: 19 **Description:** N2Y's educational software product line.

Term: 7 years **Options:** None **Funding:** Tax Levy & Reimbursable

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

Vendor Name	Estimated Annual Amount
n2y news	$190,000

Item: 20 **Description:** Published and copyrighted assessment and reference materials for public and participating non-public schools.

Term: 3 years **Options:** 120 day option **Funding:** Tax Levy & Reimbursable

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

Vendor Name	Estimated Annual Amount
Elizabeth Claire, INC.	$44,915
Life Space Crisis Intervention Institute (LSCI)	$65,307

Item: 21 **Description:** Published and copyrighted textbooks and ancillary materials for public and participating non-public schools.

Term: 7 years **Options:** None **Funding:** Tax Levy & Reimbursable

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

Vendor Name	Estimated Annual Amount
Award Publishing	$451,470
Peoples Education	$820,054
Vista Higher Learning	$91,405

Item: 22 **Description:** Amendment to a previously approved request for authorization so as to amend the contract type from full value to requirements.

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

Division: Office of Pupil Transportation **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Education Logistics, Inc.	$33,333

Item: 1

Description:

Extension of a contract for graduate and undergraduate courses for special education in teaching and clinical disciplines and for related services.

REQUEST FOR AUTHORIZATION TO EXTEND A CONTRACT WITH ITHACA COLLEGE TO PROVIDE SCHOLARSHIP PROGRAMS FOR SPECIAL EDUCATION DEGREE CANDIDATES - R0725

Estimated Contract Amount	Funding Source	Extension Term	Procurement Method	Is Contract Retroactive?	Contract Type
$31,160	Tax Levy	One Year, Four Months (9/1/14 – 12/31/15)	Chancellor's Extension per Section 4-07 (b) of DOE Procurement Policy & Procedures	No	Requirements

Vendor Names & Addresses	Ithaca College School of Health Science and Human Performance 204D Smiddy Hall Ithaca, NY 14850

Contract Manager	Lead Contract Officer	Division of Contracts & Purchasing Contact
Sandra Rogers Director Scholarships and Incentive Programs	Peter Ianniello Executive Director Division of Human Resources	Denesia Stroom-Blair Procurement Analyst Central Office Procurement

PURPOSE

Authorization is requested to extend the agreement with Ithaca College to provide scholarships programs for special education and clinical disciplines and for related services for the Division of Human Resources (DHR).

DISCUSSION

The DOE issued a Request for Proposals (RFP) as an alternative to a competitive sealed bid to allow for evaluation of the qualitative differences among various pedagogical programs. Specifically, the DOE sought evidence that vendors' students complete their degrees in a timely manner and that vendors include comprehensive course offerings. Additionally, evidence was sought that scholarship candidates honored their commitment to work for DOE for two years for every year of tuition paid for by the DOE.

Ithaca College failed to respond to the successor RFP (R1019) for multiple disciplines, citing the lack of knowledge of the new RFP. However, DCP reviewed the original mailing list as well as a subsequent list provided by the client and noted that Ithaca College was solicited for a response. In light of Ithaca's failure to respond to the new solicitation, an extension is recommended to enable the currently enrolled participant to graduate.

Colleges / Universities (Discipline)	Anticipated Graduation Date	No. of Participants	Total Credits Remaining	Price Per Credit (incl. 5% Increase)	Total Amount
Ithaca College (Occupational Therapy)	December 2015	1	40	$779	$31,160

The contract amount for the extension period is based on usage during FY14, and includes a five percent annual tuition increase as contracted with the institution.

Unit pricing remains the same as under the original, competitively awarded contract, even though pricing in the marketplace has increased since the original contract was awarded. The terms and conditions will also remain the same. Pricing has therefore been determined to be fair and reasonable with respect to this extension.

The Division of Contracts and Purchasing performed a comprehensive background check and identified no significant adverse information. Therefore, Ithaca College has been determined to be responsible.

On September 8, 2014, the Committee on Contracts approved a request to enter into an agreement with Ithaca College on the basis of continuity of services.

Item: 2

Description:

Staffing for forensic investigations.

REQUEST FOR AUTHORIZATION TO USE NEW YORK CITY CONTRACTS TO PROVIDE STAFFING FOR FORENSIC INVESTIGATIONS

Estimated Annual Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$150,000	Tax Levy	One Year (5/1/14 – 4/30/15)	None	Purchases Through Government Contracts	Yes	Requirements

Vendor Name & Address	DTI of Washington, LLC (dba EED, a DTI Company) Two Ravinia Drive, Suite 850 Atlanta, GA 30346

Contract Manager	Lead Contracting Officer	Division of Contracts and Purchasing Contact
Gregory Noisette Operations Manager Office of Labor Relations	Richard Ross Director of Operations Office of General Counsel	Denesia Stroom-Blair Procurement Analyst Central Office Procurement

PURPOSE

Authorization is requested to use a New York City Law Department (NYCLD) e-discovery contract for the provision of forensic investigations. The NYCLD recently contracted with DTI of Washington, LLC (dba EED, a DTI Company) (DTI) via a Negotiated Acquisition for consultant/expert and data processing services, as well as web-hosting central repositories, in the field of litigation support.

DISCUSSION

The Office of Special Investigations (OSI) will utilize this service provider to complete forensic analyses and reports from electronically stored information (ESI) that is used for employee misconduct cases. In order to maintain the integrity of these investigations, the ESI analyses must be completed by a forensic technical expert, who may be required to testify at administrative trials.

Historically, these forensic investigations were conducted by in-house personnel with the required certifications. Currently neither the OSI nor the Division of Instructional and Information Technology (DIIT) employs an individual with the requisite certifications. OSI has experienced recruitment and retention challenges with employees who maintain forensic analysis certification. The use of this contracted service provider will allow greater spending flexibility and cost containment while meeting this mandated need for a limited number of investigations each year.

The NYCLD intends to procure these services via a Request for Proposals and award to multiple vendors. However, given the extensive delays in the City's approval process, the NYCLD negotiated fair and reasonable rates with 2 vendors for consulting services in support of litigation. OSI chose to contract with DTI primarily due to the vendor's past satisfactory performance evaluations.

A Request for Bids was not done because the required specialized services are available through this City contract per Section 3.11 of the DOE Procurement Policy and Procedures. It is not in the best interest of the DOE to bid these contracts separately, as the DOE benefits from the lower costs through aggregate purchases made possible by the NYCLD contract.

For the Negotiated Acquisition, the NYCLD compared the prices being offered by the contractor to the prices normally paid for the same or similar services and determined that the prices being offered by the contractor are fair and reasonable and within the range of prices normally paid by the NYCLD for the same or similar services. Based on the fact that the NYCLD found said prices fair and reasonable for spending of $700K, the DOE find there is sufficient evidence that pricing is fair and reasonable for the $150K estimated amount in DOE spend.

A background check, including a review of federal debarment, VENDEX, and our own records, revealed no significant adverse information and the vendor has therefore been determined to be responsible.

Item: 3

Description:

Implementation of the School of One personalized math program.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH NEW CLASSROOMS INNOVATION PARTNERS TO SUPPORT THE SCHOOL OF ONE PROGRAM

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$420,750	Grant and Reimbursable	1 Year	None	Negotiated Service	Yes	Requirements

Vendor Name & Address	New Classrooms Innovation Partners 1250 Broadway, 30th Floor New York, NY 10001

Contract Manager / Lead Contracting Officer	Division of Contracts & Purchasing Contact
Krista Werbeck, Senior Executive Director Office of Planning and Innovation	James McBride Chief Administrator

PURPOSE

Authorization is requested to contract with New Classrooms Innovation Partners (New Classrooms) to allow for the continued support of the School of One personalized math program for school years 2014-2015. The contract will commence on August 1, 2014.

DISCUSSION

The School of One provides a way to tailor instruction to an individual student, using whatever teaching modality is most appropriate for that student. Assessment of the student's progress is made daily and both the material and its pacing is adjusted accordingly. Unlike the traditional schoolroom in which a single teacher lectures a large group of students, the School of One allows each student to learn as part of a group or individually, using whatever combination of computers, books, or face-to-face instruction produces the most effective results.

Under this Negotiated Services contract, New Classrooms will continue supporting the School of One program, which has been operating as the math curriculum in participating schools since 2011. The School of One program provides the integration of technology, content, data and assessment into a complete program with daily personalization for students and teachers. At its core, the School of One Program is run on a platform that integrates a suite of New Classrooms' and third party software. Unique features of the School of One program include:

- An algorithm that converts student data into daily student schedules;
- Multiple instructional modalities;
- A comprehensive lesson bank;
- The ability to cluster students according to need;
- Single sign-on portals for teachers, students and parents;
- Daily program scheduling;
- Access to standard reports;
- Remote help desk support and
- A learning management system

A request for proposals (RFP #R0917) was issued in September 2011 and, while several vendors expressed interest and attended the pre-proposal conference, only one proposal was received. Vendors we spoke with either balked at the requirement that they work at no cost to DOE and/or did not wish to provide content that they would need to obtain from other parties, especially as some of the other parties might be competitors. After reviewing the proposal and the qualifications of New Classrooms, the evaluation committee determined that they adequately responded to the requirements set forth in the RFP and recommended New Classrooms for award.

The initial implementation of the School of One program came at no cost to the Department. The DOE received funding from the Federal Investing in Innovation (i3) grant, which, in combination with private funding, provided funds to develop the School of One program in four schools. New Classrooms did not receive any of these funds; rather, funds were applied to cover DOE costs associated with the program. Now that the program is fully implemented in participating schools, the DOE is responsible for the cost of supporting these schools. The support to the five schools currently participating in the program include:

1. Training and support services package at no cost.

2. Software licenses at $191.25 per student. This includes:
    a. Curriculum for each student's personalized learning path
    b. Software platform for delivery of curriculum
    c. Daily student scheduling of learning modality and curriculum
    d. Student data reporting to teacher

3. Data reporting that gives the DOE's Office of Innovation and Planning access to data that is provided to schools.

An estimated 2,220 students will be enrolled in the School of One program at a cost of $420,750 for license fees ($191.25 per student). As stated above, New Classrooms will waive the cost for support services, valued at approximately $150,000 (annually per school) for a total savings of $750,000. The price, therefore, has been determined to be fair and reasonable.

The requested services have not been competitively bid because the program is only operated by New Classrooms. Waiting on a contract resulting from a lengthy competitive bidding process would cause a break in service, affecting the five schools that currently implement School of One as their math curriculum. The Office of Innovation is currently working toward releasing an RFP for these services so that there will be no impact to schools when the requested Negotiated Services contract expires.

The Division of Contracts & Purchasing has reviewed the City's VENDEX, Vendor CIP Report, and SAM – System for Award Management. No significant adverse information was revealed for New Classrooms Innovation Partners. Therefore, they have been determined to be responsible.

Item: 4

Description:

UPK services for 2014-2017. High-quality instructional programming as part of the universal prekindergarten (UPK) program. (RA #6)

REQUEST FOR AUTHORIZATION TO CONTRACT WITH PROVIDERS OF EARLY CHILDHOOD EDUCATION SERVICES FOR FOUR-YEAR-OLDS IN THE UNIVERSAL PREKINDERGARTEN SERVICES (2014-2017) RA #6

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$439,170.17 / $1,334,494.33	New York State Education Department (NYSED), Tax Levy	Three Years	None	Contract via Negotiated Service per Section 3-08 (b) of DOE Procurement Policy & Procedures	No	Requirement

Vendor Names & Addresses	Little Nest Community Nursery 511 Church Avenue Brooklyn, NY 11218
	Alpha Christian Daycare 921 East 107th Street Brooklyn, NY 11236

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Xanthe Jory Executive Director, Expansion Planning Division of Early Childhood Education	Sophia Pappas Executive Director Division of Early Childhood Education	Toby Reyes Director of UPK Procurement

PURPOSE

Authorization is requested on behalf of the Division of Early Childhood Education (DECE) to contract with 2 vendors listed in the attached table to provide high-quality instructional programming as part of the Universal Prekindergarten (UPK) Program.

DISCUSSION

In 1997, the New York State Education Department (NYSED) established the Universal Prekindergarten program (UPK), which entitles eligible four-year-olds to receive 2 hours and 30 minutes of instructional programming for 180 days at no charge to families. In March 2014, the State legislature approved a $300 million grant to expand full-day pre-kindergarten access in New York City. The legislation allows for high-quality UPK programs to be awarded new full-day UPK seats or to convert existing half-day seats to full-day seats.

The UPK program operates citywide in public and non-public school settings. Achieving universal access to prekindergarten services depends on the partnerships that link community-based organizations with the NYC public school system.

A Request for Proposals – R1015 (RFP) was released in December 2013, seeking to award eligible early childhood providers who are willing to collaborate with the DOE's Division of Early Childhood Education (DECE) to implement the UPK Program in New York City districts with a need for more seats than the DOE is able to offer within public schools. The deadline for proposals was February 18, 2014.

DECE received a record number of proposals from all five boroughs. Over 10,000 full-day seats were awarded by the Panel for Education policy in May, with an additional 3,000 seats submitted to the June and July Panel meetings. However, there are remaining needs for full-day seats in neighborhoods throughout the City. To quickly address these needs in time for the start of the 2014-15 school year, a

negotiated services procurement was the preferred method to secure these services. Vendors were invited to submit an application to provide prekindergarten services in time to begin services in September, 2014. The application was posted on DECE's webpage and was emailed to all current Department of Health & Mental Hygiene Early Childhood certificate holders.

All providers have been subject to rigorous review and a site visit. The education director at each site was interviewed as part of the site visit.

Written proposals were scored in three areas:

- Program plan (including pedagogy, curriculum, and family engagement)
- Organizational capacity
- Demonstrated effectiveness

Each of these areas was evaluated for a maximum score of 15 points and the site visit was worth 55 out of the total score of 100 points. Vendors were required to score an 80 to pass before proceeding to negotiate the rate per child with their respective DECE field office.

Little Nest Community Nursery submitted a proposal but was initially denied an award. Pursuant to the Department's Procurement Policy and Procedures for Protests (Section 2-06) Little Nest Community Nursery protested that determination. The protest review found that the vendor submitted a proposal for each of two sites - one of which was recommended for award in the July 30th Panel meeting. The written proposal was identical for both sites. Careful review of the scoring rubric and evaluations for both proposals revealed significant scoring discrepancies between the two. An independent review found that the proposal initially denied an award was assessed a low score that was not reflective of the quality and merits of the UPK program. Said protest resulted in a recommendation that the non-award determination be overturned, which recommendation was accepted by the Executive Director, Contracts and Purchasing.

Alpha Christian Daycare dba Alpha Christian Academy submitted a proposal and was initially awarded 2 sites. Subsequent to both sites being proposed on the July 30th Panel, the vendor withdrew 1 site. While the Chancellor approved the RA for both sites, a system glitch inadvertently deleted both sites; hence the vendor was not presented to the Panel for approval.

An emergency declaration was necessary for both providers since the need to provide high-quality instructional UPK services was imminent and there was insufficient time to obtain Panel approval prior to the September 4th school opening.

All of the vendors and their principal owners and officers were subject to a comprehensive background check. A background check was completed for Alpha Christian Daycare and they are deemed a responsible vendor. While the background check for Little Nest Community Nursery has not been completed, their contract will not be submitted to the Comptroller for registration until the background check is complete. Should noteworthy information become known to the DOE after the panel meeting, it will be reported to the Panel.

Vendor Name	Geographic Borough	Awarded # of Full-Day Seats	Negotiated Cost per Child for Full-Day Seats	Negotiated Annual Contract Amount for Full-Day Seats	Start-up costs for furniture and materials	Start-up Costs for facilities/permits	Total 1st Year Amount

Alpha Christian Daycare	K	26	$9,968.06	$259,169.56	$11,299.00	$0	$270,468.56
Little Nest Community Nursery	K	18	$10,000.03	$180,000.61	$10,534.82	$5,150	$195,685.43

Item: 5

Description:

WITHDRAWN

Item: 6

Description:

Ongoing assistance for principals and assistant principals in the evaluation and discipline process of poorly performing tenured pedagogies and related support for school supervisors.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH LABOR SUPPORT UNIT CONSULTANTS AND TEAM LEADER – R0888 (RA #5)

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$130,000 / $390,000	Tax Levy	Three Years	None	Request for Proposals (RFP)	No	Requirements

Vendor Name & Address	See list below.

Contract Manager	Lead Contracting Officer	Division of Contracts and Purchasing Contact
Karen Sardoff Administrative Education Analyst Office of Labor Relations	David Brodsky Director Office of Labor Relations	Denesia Stroom-Blair Procurement Analyst Central Office Procurement

PURPOSE

Authorization is requested to contract with the vendors listed below to serve in the Labor Support Unit (LSU) and provide ongoing assistance to principals and assistant principals in the evaluation and discipline process for poorly performing tenured pedagogues. This authorization will result in multiple requirements contracts. All of the contracts will be active for approximately three years, commencing on or around February 1, 2015 and terminating on or around January 31, 2018.

DISCUSSION

A Request for Proposals (RFP) was the preferred procurement method because the service requires vendors to have a working knowledge of the discipline process for pedagogues and prior experience with supervising classroom instruction and improving underperforming pedagogues. This RFP is open-ended in that it allows candidates the opportunity to submit proposals upon receiving the required supervisory certification.

The RFP was divided into two components: (1) Labor Support Unit Consultant, and (2) Labor Support Unit (LSU) Team Leader. Consultants are assigned to cases involving teachers and other pedagogues who were rated unsatisfactory and they prepare documentation related to the underperforming personnel. The Team Leader acts as a liaison who offers support among the attorneys, Labor Support Consultants, and school administrators. Vendors were able to propose for either or both components.

Proposals were evaluated by a three-member committee drawn from the Teacher Performance Unit and the Office of Labor Relations. All members have experience working with the LSU Consultants and have extensive knowledge of the teacher evaluation process delineated in the teachers' collective bargaining agreement, as well as the New York State Education Law Section 3020-a (3020-a) disciplinary process for tenured pedagogues. Proposals were scored using the following evaluation criteria for both LSU Consultant and Team Leader: communication/interpersonal skills (50 points) and demonstrated effectiveness (50 points). Interviews with each proposer were also factored into their respective evaluation score. All proposers were required to have a supervisory certificate and submit a writing sample.

Of the 13 candidates who submitted proposals, six vendors were submitted for Panel approval in July 2014. Two vendors were not selected because of their lack of demonstrated effectiveness during the past three years. Evaluators cited incomplete or insufficient documentation, ineffective communication with principals, and failure to accurately assess the merit of a case as some of the reasons for their rejection. One candidate withdrew from the process. No protests were received from these proposers.

One candidate is new to the LSU procurement and as such required a more detailed evaluation process. The three remaining candidates were previously approved by the evaluation committee and are now being presented for contracting, as their current contracts do not expire until January 2015. All the candidates recommended for award clearly articulated their current experiences and demonstrated knowledge of the collective bargaining agreement. Each also had extensive experience as a school supervisor.

A vendor background review, including the federal debarment list and VCIP, has revealed no significant adverse information for any of the vendors recommended here. The contract manager considers these vendors to have been in compliance with the requirements of previous contracts and to have performed satisfactorily. Therefore, the vendors are found to be responsible.

Awarded vendors will be compensated a daily rate of $350 for seven consultant work hours or a pro-rated hourly rate of $50. A recent analysis by DCP's Vendor Research and Price Analysis Unit compared the consultants' hourly rate of $50 to the equivalent titles of full-time DOE Associate Staff and Education Analysts. The hourly rates for those titles range from $48.77 to $63.15 respectively, including fringe benefits. As the consultants' rates are either less than or fall within the salary range of equivalent titles, the rates have been determined to be fair and reasonable. The rate will remain in effect for the entire term of the contract.

Although each consultant will be paid identical daily rates, the estimated annual amounts for each vary based on the anticipated distribution of assignments.

VENDOR	COMPONENT	ESTIMATED ANNUAL AMOUNT
Geraldine M. Burke	1	$30,000
Myron B. Rock	1	$30,000
Wendy S. Weiss	1	$30,000
Saul Brodsky	1	$40,000

Item: 7

Description:

Graduate and undergraduate courses for special education in teaching and clinical disciplines and for related services.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH COLLEGES AND UNIVERSITIES TO PROVIDE SCHOLARSHIP PROGRAMS FOR SPECIAL EDUCATION IN TEACHING AND SPECIAL EDUCATION (R1062)

Estimated Annual / Total Contract Amount	Funding Source	Extension Term	Procurement Method	Is Contract Retroactive?	Contract Type
$603,000 / $3,015,000	Tax Levy	Five Years (9/1/14 – 8/31/19)	Government-to-Government Purchase	No	Requirements

Vendor Names & Addresses	See list below.

Contract Manager	Lead Contract Officer	Division of Contracts & Purchasing Contact
Sandra Rogers Director Scholarships and Incentive Programs	Peter Ianniello Executive Director Division of Human Resources	Denesia Stroom-Blair Procurement Analyst Central Office Procurement

PURPOSE

Authorization is requested to enter into requirements agreements with the City University of New York (CUNY) colleges listed in Table 1 for scholarship programs for special education in teaching and clinical disciplines and for related services on behalf of the DOE's Division of Human Resources (DHR).

DISCUSSION

Federal and state laws require that students with disabilities be evaluated for services and provided with appropriate instructional and clinical services within an acceptable timeframe.

The DOE continues to experience a shortage of personnel in various areas of special education and related services. To address these staffing needs and to improve the delivery of required services, the DOE has implemented scholarship programs in the following areas.

Teaching Disciplines	Clinical Disciplines	Related Services
Bilingual Special Education	Guidance & Counseling	Occupational Therapy
Visually Impaired	School Psychology	Physical Therapy
Speech Language Pathology	School Social Work	

The DOE issued a Request for Proposals (RFP) as an alternative to a competitive sealed bid to allow for evaluation of the qualitative differences among various pedagogical programs. Specifically, the DOE sought evidence that vendors' students complete their degrees in a timely manner and that vendors include comprehensive course offerings. Additionally, evidence was sought that scholarship candidates honored their commitment to work for the DOE for two years for every year of tuition paid for by the DOE.

The RFP sought graduate and undergraduate colleges and universities offering New York State approved degree programs. The RFP had two components, each of which provide candidates with instruction and clinical services required by law to work in New York City's public schools. Vendors proposing for Component 1 offer Master's degrees in Clinical and Teaching programs with the appropriate certification and bilingual extension. Teaching programs include Blind and Visually Impaired instruction, Speech Language Pathology, and Special Education. Clinical areas include bilingual programs in Guidance Counseling, School Psychology, and Social Work. For Component 2, proposers are required to offer master's and/or doctoral programs in Occupational and Physical Therapy.

Proposals were evaluated by a committee drawn from Human Resources and the Office of Related and Contractual Services. All colleges and universities that submitted a proposal and met the minimum qualifications were awarded to ensure diversity of schools. Although students decide on the schools they want to attend, the program offices intend to provide more scholarships to students at higher-ranking schools.

Twenty-nine proposals were received in response to this solicitation as well as one no-bid response. Of the responses received, fifteen proposals were from private educational institutions, five proposals were from City University of New York (CUNY) schools and one proposal was received from a State University of New York (SUNY) institution. It was determined that a Government-to-Government purchase was in the best interest of the DOE with regards to the CUNY and SUNY institutions. The DOE advertised its intent to negotiate with CUNY and SUNY and received no other responses from the vendor community. The five CUNY institutions are recommended for award here under R1062 and the SUNY institution will be recommended for award under R1063 in a separate RA.

Estimated contract amounts were derived increasing the total amount of tuition paid for the 2013-14 school year by five percent each year.

Vendor Research and Price Analysis reviewed the prices proposed by CUNY and found that York College and Lehman College are offering to contract with the DOE at a discount to their published rates. The other three institutions are offering to contract with no discounts on their published rated, but agreed to hold their per credit rate for the term of the contract, in essence providing a defacto discount to the DOE. .

All of the colleges and their officers were subject to a background check. While the background checks have not been completed for all vendors, no contract shall be submitted to the Comptroller for registration until the background check is complete. Should noteworthy information become known to the DOE after the panel meeting, it will be reported to the Panel.

TABLE 1

	Vendor Name	Component	Estimated Annual Amount	Discipline
1	Queens College	1	$62,790	C&G
2	Brooklyn College	1	$142,098	SCP, C&G
3	Hunter College	1	$78,438	BVI
4	Lehman College	1	$299,205	SLP
5	York College	2	$20,000	OT

* Definitions:

SE – Special Education
SW – Social Work
SLP – Speech Language Pathology
SC/P – School Counseling/Psychology
C&G – Counseling & Guidance
OT – Occupational Therapy
PT – Physical Therapy
BVI – Blind & Visual Impaired

Item: 8

Description:

Graduate and undergraduate courses for special education in teaching and clinical disciplines and for related services.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH COLLEGES AND UNIVERISITIES TO PROVIDE SCHOLARSHIP PROGRAMS FOR SPECIAL EDUCATION IN TEACHING AND SPECIAL EDUCATION (R1019)

Estimated Annual / Total Contract Amount	Funding Source	Extension Term	Procurement Method	Is Contract Retroactive?	Contract Type
$3,950,000 / $19,750,000	Tax Levy	Five Years (9/1/14 – 8/31/19)	Request for Proposals	No	Requirements

Vendor Names & Addresses	See list below.

Contract Manager	Lead Contract Officer	Division of Contracts & Purchasing Contact
Sandra Rogers Director Scholarships and Incentive Programs	Peter Ianniello Executive Director Division of Human Resources	Denesia Stroom-Blair Procurement Analyst Central Office Procurement

PURPOSE

Authorization is requested to contract with the vendors listed in Table 1 for scholarship programs for special education in teaching and clinical disciplines and for related services for the DOE's Division of Human Resources (DHR).

DISCUSSION

Federal and state laws require that students with disabilities are evaluated for services and provided with appropriate instructional and clinical services within an acceptable timeframe.

The DOE continues to experience personnel shortages in various areas of special education and related services. To address these staffing needs and to improve the delivery of required services the DOE has implemented scholarship programs in the following areas.

Teaching Disciplines	Clinical Disciplines	Related Services
Bilingual Special Education	Guidance & Counseling	Occupational Therapy
Visually Impaired	School Psychology	Physical Therapy
Speech Language Pathology	School Social Work	

The DOE issued a Request for Proposals (RFP) as an alternative to a competitive sealed bid to allow for evaluation of the qualitative differences among various pedagogical programs. Specifically, the DOE sought evidence that vendors' students complete their degrees in a timely manner and that vendors include comprehensive course offerings. Additionally, evidence was sought that scholarship candidates honored their commitment to work for the DOE for two years for every year of tuition paid for by the DOE.

The RFP sought graduate and undergraduate colleges and universities offering New York State approved degree programs. The RFP had two components, each of which provide candidates with instruction and clinical services required by law to work in New York City's public schools. Vendors proposing for Component 1 offer Master's degrees in Clinical and Teaching programs with the appropriate certification and bilingual extension. Teaching programs include Blind and Visually Impaired instruction, Speech Language Pathology, and Special Education. Clinical areas include bilingual programs in Guidance Counseling, School Psychology, and Social Work. For Component 2, proposers are required to offer master's and/or doctoral programs in Occupational and Physical Therapy.

Proposals were evaluated by a committee drawn from Human Resources and the Office of Related and Contractual Services. All colleges and universities that submitted a proposal and met the minimum qualifications were awarded to ensure diversity of schools. Although students decide on the schools they want to attend, the program offices intend to provide more scholarships to students at higher-ranking schools.

Twenty-nine proposals were received in response to this solicitation. Of the responses received, twenty-three proposals were from private educational institutions, five proposals were from City University of New York (CUNY) schools and one proposal was received from a State University of New York (SUNY) institution. It was determined that a Government-to-Government purchase was in the best interest of the DOE with regards to the CUNY and SUNY institutions, per Section 3-14 in the DOE's Procurement Policy & Procedure. The DOE advertised its intent to negotiate with CUNY and SUNY and received no other responses from the vendor community. The six CUNY and SUNY institutions will be awarded separately.

Ten institutions are offering to contract with the DOE at discounts from their published tuition rates ranging from 4% to 58%. Those institutions include: Adelphi, Bank Street, Fordham, LIU, Manhattan, Mercy, NYU, NYIT, Teachers College at Columbia and Touro.

Columbia University's proposed tuition rate is unchanged from their published tuition rate.

For these eleven private institutions, in that they are committing to hold their tuition rates flat during the five year term of the contract, we consider their rates to be reasonable.

Three institutions, Hofstra, Keuka, and St. John's are offering tuition rates ranging from 5%-9% above their published rates and will not increase them over the contract term.

Western Kentucky is offering rates that start at 1% above its published rate in year one and will increase over the contract term, resulting in an average of 7% over the current year's published rate.

In that the CPI for Tuition over the past five years has increased annually between 4.2% and 6% (CPI Series ID: CUUR0000SEEB01), it is reasonable to expect that before the end of the contract term the DOE will be paying rates below each of these institution's published rates.

In light of the RFP's goal of offering as many choices regarding school location and academic program to candidates and that we expect to be paying less than the published rates before the end of the contract term, we consider the rates to be fair and reasonable.

All of the colleges and their officers were subject to a background check. While the background checks have not been completed for all vendors, no contract shall be submitted to the Comptroller for registration until the background check is complete. Should noteworthy information become known to the DOE after the panel meeting, it will be reported to the Panel.

TABLE 1

	Vendor Name	Component	Estimated Annual Amount	Discipline
1	Adelphi University	1	$718,690	SW,SLP,SC/P, SE
2	Bank Street College	1	$51,734	SE
3	Columbia University	1, 2	$340,000	SW, OT, PT
4	Fordham University	1	$62,089	SE, C&G, SC/P, SW
5	Hofstra University	1	$230,465	SLP
6	Long Island University	1, 2	$127,690	SLP, SC/P, SE, OT, PT
7	Keuka College	2	$60,000	OT
8	Manhattan College	1	$14,825	SE, SC/P
9	Mercy College	1, 2	$294,751	OT, PT, SC/P, SLP
10	New York Institute of Technology	2	$240,000	OT, PT
11	New York University	1, 2	$160,185	OT, SC/P, SLP
12	St. John's University	1	$39,002	C&G
13	Teacher's College	1	$349,082	SLP
14	Touro College	1, 2	$147,464	SLP, OT, PT
15	Western Kentucky University	1	$395,856	SLP

* Definitions:

SE – Special Education
SW – Social Work
SLP – Speech Language Pathology
SC/P – School Counseling/Psychology
C&G – Counseling & Guidance
OT – Occupational Therapy
PT – Physical Therapy
BVI – Blind & Visual Impaired

Item: 9

Description:

Representatives in grievance and other administrative processes that are required by collective bargaining agreements between DOE and various unions.

REQUEST FOR AUTHORIZATION TO PROVIDE CHANCELLOR'S AND SUPERINTENDENTS' REPRESENTATIVES (R0867) – RA #2

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$333,400 / $1,000,200	Tax Levy	Three Years	None	Request for Proposals (RFP)	Yes	Requirements

Vendor Name & Address	See list below.

Contract Manager	Lead Contracting Officer	Division of Contracts and Purchasing Contact
Karen Solimando Deputy Director, Legal Services Office of Labor Relations	David Brodsky Director Office of Labor Relations	Denesia Stroom-Blair Procurement Analyst Central Office Procurement

PURPOSE

Authorization is requested to contract with the consultants listed below to serve as Chancellor's or Superintendents' representatives in grievance and other administrative processes that are required by various collective bargaining agreements and DOE rules and regulations. This authorization will result in multiple requirements contracts. All of the contracts will be active for approximately three years, commencing on or around September 1, 2014 and terminating on or around August 31, 2017.

DISCUSSION

A Request for Proposals (RFP) was the preferred procurement method because the consultants must have a working knowledge of collective bargaining agreements and grievance procedures, and experience of this nature varies both qualitatively and quantitatively. Candidates were also required to possess one of the following certifications:

- School Administrator and Supervisor (SAS)
- Schools District Administrator (SDA)
- School Building Leader (SBL)
- School District Leader (SDL)
- Juris Doctorate with five years' experience representing a school district.

An open-ended RFP allows for continuous competition so that anyone who becomes certified and meets the requirements can apply.

The solicitation was released to all vendors on the DOE's internal consulting bidders list, advertised in the City Record and CSA newsletter, and posted on the DOE's website. The RFP was divided into two components: (1) Chancellor's representatives, and (2) Superintendents' representatives. Vendors were able to propose for either or both components.

Proposals were evaluated by a three-member committee drawn from the Office of Labor Relations. All members of the committee are familiar with the collectively negotiated grievance procedures and responsibilities of the Chancellor's representatives and Superintendents' representatives. Proposals were scored using the following evaluation criteria for both components: communication/interpersonal

skills (50 points) and demonstrated effectiveness (50 points). Interviews with each proposer were also factored into their respective evaluation scores. Price was not an evaluation factor because the rates are the same. All proposers were required to submit a writing sample and have one of the required certifications.

All nine individuals who submitted proposals were recommended for award, at this time 8 individuals are being presented for award. All were able to articulate experience handling the resolution of complex labor relations disputes involving school teachers and other school district personnel and demonstrated knowledge of the collective bargaining agreements. One consultant will be awarded at a later time.

This contract is retroactive due to delays in the evaluation of the proposals submitted.

A vendor background review, including the federal debarment list and DCP files, has revealed no significant adverse information on any of these proposers. The contract manager considers these vendors to have been in compliance with the requirements of previous contracts and to have performed satisfactorily. Therefore, the vendors have been determined to be responsible.

Awarded vendors will be compensated a daily rate of $350 for seven consultant work hours or a pro-rated hourly rate of $50. A recent analysis by DCP's Vendor Research and Price Analysis Unit compared the vendors' hourly rate of $50 to the equivalent titles of full-time DOE Associate Staff and Education Analysts. The hourly rates for those titles range from $48.77 to $63.15 respectively, including fringe benefits. As the consultants' rates are either less than or fall within the salary range of equivalent titles, the rates are fair and reasonable. The fixed rate will remain in effect for the entire term of the contract.

Although each consultant will be paid identical daily rates, the estimated annual amounts for each vary, based on the anticipated distribution of assignments.

VENDOR	COMPONENTS	ESTIMATED ANNUAL AMOUNT
Pedro Crespo	1, 2	$26,600
Marcel Kshensky	1	$53,200
Stanley Fogel	1, 2	$53,200
Gary Wittenberg	1	$53,200
Michael Mirakian	2	$39,900
Saul Brodsky	1	$39,900
Alan Lichtenstein	1, 2	$33,250
Elenor Radzivilover	2	$33,250

Item: 10

Description:

Provision of Universal Pre-Kindergarten services. (RA #7)

REQUEST FOR AUTHORIZATION TO CONTRACT WITH PROVIDERS OF EARLY CHILDHOOD EDUCATION SERVICES FOR FOUR-YEAR-OLDS IN THE UNIVERSAL PREKINDERGARTEN (UPK) PROGRAM (RFP R1015) (RA #7)

Estimated Annual / Total Contract Amounts	Funding Source	Contract Term	Options	Estimated Option Amount	Procurement Method	Is Contract Retroactive?	Contract Type
$353,480 / $1,060,440	New York State Education Department (NYSED), Tax Levy	Three Years	Options to Extend for Two 1-Year Periods or One 2-Year Period	$706,960	Request for Proposals (RFP)	No	Requirement

Vendor Name	Sunshine School, LLC 9110 146th Street Jamaica, NY, 11435

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Xanthe Jory Executive Director, Expansion Planning Division of Early Childhood Education	Sophia Pappas Executive Director Division of Early Childhood Education	Toby Reyes Director of UPK Procurement

PURPOSE

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

DISCUSSION

In 1997, the New York State Education Department (NYSED) established the Universal Prekindergarten program (UPK), which entitles eligible four-year-olds to receive 2 hours and 30 minutes of instructional programming for 180 days at no charge to families. In March 2014, the State legislature approved a $300 million grant to expand full-day pre-kindergarten access in New York City. The legislation allows for high-quality UPK programs to be awarded new full-day UPK seats or to convert existing half-day seats to full-day seats.

The UPK program operates citywide in public and non-public school settings. Achieving universal access to prekindergarten services depends on the partnerships that link community-based organizations with the NYC public school system.

A Request for Proposals (RFP) was released in December 2013, seeking to award eligible early childhood providers who are willing to collaborate with the DOE's Division of Early Childhood Education (DECE) to implement the UPK Program in New York City districts with a need for more seats than the DOE is able to offer within public schools. The RFP contained two components, each to be evaluated and awarded separately:

- Component A – Full-Day
- Component B – Half-Day

In support of Mayor de Blasio's plan to expand full-day UPK, the NYCDOE encouraged any provider interested in offering full-day UPK to apply to the RFP.

The vendors were expected to propose a consistent weekly schedule for full-day programs (6 hours and 20 minutes) between 8:00 am and 4:30 pm and/or half-day programs (2 hours and 30 minutes per day), 5 days per week for 180 days of the school year.

The Division of Early Childhood Education (DECE) performed a needs analysis to determine areas to target for full-day seats and a separate analysis to determine high-needs half-day areas; however, the RFP made clear that, should additional funding become available, contract awards would be made citywide, prioritizing areas with the largest gaps in full-day UPK options. DECE measures this seat gap by evaluating the difference between kindergarten students enrolled in public District and Charter schools and the full-day UPK options available to families in the same area.

Keeping in line with the Mayor's vision, and in light of receiving additional funding made available through State legislation passed in March, the DOE prioritized proposals for full-day pre-k or full-day and half-day pre-k. This request is for contracts offering only full-day seats or a combination of full-day and half-day seats.

The New York State Education Department (NYSED) provides funding up to $224,000,000 for half-day UPK seats and up to $300,000,000 for full-day expansion.

Of 707 sites proposed, 482 were for full-day, 97 for half-day, and 128 for both full-day and half-day programs. Three proposals were submitted past the deadline. These vendors were notified that their proposals were found to be non-responsive and none protested. 199 vendors were recommended for award and approved in the May 2014 Panel for Education Policy contract meeting. 62 vendors were recommended for award and approved in the June and July 16, 2014 Panel for Education Policy contract meetings. There are 46 vendors recommended for award of full-day and half-day programs on this Request for Authorization.

The UPK full-day expansion allows for limited start-up funds for programs expanding from half-day to full-day programs or beginning new full-day programs. Vendors requiring start-up funds were offered additional resources outside of their negotiated per child rate for the first year of their contract. These funds will support facilities improvements necessary for their required Department of Mental Health and Hygiene permit or for furniture and other materials for their new classrooms. The average award for start-up funds is $20,440, or $536 per child for those sites.

To evaluate proposals, each Early Childhood Field Office convened a three-member evaluation committee that included two instructional professionals and one operations professional. Proposals were scored using the following evaluation criteria:

Response Category	Maximum Points
Program Plan	15
Organizational Capacity	15
Demonstrated Effectiveness	15
Site Visit	55
Total	**100**

All vendors in areas where additional seats are needed who met the minimum qualifications, scored at or above the 80 points, and presented fair and reasonable prices are recommended for award. In areas where the capacity of vendors exceded the estimated demand for services, awards were made based on vendor scores.

The RFP selection process was used because the qualitative evaluation of program, staff, and site environment are the most important criteria for award.

Sunshine School, LLC (Sunshine) was sent a letter in which it was asked to clarify certain matters that came up during the course of the Department's background checks, resulting in delays in its readiness for presentation the Panel for approval. That information included an exclusion of the company's owner on the Federal System for Award Management (SAM), apparently open tax liens on two affiliated entities, billing problems regarding a former affiliate under a Department of Health and Mental Hygene (DOHMH) contract, and an audit by the NYS Attorney General (NYSAG) and NYS Comptroller that were reported in VENDEX. The vendor's response and additional research revealed that the exclusion was now "inactive," the two entities with tax matters are no longer affiliated with the vendor (yet the liens had been released), the billing problems were the result of clerical errors and the amounts had been repaid to DOHMH, and the audit by the NYSAG and Comptroller is still ongoing. As a result, the DOE does not believe these matters preclude a determination that the vendor is responsible.

An emergency declaration was necessary since the need to provide high-quality instructional UPK services was imminent and there is insufficient time to obtain Panel approval prior to the September 4th school opening.

Vendor Name	Geographic Borough	Awarded # of Full-Day Seats	Negotiated Cost per Child for Full-Day Seats	Negotiated Annual Contract Amount for Full-Day Seats	Total 1st Year Amount
Sunshine School, LLC	M	40	$8,837	$353,480.00	$353,480.00

Item: 11

Description:

Library books for NYC school libraries.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH VARIOUS VENDORS TO PROVIDE LIBRARY BOOKS AND PROCESSING

Estimated Annual / Total Contact Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
See Below	Reimbursable, Tax Levy	Five Years	Two One Year Extensions	Request For Bid	No	Requirements

Vendor Name & Address	See Table Below

Contract Manager	Lead Contracting Officer
Jennifer Davilla Director Instructional Materials Unit Division of Contracts and Purchasing	Susan Dick - McKeon Chief Administrator School Based Procurement Division of Contracts and Purchasing

PURPOSE

Approval is sought to enter into a requirements contract with the vendors detailed below to provide library books and processing. The contracts were competitively bid for a period of five years, with two optional one year extensions. The contracts were bid in five aggregate classes and will be awarded to multiple vendors in each class as follows:

Class	Description	Estimated Annual Amount	Total Contract Amount	No. of Contracts to be Awarded
A	Library Books and Processing	$6M	$30M	4
B	Pre-bound Library Books and Processing	$1M	$5M	TBD
C	Class C – Subscription Book and Media Services & Processing	$500K	$2.5M	2
D	Library Media and Processing	$2.5M	$12.5M	3
E	Class E – Foreign Language Materials	$300K	$1.5M	4

The estimated contract amounts are based on prior expenditures and contract usage by both public and non-public schools.

DISCUSSION

A best value Request for Bid (RFB) was issued seeking bids from vendors who could supply the DOE with library books and processing within the five unique classes identified. The purpose of the RFB was to establish cost effective contracts and provide NYCDOE end users the option to acquire a wide selection of library books and processing. Processing includes, but is not limited to Automation Kits (barcodes, spine labels, etc.), MARC (machine-readable cataloging) records, property labels and theft detection tags.

The bid blanks required that bidders provide a percentage discount off the publisher's list price or the school library price (whichever is lower), the cost of processing for each individual book and the shipping rate. The bid blanks also included estimated annual spend to provide vendors with an anticipated volume of purchases.

Prospective awardees were required to demonstrate their ability to meet the following:

- Ability to provide at least two reading leveling systems (e.g. Lexile, accelerated reading levels, Fountas & Pinnell, Independent reading level assessment, guided reading, etc.);
- Cataloging (categorizing the book for future search and retrieval) that is performed by a professional librarian with a Masters in Library or Information Science or its equivalent.

The DOE received bids from fourteen vendors, as provided in the attached table.

The bid language stated that the DOE will award contracts to three of more vendors for each of the classes so as to assure a wide variety of available items at all times. As with trade books, the DOE will provide instructions to school librarians to order library materials from the lowest cost vendor, where available. The DOE will make information available to schools regarding discount offerings by each vendor in order for schools to make educated purchases.

Although the DOE intended to award three or more vendors for class C, we will only be awarding to two vendors at this time.

The DOE received protests from two vendors. The vendors were Perma-Bound for class A and B and Follett School Solutions for class B. Perma-Bound was judged to lack sufficient breadth of catalog for class A, and was determined to be non-responsive for class B for failure to meet bid specifications regarding pre-bound book corners. Follett was determined to be non-responsive in class B for failing to meet bid specifications as well. The DOE has yet to make a determination on Perma-Bounds or Follett's protest. Should it be determined that the decision to deem them non-responsive is invalid, the DOE will award a contract to Perma-Bound as an additional vendor in class A. Awardees for class B have yet to be determined.

The contracts secure discounts off publisher's list price from awarded bidders that average 18% before library processing fees. The discounts off publisher list price for class A, which is an estimated 63% of all contract spend, averaged 28%. This compared with the discount from the last contracts, which averaged 29% before processing. Processing fees are estimated to be 48% lower than the last contract on a unit basis. Finally, discounted pricing in Class A (without processing fees) were compared to current pricing on-line for the top five items from last year, and were found to be 10.3% cheaper than on-line.

Checks of federal debarment, NYC VENDEX, the DOE's own vendor records, were made and no significant adverse information was revealed for any of the recommended vendors. Comprehensive background checks are being performed by DCP Vendor Research Unit, and if significant adverse information is found, a revised responsibility determination will be made.

Class A - Library Books and Processing		
Vendor Name	Class Total	Comments
PermaBound	$ 3,966,147	Non-responsive due to insufficient breadth of catalog.
AEP	$ 4,525,965	Non-responsive due to insufficient breadth of catalog.
Follett	$ 4,767,888	Awardee
Rainbow Books	$ 5,039,138	Non-responsive. Samples not provided.
Mackin	$ 5,165,244	Awardee
Baker and Taylor	$ 5,201,390	Awardee
Children's Plus	$ 5,357,988	Awardee
Scholastic	$ 5,744,218	Not selected due to the DOE having met the maximum number of vendors for class.
Lerner Publishing	$ 7,196,746	Not selected due to the DOE having met the maximum number of vendors for class.
Cengage Learning	$ 7,515,824	Not selected due to the DOE having met the maximum number of vendors for class.

Class B - Pre-Bound Library Books and Processing TBD – See RA Narrative		
Class C - Subscription Books and Media Services and Processing		
Vendor Name	Class Total	Comments
Follett	$ 397,325	Awardee
Mackin	$ 514,744	Awardee
Scholastic	$ 550,881	Non-responsive. Limited subscription content and breadth of catalog.
MT Library Services	$ 638,322	Awardee. Received voluntary price reduction.
Class D - Library Media and Processing		
Vendor Name	Class Total	Comments
AEP	$ 1,578,690	Non-responsive. Breadth of catalog; insufficient library cataloging/processing sales.
Follett	$ 1,812,708	Awardee
Mackin	$ 2,025,972	Awardee
PermaBound	$ 2,061,516	Awardee
Bound To Stay Bound	$ 2,211,549	Not selected due to the DOE having met the maximum number of vendors for class.

Class E - Foreign Language Library Materials		
Vendor Name	Class Total	Comments
Rainbow Books	$ 270,006	Non-responsive. Samples not provided.
Follett	$ 1,140,415	Awardee
Mackin	$ 1,167,751	Awardee
Children's Plus	$ 802,575	Awardee. Received voluntary price reduction.
Lectorum	$ 882,994	Awardee
China Sprout	$ 2,854,216	Not selected due to the DOE having met the maximum number of vendors for class.

Item: 12

Description:

Professional development and direct student services for teaching elementary, middle, and high school sciences and STEM (science, technology, engineering and math) education.

REQUEST FOR AUTHORIZATION FOR PROFESSIONAL DEVELOPMENT, DIRECT STUDENT SERVICES, FAMILY ENRICHMENT, AND FAIRS/EXPOS FOR ELEMENTARY, MIDDLE, AND HIGH SCHOOL SCIENCES AND STEM EDUCATION (MTAC R1033)

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$155,000 / $775,000	Tax Levy & Reimbursable Funds	Five Years	None	Multiple Task Award Contract (MTAC)	No	Requirements

Vendor Names & Addresses	See Table of Awarded Vendors.

Service Requestor / Contract Manager	Division of Contracts and Purchasing Contact
Jessica Kaplan Deputy Executive Director Office of Curriculum, Instruction & Professional Development Division of Teaching and Learning	Lenon Ruiz Procurement Analyst Instructional Service Procurement

PURPOSE

Authorization is requested on behalf of the Division of Teaching and Learning to contract with the three vendors listed below for professional development and direct student services for teaching elementary, middle, and high school sciences and STEM (science, technology, engineering, and math) education. All services will be provided at the discretion of participating schools, central offices operating on behalf of schools, or consortiums of schools.

DISCUSSION

To prepare young people for postsecondary opportunities in science and STEM, and to equip them with the skills needed for 21st-century careers and the demands of global competition, the DOE must increase content understanding via professional development and direct student services in life sciences, earth/space sciences, physical sciences, computer science, and engineering at all grade levels.

Services will include developing and providing programs to strengthen science teaching, promoting and reinforcing science knowledge, and building schools' capacity to support students pursuing careers in STEM fields. Students will be provided with opportunities to interact directly with the natural world, develop the skills they need to explain the world that surrounds them, practice problem-solving skills, develop positive science and engineering design attitudes, learn new science and engineering content, and increase their scientific and engineering literacy.

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

There are currently eight contracts for professional development and direct student services for teaching elementary, middle, and high school sciences and STEM education that were awarded under a previous solicitation; three of these contracts will expire on December 31, 2014. Under these

contracts, vendors provided services to 312 schools and 13 central/field offices, including the Bureau of Non-Public Schools, School Clusters, and Children First Networks.

In response to the most recent solicitation, vendors proposed for one or more of the following focus areas: 1) Educator Professional Development and Capacity Building, 2) Direct Services to Students, 3) Family Engagement and Enrichment Services for Parent and School Community Groups, and 4) Coordination and Facilitation of Science and STEM Fairs/Expos and Student Competitions.

Of the first batch of 18 proposals received, three vendors did not meet the minimum qualifications and one vendor rescinded its proposal. The remaining 14 were evaluated by a minimum of three members drawn from a pool of 11 evaluators consisting of teachers, program directors, and science and technology instructional specialists. Proposals were scored based on program plan (25 points), organizational capacity (25 points), pricing (25 points), and demonstrated effectiveness (25 points). Successful vendors were required to achieve a minimum score of 80 points. The committee recommended 13 of the vendors for award, of which three are named here and ten are still undergoing price analysis and background checks.

The recommended vendors offer instructional programs to both teachers and students to strengthen science teaching, promote and reinforce science knowledge and build schools' capacity to support students pursuing careers in science and STEM fields. Depending on school grade levels, programs will employ a hands-on, inquiry-based, or engineer design process approach, and will emphasize either communicating thoughts, procedure knowledge, or investigation and research. Program delivery methods include hands-on activities, customized workshops, explorations, tours, and trips.

Table A shows the proposed and negotiated average hourly rates for each vendor. The negotiated rates range from $198 for Wildlife Conservation Society's standards-based content, which engages students with hands-on learning programs closely aligned with national, State, and City education initiatives, to $306 for hands-on learning workshops presented by Research Foundation of CUNY (RFC), which focus on an engineering and science curriculum that includes creating, testing, observing, troubleshooting, re-designing, and creating guides for electric cars, animated puppets, windup toys, and other devices. RFC also provides a free teacher support website where extensive video clips are accessible. Negotiations resulted in an average cost savings of approximately 17 percent in program hourly rates to the DOE. All three vendors' pricing was determined to be fair and reasonable based on a comparison with hourly rates for like services by vendors contracted under similar solicitations.

TABLE A

Awarded Vendor	Original Average Hourly Rate	Negotiated Average Hourly Rate
St. John's University (SJU)	$246	$203
Research Foundation of CUNY on behalf of City College (RFC)	$306	$306
Wildlife Conservation Society (WCS)	$295	$198

The estimated annual contract amounts for RFC and WCS derived from their previous contracts for these types of services. St. John's is a new vendor with an estimated minimum amount for a requirements contract of $30,000.

Background checks were conducted on all vendors listed in this request, including VENDEX, the Uniform Commercial Code, the Federal Tax Lien, and the Federal Excluded Parties List System, and DOE internal sources. No significant adverse information for RFC was found. VENDEX revealed the following cautions for SJU and WCS.

St. John's University:

- In 2010, the District Attorney's office initiated a criminal investigation of a former employee for alleged embezzlement. The U.S. Attorney's Office, in collaboration with the FBI and IRS, also initiated a criminal investigation that resulted in federal charges involving indentured servitude, attempted solicitation of bribes, and tax fraud. Said former employee committed suicide prior to completion of the federal trail and the investigation was closed. The University took steps to mitigate the risk of future fraud including strengthening committee oversight, conflict of interest policy, gift policy, whistleblower policy, and audit procedures, and developing a business ethics training program.

Wildlife Conservation Society:

- Two violations were cited by New York State Department of Environmental Conservation (DEC) regarding hazardous chemicals/chemical bulk storage at the New York Aquarium and emissions at the Bronx Zoo. WCS admitted to the violations and entered into an order of consent in 2009 and 2010 with DEC in which they paid penalties, installed the required gauges, and submitted compliance verification reports.

- In or about 2009 and 2010, the New York Department of State (DOS) and the New York Department of Investigation (DOI) investigated WCS based on anonymous complaints regarding WCS security guards not having appropriate licensing at Queens Zoo. The DOS investigation revealed that some guards possessed expired registration, unassociated registration, and incomplete personnel files. WCS has provided a compliance statement acknowledging and addressing these findings and there has been no further follow up by DOS regarding this matter. DOI learned during their investigation that the New York State Division of Licensing recently conducted an audit that disclosed a licensing issue with one guard which WCS has addressed and implemented a system to prevent this issue. In 2010, DOI confirmed all security guards were appropriately licensed.

Both SJU and WCS provided satisfactory services under previous DOE contracts. Therefore, DOE does not believe the matters listed above should preclude a determination of an award. All vendors have therefore been determined 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.

AWARDED VENDORS		
Vendor's Name & Address	**Component(s)**	**Estimated Annual / Total Amount**
St. John's University 8000 Utopia Pkwy., Newman Hall 106 Queens, NY 11439	1 & 2	$30,000 / $150,000
Research Foundation of The City University of New York on Behalf of City College 230 W. 41st St., 7th Floor New York, NY 10036	1	$30,000 / $150,000
Wildlife Conservation Society 2300 Southern Blvd. Bronx, NY 10460	1 & 2	$95,000 / $475,000

Item: 13

Description:

WITHDRAWN

Item: 14

Description:

Chess classes for elementary and middle school students attending NYC Title 1 funded schools.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH CHESS-IN-THE-SCHOOLS

Estimated Annual / Total Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$444,000	City Council	One Year (7/1/2014 - 6/30/2015)	None	City Council Allocation, per Section 1-03(c) of DOE Procurement Policy & Procedures	Yes	Full Value

Vendor Name & Address	Chess-in-the-Schools 520 8th Avenue, 2nd Floor New York, NY 10018

Contract Manager	Lead Contracting Officer	Division of Contracts and Purchasing Contact
Cheryl Kaplan Director, Vendor Resources Division of Contracts and Purchasing	Susan Dick-McKeon Chief Administrator Division of Contracts and Purchasing	Denesia Stroom-Blair Procurement Analyst Central Office Procurement

PURPOSE

Authorization is requested to contract with Chess-in-the-Schools to provide chess classes to elementary and middle school students attending New York City Title I funded public schools.

DISCUSSION

Chess-in-the-Schools uses structured classroom, after-school, weekend, and summer programs to promote chess as an educational tool that enhances academic performance and builds self-esteem. These programs help young people develop critical thinking and problem-solving skills in schools across the city, reaching a total of 250 to 300 students in each participating school.

Chess-in-the-Schools also offers after-school chess clubs that include advanced chess instruction, one-on-one coaching, and practice competitions. Schools that choose to participate in these programs are charged an annual registration fee of $2,500, which partially covers the salaries and materials costs of the program; however, should those schools opt to host a tournament, the registration fee is waived.

Chess-in-the-Schools services also include a Scholastic Tournament Program, College Bound Program, and the Chess Teachers' Training Institute. The City Council allocation will cover about 10 percent of program's staff salaries.

This contract is retroactive because clearance was required by the Mayor's Office of Contracts for all vendors allocated funding in the FY15 City Council budget. The vendor then proposed a budget and work plan to match the City Council allocation.

Division of Contracts and Purchasing (DCP) has experience with the vendor providing these services and confirms that they have performed satisfactorily. DCP reviewed the vendor's background in the DCP's files and VENDEX systems and found no significant adverse information. The vendor has therefore been determined to be responsible.

A competitive sealed bid was not done for this procurement and a contract for these services is necessary because 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 City Council allocation process.

Item: 15

Description:

Professional development and support services for staff and students.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH THE EFFICACY INSTITUTE

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$95,650 / $478,250	New York State Education Dept. (NYSED) School Improvement Grant	One Year (9/1/13 – 8/31/14)	Four 1-Year Options	Vendor named in Grant, per Section 1-03(b) of DOE Procurement Policy & Procedures	Yes	Full Value

Vendor Name & Address	The Efficacy Institute, Inc. 182 Felton Street Waltham, MA 02453

Contract Manager	Lead Contracting Officer	Division of Contracts and Purchasing Contact
Tatiana LaForest Operations/Budget Manager Cluster 2, Childrens First Network 201	Joseph Zaza Network Leader Children First Network 201	Denesia Stroom-Blair Procurement Analyst Central Office Procurement

PURPOSE

Authorization is requested to contract with the Efficacy Institute, Inc. (Efficacy) to provide professional development and support services to the faculty, staff, and students at Martin Van Buren High School.

DISCUSSION

Efficacy will provide the Envoy Project, a schoolwide turnaround model with a leadership focus that prepares students to lead positive change. Students are grouped in "Envoys" through which they work collectively to establish goals and standards for college and career readiness by the end of high school. Student Envoys also act as the general school population's liaison to the school administration with regards to the student body's concerns and assist in addressing issues so as to change the school's culture.

Teacher Envoys are also trained as the support system to the Student Envoy. Their role is to support the students as they work with the student body as a whole to implement changes in processes or as they spearhead school-wide initiatives. They also support by monitoring student classwork, attendance, and reporting required by Efficacy.

Teachers and students also attend events such as the Student Envoy Summit and the Student Envoy Camp facilitated by Efficacy.

This contract is retroactive because the allocation to the vendor for these services came late in the fiscal year.

A review of the vendor's background, including DCP's files and VENDEX, found no significant adverse information. The vendor has therefore been determined to be responsible.

A competitive sealed bid was not conducted for this procurement and a contract for these services is necessary because the School Improvement Grant specifically named this vendor for the amount stated above. To have the services provided by another party would be contrary to the grant. Pricing for the contracted services was established as part of the grant submission and award.

Item: 16

Description:

Professional development through the Executive Leadership Institute (ELI) program.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH THE COUNCIL OF SUPERVISORS AND ADMINISTRATORS (CSA) FOR THE EXECUTIVE LEADERSHIP INSTITUTE (ELI) PROGRAM

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$224,221	New York State Education Department (NYSED)	One Year (7/1/14 - 6/30/15)	None	Vendor named in Grant, per Section 1-03(b) of DOE Procurement Policy & Procedures	Yes	Full Value

Vendor Name & Address	Council of Supervisors and Administrators 40 Rector Street, 12th Floor New York, NY 10006

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Morayo Tracey Oyemade Director, Contracts & Operations Division of Teaching & Learning	Sarah Johnson Deputy Chief of Staff Division of Teaching & Learning	Denesia Stroom-Blair Procurement Analyst Central Office Procurement

PURPOSE

Authorization is requested to contract with the Council of Supervisors and Administrators (CSA) to provide professional development through the Executive Leadership Institute (ELI) program at an annual amount not to exceed $224,221. This contract is funded by New York State Education Department Strengthening Teacher and Leader Effectiveness Dissemination Grant.

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 for 200 directors and assistant directors who work in City-subsidized Centers for Early Childhood Education (ECE). The CSA provides professional development for its members through the Executive Leadership Institute, a non-profit branch of the union. ELI, funded from the CSA's labor agreement with the DOE and the City Council, will administer 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.

Services under this contract will directly benefit DOE principals, assistant principals, and other administrators. The goal is to strengthen school leader effectiveness through participation in seminars and school-based visits. Through the lens of teacher effectiveness, assistant principals will learn and practice the complex tasks of supporting teaching at all performance levels.

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

The Division of Teaching & Learning has experience with the vendor providing these services and confirms they performed satisfactorily. DCP reviewed the vendor's background and found no significant adverse information. The vendor has, therefore, been determined to be responsible.

A competitive sealed bid was not done in this procurement and a contract for these services is necessary because the NYSED grant named this vendor for the amount stated above. To have the services provided by another party would be contrary to the grant. Pricing for the contracted services was established as part of the grant submission and award.

Item: 17

Description:

Achieve's educational software product line.

REQUEST FOR AUTHORIZATION
TO PURCHASE ACHIEVE3000 EDUCATIONAL SOFTWARE

Annual / Total Estimated Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$570,000 / $3,999,000	Tax Levy / Reimbursable	Seven Years	None	Listing Application	No	Requirements

Vendor Name & Address	Achieve3000 1985 Cedar Bridge Ave. Suite 3 Lakewood, NJ 08701

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
James McBride Chief Administrator Technology & Instructional Material Procurement Division of Contracts and Purchasing	Dan Aymar-Blair Senior Executive Director Division of Teaching and Learning	Kay Robbins Procurement Analyst

PURPOSE

Authorization is requested to contract with Achieve3000 for the entire Achieve3000 educational software product line on a requirements basis.

DISCUSSION

Achieve3000 provides web-based literacy and science solutions that are designed to reach a school's entire student population including English language learners, special needs, and gifted and talented. The highest-usage products at the DOE are: KidBiz3000 for grades 2-5, TeenBiz3000 for grades 6-8, Empower3000 for grades 9-12 and eScience3000 grades 9-12.

KidBiz, TeenBiz & Empower Lessons are offered in 12 learning levels and eScience in 5 learning levels, all in English and Spanish. Students first take an assessment to determine their learning level, and subsequently, when teachers assign lessons, each student in the class receives a lesson for their unique academic profile. The programs continually assess and increase in complexity as students progress.

Achieve3000 is the sole provider of this software, so a Request for Bids (RFB) was not practical. The previous contract between Achieve3000 and the NYC DOE was a RFB which Achieve3000 was the sole bidder.

The DOE discount for the highest-usage products is 25%. Achieve3000 is offering the DOE a discount that ranges from 5-25% off their software list price for other products and has guaranteed that no customer will receive better pricing than the DOE; prices have therefore been determined to be fair and reasonable.

The estimated contract amount is based on prior usage.

Background checks performed on Achieve3000 included a review of VENDEX, VCIP, CTS, and the Federal Debarment List. No significant adverse information was identified. Accordingly, the vendor has been determined to be responsible but a background check from the Policy and Vendor Performance Unit is still pending.

Item: 18

Description:

WITHDRAWN

Item: 19

Description:

N2Y's educational software product line.

REQUEST FOR AUTHORIZATION
TO PURCHASE NY2 EDUCATIONAL SOFTWARE

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$190,000 / $950,000	Tax Levy / Reimbursable	Five Years	None	Listing Application	No	Requirements

Vendor Name & Address	N2Y 909 University Drive South Huron, OH 44839

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
James McBride Chief Administrator Technology & Instructional Material Procurement Division of Contracts and Purchasing	Dan Aymar-Blair Chief Operating Officer Division of Teaching and Learning	Kay Robbins Procurement Analyst

PURPOSE

Authorization is requested to contract with N2Y for the entire N2Y educational software product line on a requirements basis.

DISCUSSION

N2Y provides Unique Learning System, an online standards-based curriculum designed for students with special needs. The lesson plans consist of downloadable materials that teachers can readily implement in the classroom learning activities. All materials are created using SymbolStix graphics, which are symbols designed and developed by N2Y that depict activities and persons as lively stick figures for use with their online curriculum. The lesson plans are categorized into three levels of differentiated tasks to accommodate the diversity of learners with significant disabilities.

N2Y is the sole provider of this software, so a Request for Bids (RFB) was not practical.

N2Y is offering the DOE a discount of 30 percent off their software list price and has guaranteed that no customer will receive better pricing than the DOE; the prices have therefore been determined to be fair and reasonable.

The estimated contract amount is based on prior usage.

Background checks performed on N2Y included a review of VENDEX, CTS, New York State Department of Labor, and the Federal Debarment List. No significant adverse information was identified. Accordingly, the vendor has been determined to be responsible.

Item: 20

Description:

Published and copyrighted assessment and reference materials for public and participating non-public schools.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH VARIOUS VENDORS TO PROVIDE PUBLISHED AND COPYRIGHTED ASSESSMENT AND REFERENCE MATERIALS

Estimated Annual / Total Contact Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
See table below.	Reimbursable, Tax Levy	Three Years	None	Listing Application	No	Requirements

Vendor Name & Address	See table below.

Contract Manager	Lead Contracting Officer
Jennifer Davilla Director Instructional Materials Unit Division of Contracts and Purchasing	Susan Dick-McKeon Chief Administrator School Based Procurement Division of Contracts and Purchasing

PURPOSE

Authorization is requested to contract with the vendors listed below to provide published and copyrighted assessment and reference materials to public and participating non-public schools.

DISCUSSION

The vendors listed here are the sole providers for the materials they publish. Because these materials cannot be purchased in the open market, a competitive sealed bid process is impractical. The proposed contracts require that the prices the DOE pays be the lowest offered to any client. As such, pricing for these materials has been determined to be fair and reasonable.

The estimated contract amounts are based on prior expenditures and contract usage by various public and non-public schools.

A background check conducted on both vendors revealed no significant adverse information. In addition, the vendors' performance under their previous contracts has been satisfactory; therefore, these vendors have been determined to be responsible.

Vendor Name & Address	Description of Services	Estimated Annual/Total Contact Amount
Elizabeth Claire Inc. D/B/A Easy English News 2100 McComas Way Suite 607 Virginia Beach, VA 23456	Easy English News publishes a monthly ESL magazine that aims to maximize effectiveness and instruction in learning the English language for ESL students. Easy English News is primarily used for intermediate English Language learners ages 10 and up. Their materials include current national news, American history, and geography.	$44,915 / $134,746
Life Space Crisis Intervention Institute (LSCI) 226 Landis Road Hagerstown, MD 21740	LSCI publishes materials that assist special education teachers and counselors who work with troubled children and youth to enable them to prevent and resolve crisis.	$65,307 / $195,920

Item: 21

Description:

Published and copyrighted textbooks and ancillary materials for public and participating non-public schools.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH VARIOUS VENDORS TO PROVIDE PUBLISHED AND COPYRIGHTED TEXTBOOKS AND ANCILLARY MATERIALS

Estimated Annual / Total Contact Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
See table below.	Reimbursable, Tax Levy	Seven Years	None	Listing Application	No	Requirements

Vendor Name & Address	See table below.

Contract Manager	Lead Contracting Officer
Jennifer Davilla Director Instructional Materials Unit Division of Contracts and Purchasing	Susan Dick-McKeon Chief Administrator School Based Procurement Division of Contracts and Purchasing

PURPOSE

Authorization is requested to contract with the vendors listed below to provide published and copyrighted textbooks and ancillary materials to all public and participating non-public schools.

DISCUSSION

The vendors listed here are the sole providers for the materials they publish. Because these materials cannot be purchased in the open market, a competitive sealed bid process is impractical. The proposed contracts require that the prices the DOE pays be the lowest offered to any client. As such, pricing for these materials has been determined to be fair and reasonable. The estimated contract amounts are based on prior expenditures and contract usage by various public and non-public schools.

While a review of VENDEX, VCIP, federal debarment, and NYS UCC lien search revealed no significant adverse information regarding these three vendors and their performance under their previous contracts has been satisfactory, comprehensive background checks have not been completed. If noteworthy information is found, it will be reported.

Vendor Name & Address	Description of Services	Estimated Annual/Total Contact
Vista Higher Learning 500 Boylston Street Boston, MA 02116	Series of textbooks that assist teachers in teaching students foreign languages such as French, German, Italian, and Spanish.	$91,405 / $639,837
Award Publishing Ltd. 40 West 55th St., Ste. 9B New York, NY 10019	Pre-K to Grade 3 literacy program that uses animated stories and skills activities for shared and guided reading and helps to promote rapid reading development.	$451,470/ $3,160,284
Peoples Education Inc. 299 Market Street Saddle Brook, NJ 07663	Series of textbooks in the subject areas of Language Arts, Mathematics. and Writing, and AP/Honors materials for college readiness.	$820,054 / $5,740,378

Item: 22

Description:

Amendment to a previously approved request for authorization so as to amend the contract type from full value to requirements.

REQUEST FOR AUTHORIZATION TO AMEND ORIGINAL RA FOR A CONTRACT WITH EDUCATION LOGISTICS INC. FOR MAINTENANCE OF ROUTING SOFTWARE FOR GENERAL AND SPECIAL EDUCATION STUDENT TRANSPORTATION

Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$66,666	Tax Levy	1/1/14 – 12/31/15	None	Contract Extension per DOE Procurement Policy & Procedures Section 4-07(b)	No	Requirements

Vendor Name & Address	Education Logistics, Inc. 3000 Palmer Street Missoula, MT 59808

Contract Manager	Lead Contracting Officer	Division of Contracts and Purchasing Contact
Everett Parker Director Office of School Support Services Office of Pupil Transportation	Lisa D'Amato Office of Student Support Services Office of Pupil Transportation	Stephen Stamo Director Transportation, Food & Facilities Procurement

PURPOSE

Authorization is requested to amend a previously approved RA that provided for the extension of a contract with Education Logistics to provide maintenance of the transportation software used by the Office of Pupil Transportation (OPT) to route school buses servicing students in grades K-12. The original RA incorrectly lists Full Value instead of Requirements as the contract type.

DISCUSSION

The original contract for these services was awarded pursuant to a Request for Proposals (RFP) for a term of six years ending December 2009. The contract was extended for one year through December 31, 2010 and was followed by a negotiated service contract with a term through December 31, 2013. The aforementioned contracts were all registered with the New York City Comptroller's Office as requirement agreements. It follows that this two-year extension should also be registered as a requirements agreement.

It should be noted that this two-year contract extension was approved by the Committee on Contracts (COC) on November 19, 2013, and subsequently approved by the Panel for Educational Policy on November 23, 2013. While the Request for Authorization incorrectly listed the contract type as "Full Value," the Panel agenda for the November meeting correctly listed the contract type as "Requirements."