Panel for Educational Policy
Contract Agenda
December 20, 2012

Item: 1 **Description:** Emergency bus transportation for students following Hurricane Sandy.

Term: 30 days **Options:** None **Funding:** Tax Levy

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

Vendor Name	Estimated Annual Amount
Atlantic Coach	$237,300
Classic Bus	$29,450
Coach Tours, Ltd.	$31,900
Jon Bosch	$16,800
MCIZ	$472,000
Metropolitan Shuttle	$297,000
Monroe Bus	$17,490
Monsey Tours	$32,300
Nason Partners dba Kelley Transit	$8,000
Peter Pan Bus Lines, Inc.	$61,500
Royal Coach Lines	$52,500
Safe Coach Inc	$12,000
School Bus By Superior, Inc.	$40,500
Star Tour	$17,000
Vallo Transportation	$22,750
We Transport, Inc.	$63,000

Item: 2 **Description:** Contract extension for the department's automated time and attendance system.

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

Division: Division of Financial Systems and Business Operations **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
SumTotal Systems, Inc.	$1,488,076

Item: 3 **Description:** Materials, construction, and technical assistance to schools that would like to build gardens.

Term: 4 years **Options:** None **Funding:** Tax Levy

Division: Division of School Facilities **Contract Type:** Full Value

Vendor Name	Annual Amount
Council on the Environment d/b/a Grow NYC	$150,000

Item: 4 **Description:** A procurement card and a stored value card program (No cost. Estimate is for spending through cards).

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

Division: Division of Financial Operations **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Citibank, N.A.	$15,000,000

Item: 5 **Description:** Labor, material and equipment necessary to perform plastering and painting work.

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

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

Vendor Name	Estimated Annual Amount
Linear Environmental Corp	$1,224,544

Item: 6 **Description:** Amendment of service areas for Pre Kindergarten and early intervention transportation.

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

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

Vendor Name	Estimated Annual Amount
L & M Bus Corp	$3,425,312
Smart Pick	$3,544,103

Item: 7 **Description:** Professional development and direct student services for teaching elementary, middle and high school sciences. (RA #9)

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

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

Vendor Name	Estimated Annual Amount
Queens Botanical Garden Society, Inc.	$40,000

Item: 8 **Description:** Arts education services including professional development and parent engagement in the fields of dance, music, theatre, visual arts and the moving image. (RA #5)

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

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

Vendor Name	Estimated Annual Amount
Dance Works, Inc. (Pentacle)	$30,000
Harlem School of the Arts	$75,000
Jazz At Lincoln Center	$30,000
Lincoln Center for Performing Arts	$100,000
Museum of Arts & Design	$40,000
National Choral Council	$150,000
Pilobolus Dance Theatre, Inc	$30,000
Society of the Educational Arts, Inc./Sociedad Educativa de las Artes, Inc.	$60,000

Item: 9 **Description:** Evaluation services to assess the effectiveness of a variety of educational programs. Services to be evaluated include instructional support, staff development, conflict resolution, and student services. (RA #6)

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

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

Vendor Name	Estimated Annual Amount
Cambridge Education LLC	$50,000

Item: 10 **Description:** Career and technical education services to selected high schools. (RA #5)

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

Division: Post Secondary Pathways **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Certiport, Inc.	$33,333

New York City College of Technology	$83,333

Item: 11 **Description:** Literacy professional development and coaches for various programs in schools, central offices and school support organizations. (RA #7)

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

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

Vendor Name	Estimated Annual Amount
Creative School Services	$30,000

Item: 12 **Description:** Professional development services in the use of instructional technology, multimedia and web-based learning tools in schools. (RA #6)

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

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

Vendor Name	Estimated Annual Amount
Compass Learning	$150,000

Item: 13 **Description:** Whole school reform services for transitional plans that ultimately help schools continue reform efforts on their own. (RA #4)

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

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

Vendor Name	Estimated Annual Amount
Cambridge Education, LLC.	$200,000
NCS Pearson	$200,000

Item: 14 **Description:** Services to promote safe and supportive school communities that include social emotional learning, behavior management, respect for diversity, facilitation skills, integrated service programs and restorative approaches. (RA #2)

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

Division: Office of Safety and Youth Development **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Creative Connections	$100,000
Institute for Labor & the Community	$40,000
National School Climate Center	$50,000
Positive Conflict Management (PCM) Associates	$75,000
SHW Enterprises, LLC dba ScholarCentric	$30,000
The Leadership Program	$100,000

Item: 15 **Description:** Advertising for important events, and for messages to parents and the community.

Term: 7 months **Options:** None **Funding:** Tax Levy

Division: Division of Family and Community Engagement **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Graystone Advertising Group	$40,000

Item: 16 **Description:** Ethernet based fiber and data services.

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

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

Vendor Name	Estimated Annual Amount
AT&T	$5,000,000

Item: 17 **Description:** Professional IT consulting services.

Term: 7 months **Options:** 5 year option **Funding:** Various

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

Vendor Name	Estimated Annual Amount
Computer Task Group, Inc.	$450,000
COMSYS	$450,000
Currier, McCabe & Associates, Inc. d/b/a CMA Consulting Services	$450,000
GCOM Software, Inc.	$450,000
kforce inc.	$450,000
PruTech Solutions, Inc.	$450,000
PSI International Inc	$450,000
Rangam Consultants Inc.	$450,000
Trigyn Technology, Inc	$450,000
Universal Technologies	$450,000

Item: 18 **Description:** Secure destruction of testing materials.

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

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

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

Item: 19 **Description:** Dropout prevention and intervention services for middle and high school students.

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

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

Vendor Name	Annual Amount
ENACT	$250,000

Item: 20 **Description:** Dropout prevention and intervention services for students in districts 7,8 and 16 in the Bronx.

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

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

Vendor Name	Annual Amount
Good Shepherd Services	$167,000

Item: 21 **Description:** Afterschool services to students in temporary housing.

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

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

Vendor Name	Annual Amount
The Children Aid Society	$162,000

Item: 22 **Description:** Discount tickets for arts performances, exhibitions and other various cultural events.

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

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

Vendor Name	Estimated Annual Amount
City Parks Foundation	$100,000
Group Sales Box Office	$250,000
HAI (Hospital Audiences, Inc.)	$275,000

Item: 1

Description:

Emergency bus transportation for students following Hurricane Sandy.

REQUEST FOR AUTHORIZATION
EMERGENCY SHUTTLE BUS SERVICE FOR SCHOOL AGE STUDENTS

Estimated Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$1,478,490	Tax Levy	30 Days	None	Emergency	Yes	Requirements

Vendor Names & Addresses	See attached list.

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Lisa D'Amato Director, Contracts Management Unit Office of School Support Services	Eric Goldstein Chief Executive Office of School Support Services	David Ross Executive Director Division of Contracts & Purchasing

PURPOSE

Authorization is requested to contract with the vendors listed below to provide emergency shuttle bus service to enable school-age students to continue to attend schools citywide following Hurricane Sandy. The shuttle buses provide transportation to general education students from centralized pick-up sites to their relocated schools. The contracts are effective for one month from November 9, 2012 through December 9, 2012.

DISCUSSION

Damages from Hurricane Sandy were so extensive that students from approximately 50 school buildings had to be relocated. As a result, alternative arrangements were required to transport these students to other sites. The hurricane also damaged many of the buses used by the DOE's existing school bus contractors, thereby making it impossible for them to take on these additional requirements. This created an emergency situation in which the DOE would be prevented from providing necessary public transportation to ensure the health, welfare, and safety of children.

Accordingly, the Executive Director of the Division of Contracts and Purchasing (DCP) issued a series of Emergency Declarations the week of November 9, 2012 to award contracts to vendors providing shuttle bus transportation to enable students to attend school following the hurricane.

The emergency was declared in accordance with the New York State Education Law, Sections 2556(10)-(10-a) and 2590-h(36), the New York State General Municipal Law, Section 103(4) and Section 3-09 of the DOE's Procurement Policy and Procedures, Section 3-09 entitled "Emergency Purchases." The DOE determined that the damage caused by Hurricane Sandy created good and sufficient cause for the declaration of an emergency and the award of contracts on an expedited basis. It was also necessary to waive provisions of Chancellor's regulation A-108; Paragraph 4.1 of Section 1, permitting bus routes to exceed a total one way route length of five miles through all stop points; Paragraph 4.2.3 of Section 1, permitting bus routes to operate across borough or county lines; and Paragraph 4.2.4 of Section 1, permitting pupils that have a MetroCard for public transportation to be eligible to ride a contracted bus.

DCP contacted vendors throughout and beyond the tri-state area to determine the number of buses each could provide. Vehicles were required to comply with the DOE's security and safety requirements and drivers were to be duly licensed and qualified to operate the contractor's vehicles. Vendors with pricing that exceeded $1,100 per day were turned away, except for We Transportation which was contracted for only 5 – 10 buses at $1,400 per day for just five days. Prices under the emergency are either within the range of the competitively bid DOE Coach Bus contract ($700/day) or higher for

reasons that are understandable in view of the timing and circumstances. As such, prices have been determined to be fair and reasonable.

Due to the time constraints associated with the emergency procurement, comprehensive vendor background checks were not feasible. Instead, DCP performed abridged background checks. While adverse information was identified for a few of the vendors, the DOE does not believe awards to those vendors present any risk to students and believes all vendors may be found responsible for these purposes.

LIST OF EMERGENCY SHUTTLE BUS SERVICE VENDORS

VENDOR NAME	ADDRESS	NUMBER OF BUSES PER DAY	DAILY COST / NUMBER OF SERVICE DAYS	ESTIMATED AMOUNT
Schoolman Transportation System, Inc. d/b/a Classic Bus	1600 Locust Ave Bohemia, NY 11716	9 - 14	$950 / 3 days	$29,450
Atlantic Express Transportation, Corp. (Atlantic Coach)	7 North Street Staten Island, NY 10302	22 - 25	$700 / 20 days	$237,300
Coach Tours Ltd.	475 Federal Rd Brookfield, CT 06804	3 - 5	$1,100 / 7 days	$31,900
Jon Bosch Bus, Inc.	16 George St Babylon, NY 11702	3	$800 / 7 days	$16,800
MCIZ Corp. (Mazel Bus Co.)	15 2nd Avenue Brooklyn, NY 11215	25 - 50	$800 / 20 days	$472,000
Metropolitan Shuttle	2730 W. University Blvd Wheaton, MD 20902	22 - 25	$1,000 / 15 days	$364,000
Monroe Bus	60 Nostrand Ave. Brooklyn, NY 11205	2 - 5	$795 / 5 days	$17,490
Monsey New Square Trails (Monsey Tours)	8 Washington Ave. Spring Valley, NY 10977	4 - 10	$950 / 4 days	$32,300
Nason Partners d/b/a Kelley Transit Company	P.O. Box 237 Torrington CT 06790	4	$1,000 / 2 days	$8,000
Peter Pan Bus Lines, Inc.	1776 Main St. Springfield, MA 01102	15	$1,025 / 4 days	$61,500
Royal Coach Lines	1010 Nepperhan Ave. Yonkers, NY 10703	10	$750 / 7 days	$52,500
Safe Coach, Inc.	1040 Rockaway Ave. Brooklyn, NY 11236	10	$600 / 2 days	$12,000
School Bus by Superior, Inc. (Superior Bus)	957 Dean St. Brooklyn, NY 11238	10 - 20	$450 / 5 days	$40,500
Starr Transit Co., Inc (Starr Tour)	2531 East State St Trenton, NJ 08619	2 - 5	$1,000 / 4 days	$17,000
Vallo Transportation, Ltd.	151-17 6th Road Whitestone, NY 11357	5	$650 / 7 days	$22,750
We Transport, Inc.	75 Commercial St. Plainview, NY 11803	5 -10	$1,400 / 5 days	$63,000
	TOTAL NUMBER OF BUSES	**1,708**		

Item: 2

Description:

Contract extension for the department's automated time and attendance system.

REQUEST FOR AUTHORIZATION TO EXTEND A CONTRACT WITH AUTOMATED TIME AND ATTENDANCE SYSTEM FOR TWO YEARS

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
Year 1: $1,444,739 Year 2: $1,488,076 Total: $2,932,815	Tax Levy	2/01/13 - 1/ 31/15	None	Negotiated Service	No	Requirements

Vendor Name & Address	SumTotal Systems, Inc. 2850 NW 43rd Street, Suite 200 Gainesville, FL 32606

Service Requestor / Contract Manager / Lead Contract Officer	Division of Contracts & Purchasing Contact
William Mardenborough Administrator of Financial Security Division of Financial Systems and Business Operations (FSBO)	James J. McBride Chief Administrator, Central Office Procurement

PURPOSE

Authorization is requested to extend a contract with SumTotal Systems, Inc. for an automated time and attendance system used by DOE staff. Without this two-year extension, the current contract would expire on January 31, 2013.

DISCUSSION

DOE uses the SumTotal time and attendance system for over 13,000 employees, including administrative non-pedagogical DOE employees, consultants, and Welfare Empowerment Program (WEP) participants. The system records employee attendance, maintains leave balances, manages leave requests, allows for supervisor approvals, applies time-keeping rules to employees based on their specific job titles, and interfaces with DOE payroll systems. Data from this system is sent directly to payroll and it is critical that the process is correct and timely to ensure that there are no interruptions to employees' paychecks.

This contract was originally awarded to Cybershift for five years in 2002. The contract was extended for an additional five years in 2007. For that extension, DOE negotiated lower rates and a more robust service level agreement. During the extension, SumTotal Systems, Inc. purchased Cybershift. In January 2012, DOE's Committee on Contracts (CoC) approved an additional one-year extension to the SumTotal contract to provide time to complete a new request for proposals (RFP) and a reasonable timeframe to transition to a new system if necessary.

The RFP was released in September 2011 but the department is now considering use of a redesigned citywide system. Consequently, we recommend that the current SumTotal contract be extended for two years to complete planning for a transition from the DOE's current timekeeping system to a citywide system.

The Chancellor's Committee on Contracts (CoC) approved contract negotiations with SumTotal for this work on 12/18/2012.

SumTotal Systems will increase its yearly pricing in accordance with the Consumer Price Index (CPI), which is approximately 3%.

SumTotal Systems has provided excellent service in the past in the form of consultants, maintenance, and hosting services. A background check on SumTotal conducted by the Vendor Research & Price Analysis Unit found no significant adverse information. The vendor has therefore been determined to be responsible.

Item: 3

Description:

Materials, construction, and technical assistance to schools that would like to build gardens.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH GROWNYC TO ASSIST IN THE CONSTRUCTION OF SCHOOL GARDENS

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$150,000 / $600,000	Tax Levy Granted under the Obesity Task Force	7/1/12-6/30/16	None	Negotiated Services	Yes	Full Value
Vendor Name & Address	Council on the Environment of NYC d/b/a GrowNYC 51 Chambers Street, Room 228 New York, NY 10007 Attention: David Hurd					

Service Requestor/Contract Manager/Lead Contracting Officer	Division of Contracts & Purchasing Contact
Ozgem Ornektekin Director of Sustainability	Shelley Epstein Director

PURPOSE

Authorization is requested to contract with Council on the Environment of NYC d/b/a GrowNYC to assist schools with materials, construction, and technical gardening assistance to build school gardens. GrowNYC will link garden building projects with curriculum and the development of sustainable garden plans. The services provided under this contract are educational in nature and are intended to promote healthful eating habits in students.

DISCUSSION

The Grow to Learn School Gardens Initiative was initially launched in 2010 by an interagency steering committee, with funding originally provided by the Mayor's Fund to Advance New York City. With the assistance of public and private partners, the program has grown to include approximately 200 school gardens in the City.

After evaluating programs that could accelerate the success of its own mission, the Mayor's Obesity Task Force has chosen to fund the Grow to Learn program and designated GrowNYC as the vendor. This contract will cover 60 school gardens, an increase of 20 over those previously funded by the Department, in effect providing more funding for more school gardens. The Mayor's Fund to Advance New York City will meanwhile continue to fund the approximately 200 school gardens initially developed under its sponsorship.

The DOE budget contains grants from the Mayor's Obesity Task Force of $150,000 for each of the fiscal years 2013-16. The Committee on Contracts approved this measure on November 5, 2012 on the basis of its cost effectiveness and the continuation of a successful program.

This contract is retroactive to cover work done in schools to continue the program in anticipation of contract award.

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

Item: 4

Description:

A procurement card and a stored value card program (No cost. Estimate is for spending through cards).

REQUEST FOR AUTHORIZATION TO PROVIDE PROCUREMENT CARDS AND STORED VALUE CARDS SERVICES (RFP R0906)

Annual / Total Contract Volume	Funding Source	Contract Term	Options	Total Option Amount	Procurement Method	Is Contract Retroactive?	Contract Type
$15,000,000 / $45,000,000	95% Tax Levy 5% Reimbursable	Three Years	Two 1-Year Options	$30,000,000	Request for Proposals (RFP)	No	Requirements

Vendor Name & Address	Citibank, N.A. 388 Greenwich Street New York, NY 10013

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Scott Matluck Administrator Division of Financial Operations	Angel Lopez Chief Administrator Division of Financial Operations	Begum Gonul Procurement Analyst Central Office Procurement

PURPOSE

Authorization is requested to contract with Citibank, N.A. to streamline purchase and payment systems for the DOE through an electronic procurement card (P-Card) and stored value card program commencing on July 1, 2013 and ending on June 30, 2016. It is anticipated that annual procurement and stored value card usage will be approximately $14 million and $1 million respectively.

DISCUSSION

Since July 2000, the Division of Financial Operations (DFO) has used the procurement card and stored value card programs to streamline small item purchases and payments. The procurement card program allows users to purchase supplies and small items. Each procurement card has a cap which prevents overspending and there is a limitation on categories of merchants to restrict purchases from non-approved merchant codes. DFO monitors spending by reviewing transactions on a monthly basis.

A stored value card, commonly referred to as a debit card, retains monetary value and provides purchasing capabilities to employees on an as-needed basis. Users can access funds through point of sale transactions, ATMs, and bank tellers. In 2008, the stored value card program replaced the Small Item Payment Process (SIPP) through which checks were previously generated for out-of-pocket expenses. Through this program, payment transactions are processed through FAMIS, DOE's online financial system, expediting payments and stop-payments, eliminating excessive paperwork, and allowing DFO to more accurately manage and audit payments.

A Request for Proposals (RFP) is the preferred procurement method because vendors are required to have a record of success with the payment card program and must demonstrate their capabilities in handling large volumes of transactions. An RFP was issued on March 19, 2012 and was advertised in the City Record and on the DOE web site. Vendors enrolled on the DOE's credit/debit/procurement cards bidders list were notified via e-mail. Four proposals were received.

The RFP was divided into two components: 1) P-Cards and 2) Stored Value Cards. Vendors were able to propose for either or both components. The RFP indicated that proposers must maintain an ATM network (without surcharges) in all five boroughs, be capable of transferring deposits on a daily

basis, have a proven payment card program, and be FDIC-insured. Of the four proposals, two vendors proposed for both components, one proposed just for Component 1, and the other for Component 2.

Proposals were evaluated by a five-member committee drawn from the Division of Financial Operations, the Division of Financial Planning and Management, and the Division of School Support. Proposals were scored using the following evaluation criteria: price (25 points), program plan (25 points), organizational capacity (25 points), and demonstrated effectiveness (25 points).

The committee determined that US Bank's proposal to use their existing card program would not meet the DOE's needs. Although the DOE asked that US Bank modify and resubmit their program plan and pricing form, they failed to do so. As a result, US Bank was determined to be non-responsive and their proposal was not considered further. US Bank was notified of the DOE's determination. No protest was received. FSV Payment Systems (FSV) was eliminated because the committee determined that they lacked the infrastructure to accommodate the needs of the stored value cards program and the ability to comply with transition requirements.

The committee determined that proposals from Citibank and JPMorgan Chase presented comprehensive plans that met the program requirements. Although the two components could have been awarded separately, the committee determined that Citibank could effectively provide the cards and the most user-friendly online system with the necessary reporting and control features. The committee felt that Citibank has a more innovative suite of reporting and control features available for program administrators, a greater emphasis on pre-spend controls complemented by continuous and post-spend controls. The committee was also impressed with Citibank's track record of providing a wide range of clients with payment card solutions.

After the committee recommended Citibank for award, the contract volume was re-estimated, based on data that included the most recent spending information. Although Chase's rebate was slightly more advantageous using the original figures, the new estimates made Citibank's rebate of 1.39 percent more advantageous to the DOE. The estimated annual revenue is expected to be $194,600 based on the new estimated level of spending. Although both vendors provided similar pricing for many of the services, there is a modest difference in cash withdrawal fees, amounting to less than $1,000 annually. While the fees charged by Citibank and Chase vary, the difference is not significant. Based on the higher rebate percentage offered and comparable service fees, Citibank's pricing has been determined to be fair and reasonable.

The table below illustrates percentage rebates offered for procurement cards based on annual spend:

		INITIAL REBATE			BAFO REBATE	
Dollar Volume Per Fiscal Year		Chase Rebate Percentage*	Citibank Rebate Percentage*	US Bank Rebate Percentage***	Chase Rebate Percentage*	Citibank Rebate Percentage*
$7,500,000	$9,999,999	1.15%	1.16%	N/A	1.15%	1.16%
$10,000,000	$12,499,999	1.19%	1.29%	N/A	1.23%	1.34%
$12,500,000**	**$14,999,999****	**1.30%**	**1.34%**	**N/A**	**1.34%**	**1.39%**
$15,000,000	$17,499,999	1.44%	1.39%	N/A	1.50%	1.44%
$17,500,000	$19,999,999	1.50%	1.44%	N/A	1.54%	1.49%
$20,000,000	$22,499,999	1.51%	1.46%	N/A	1.55%	1.51%
$22,500,000	$27,499,999	1.53%	1.48%	N/A	1.57%	1.53%
$27,500,000	$30,000,000+	1.57%	1.50%	N/A	1.61%	1.55%

*For illustration purposes, the figures on this table assume payment in 14 days.
** Percentage rebates are evaluated based on this range.
*** Pricing could not be determined since the vendor did not submit the pricing form as instructed and was found non-responsive.

Citibank's VENDEX self-reports four investigations, none of which have any meaningful relationship to the requirements of the proposed contract. DOE also identified several possible open tax matters for Citibank affiliates and principles. While the DOE has not had a prior contract with Citibank, VENDEX reports five evaluations of other NYC contracts, with four excellent ratings and one good. In the light of the size of the Citigroup family of companies whose revenues exceeded $78 billion in 2011, the fact that these matters are not uncommon among large financial services companies and the vendor's exemplary performance under its other NYC contracts, the DOE does not believe these matters should preclude an award of contract.

Item: 5

Description:

Labor, material and equipment necessary to perform plastering and painting work.

REQUEST FOR AUTHORIZATION
B2093 LEAD-BASED PAINT ABATEMENT- LINEAR ENVIRONMENTAL

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Estimated Option Amount(s)	Procurement Method	Is Contract Retroactive?	Contract Type
$1,224,544 / $6,122,720	Tax Levy	Five Years	One 270-Day Extension	$918,408	Request for Bids	No	Requirement

Vendor Name & Address	Linear Environmental Corp. 10-25 44th Avenue Long Island City, NY 11101

Contract Manager / Lead Contracting Officer	Division of Contracts & Purchasing Contact
Bernard Orlan Director, Environmental Health and Safety Division of School Facilities	Shelley Epstein Director

PURPOSE

Authorization is requested to contract with Linear Environmental Corp. for lead-based paint abatement, including painting and plastering in schools and administrative buildings. The work includes labor, materials, supervision, and equipment to perform lead-based paint abatement. These contracts replace expiring contracts.

DISCUSSION

A Request for Bids (RFB) was advertised in the City Record and on the DCP web site. The RFB included five aggregate classes as follows: Aggregate Class 1 - Manhattan, Aggregate Class 2 - Bronx, Aggregate Class 3 - Queens, Aggregate Class 4 - North Brooklyn, and Aggregate Class 5 - South Brooklyn/Staten Island. Eight bids were received for each Aggregate Class. This RA is for Aggregate Classes 2 and 3. Aggregate Class 1, 4, and 5 will be awarded upon completion of evaluation.

Sky Rise, the low bidder, was rejected for not providing required qualification documents, including proof of five years' experience, a valid certificate as a lead-safe EPA certified firm, a valid New York State Department of Environmental Conservation Hazardous Industrial/Commercial Waste Transporter Certification, OSHA Certifications, and staffing information. No protest was received.

Linear Environmental Corp. was the second low bidder. A qualification meeting was held with Linear and it was determined they had the organizational capacity to service the two classes. As such, Linear is recommended for award.

A review of the vendor's financial statements did not reveal any risk associated with doing business with the company. A background check on Linear conducted by the Vendor Research and Price Analysis Unit found no significant adverse information. The DOE has therefore determined that Linear is a responsible vendor.

Prices on this contract are approximately 28 percent lower than on previous contracts bid in 2006 for similar items. Based on the receipt of several bids and the competitive nature of the procurement, these prices have been determined to be fair and reasonable.

B2093 – REQUIREMENTS CONTRACT FOR LEAD-BASED PAINT ABATEMENT

AGGREGATE CLASS 2 – THE BRONX

CONTRACTOR NAME	ANNUAL CONTRACT VALUE	TOTAL CONTRACT VALUE / 5 YEARS
Sky Rise Inc (rejected)	$474,882	
Linear Environmental Corp	**$570,180**	**$2,850,900**
Elit Green Builders Corp	$644,810	
Promo Pro LTD	$645,523	
New York Environmental	$821,742	
ABC Construction	$897,470	
Pinnacle Environmental Corp	$1,809,915	
PAL Environmental Services	$2,956,102	

AGGREGATE CLASS 3 – QUEENS

CONTRACTOR NAME	ANNUAL CONTRACT VALUE	TOTAL CONTRACT VALUE / 5 YEARS
Sky Rise Inc (rejected)	$519,468	
Linear Environmental Corp	**$654,364**	**$3,271,820**
Elit Green Builders Corp	$737,745	
Promo Pro LTD	$738,460	
New York Environmental	$947,881	
ABC Construction	$1,041,970	
Pinnacle Environmental Corp	$2,125,670	
PAL Environmental Services	$3,462,932	

Item: 6

Description:

Amendment of service areas for Pre Kindergarten and early intervention transportation.

REQUEST FOR AUTHORIZATION

AMENDMENT B2026 TRANSPORTATION SERVICES FOR PRE-KINDERGARTEN AND EARLY INTERVENTION PARTICIPANTS

Estimated Annual/Total Amount	Funding Source	Contract Term	Options	Estimated Option Amount	Procurement Method	Is Contract Retroactive	Contract Type
$6,969,415 Annual $34,847,075 Total	Tax Levy	Five Years	Two 1-Year Extensions	$13,938,830	Request for Bids (RFB)	No	Requirement

Contract Manager	Lead Officer	Division of Contracts and Purchasing
Lisa D'Amato Director, Contract Management Unit, Office of Student Support Services	Eric Goldstein, Chief Executive, Office of Student Support Services	David N. Ross, Executive Director, Division of Contracts and Purchasing

Vendor Name	Address	Awarded Aggregate	Annual Amount
L&M Corp	3167 Atlantic Avenue Brooklyn, NY 11208	Class 6 QN10	$3,425,312
Smart Pick	2548 West 13 Street Brooklyn, NY 11223	Class 9 BK3	$3,544,103

PURPOSE

Approval is sought on the behalf of the Office of Pupil Transportation (OPT) to award the above portions of the contract for RFB 2026 previously awarded to Philip Bus Service and Thomas Bus for Pre-Kindergarten /Early Intervention student transportation to L&M and Smart Pick.

DISCUSSION

Request for Bid RFB2026 divided the city into 43 aggregate classes/geographical service areas. Contracts were awarded to the responsive, responsible bidders having the capacity to service areas based upon overall lowest program cost for five (5) years with two 1-year extensions starting in September, 2012.

Philip Bus Service, was initially awarded contracts for Classes 6 (QN10) and 11 (BX4) and was subsequently awarded a contract for Class 29 (MN3) when another vendor was terminated. Due to damage sustained as a result of Hurricane Sandy, Philip is not able to provide service for one (1) of their three (3) classes. Therefore, the contract for Class 6 was terminated on November 19, 2012.

Thomas Buses was initially awarded contracts for seven (7) aggregate classes and accepted assignment of two (2) additional classes, for a total of nine (9) aggregate classes. Six (6) of their nine (9) classes were assigned or rescinded, leaving Thomas with the contract to service three (3) classes. At this time, due to damage sustained as a result of Hurricane Sandy, Thomas cannot provide service for one (1) of the remaining three (3) aggregate classes and their contract for Aggregate Class 9 has been terminated. To provide replacement service in both areas, the next lowest bidders were contacted but were unwilling to accept an award or were found to lack immediate capacity to service the class. In Class 6, L&M the 4th lowest responsible, responsive bidder was immediately capable of performing the work at the bid price and was willing to accept the award. For Class 9, Smart Pick the 4th lowest responsible, responsive bidder was immediately capable of performing the work at their

bid price and was willing to accept the award. **Appendix 1** summarizes the replacement for each aggregate class, highlighting the awarded vendors and indicating reasons for no-award to each of the lower bidders.

Background Checks have been completed; no adverse information has been identified for these vendors. All vendors have provided satisfactory service for Pre Kindergarten/Early Intervention transportation and have been determined to be responsible.

APPENDIX 1

AGGREGATE CLASS 6 SEVICE AREA QN10	TOTAL	COMMENTS
Phillip Bus Service	$ 2,801,268.50	Original Award - Terminated
Royal Express Line Corp	$ 2,940,254.29	Company at capacity
Jea Bus Co Inc	$ 3,290,762.31	Company declined
L & M Bus Corp	$ 3,425,312.00	AWARDED
Alina Services Corp	$ 3,438,748.00	
Professional Charter Service	$ 3,787,408.30	
Happy Day Transit	$ 3,831,566.00	
Y & M Transit Corp	$ 4,131,287.50	
Van Trans LLC	$ 4,428,583.00	
Selby Transportation Corp	$ 5,454,886.00	
Mutual Bus Corp	$ 5,535,112.00	
Thomas Buses Inc	$ 5,932,924.00	
First Steps Trans Inc	$ 6,073,675.00	
Golden Ring Transit Inc	$ 12,771,865.00	

AGGREGATE CLASS 9 - SERVICE AREA BK3	TOTAL	COMMENTS
Robin Transportation	$ 2,766,900.00	Awarded and the assigned the area to Thomas. Thomas was then terminated for this class
Liberty Transit Corp	$ 3,425,985.00	Non-responsive bidder
Phillip Bus Service	$ 3,476,940.00	Company was not offered the work due to loss of vehicles from the storm.
Alina Services Corp	$ 3,542,084.40	Company declined unable to do the work
Smart Pick Inc	$ 3,544,102.50	AWARDED
Professional Charter Service	$ 3,637,002.90	
Happy Day Transit	$ 3,692,694.00	
RAD Bus Service	$ 3,742,670.25	
Thomas Buses Inc	$ 3,888,945.00	
Y & M Transit Corp	$ 3,915,826.20	
L & M Bus Corp	$ 4,086,059.70	
Happy Child Transportation	$ 4,121,744.40	
First Steps Trans Inc	$ 4,207,837.95	
P & G Transportation Inc	$ 4,379,265.00	
Mountainside Transportation	$ 4,503,756.96	
Golden Ring Transit Inc	$ 4,759,689.75	
Bobmar Transportation Inc	$ 4,887,795.00	
Selby Transportation Corp	$ 4,897,590.00	

Item: 7

Description:

Professional development and direct student services for teaching elementary, middle and high school sciences. (RA #9)

REQUEST FOR AUTHORIZATION FOR SCIENCE PROFESSIONAL DEVELOPMENT AND DIRECT SERVICES TO STUDENTS AND PARENTS (MTAC#1C475) RA #9

Estimated Annual / Total Contract Cost	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$40,000 / $200,000	Various, including Tax Levy & Reimbursable Funds	Five Years	None	Multiple Task Award Contract (MTAC)	No	Requirements

Vendor Name & Address		Awarded Component(s)
	Queens Botanical Garden Society, Inc. 43-50 Main St Flushing, NY 11355	1

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

PURPOSE

Authorization is requested to contract with the Queens Botanical Garden Society, Inc. (QBG) for professional development. These services will be provided at the discretion of participating schools.

DISCUSSION

This is the ninth request for authorization that includes comprehensive professional development and direct services to students for various science programs in schools, central offices, and school support organizations throughout the city.

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

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

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

Of 40 proposing vendors, 25 are under contract for these services.

QBG's professional development workshops cover topics from botany to ecology while incorporating math and literacy skills using various learning styles. One- to five-day workshops at six hours per day are offered at $233 per hour. Workshops can host up to 25 participants. QBG provides an overview of the garden via instructor-led tours and topic-specific, self-guided garden exploration. Basic plant anatomy will be discussed, along with mathematical applications (measurement, patterns, fractions, etc.). Teachers will learn how to guide student experiments, field investigations, and research projects following the National Science Teachers Association inquiry-based model. Participants will work individually and in groups at various points in the program. The fee includes exploration of the QBG's woodland garden, written materials for personal observations, and various outdoor and classroom activities that will utilize various QBG resources.

Pricing has been determined to be fair and reasonable based on a comparison with generally higher rates for like services by vendors contracted under this solicitation.

The estimated annual contract amount for QBG is based on the prior expenditures for this vendor's services in FY 2012.

A background check of QBG, including the Excluded Parties List, the Uniform Commercial Code Lien Search, and the Vendor Watch List, revealed no adverse information. The vendor has thus been determined to be responsible.

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

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

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

Item: 8

Description:

Arts education services including professional development and parent engagement in the fields of dance, music, theatre, visual arts and the moving image. (RA #5)

REQUEST FOR AUTHORIZATION (RA #5) FOR ARTS EDUCATION SERVICES (MTAC R0891)

Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$515,000 / $2,575,000	Various	Five Years	None	Multiple Task Award Contract (MTAC)	No	Requirements

Vendor Names & Addresses	See Table B.

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

PURPOSE

Authorization is requested on behalf of the Office of Arts and Special Projects (OASP) to contract with the vendors named below to provide Arts Education Services. Awarded vendors will offer direct services to students with optional related professional development and parent engagement in the areas of dance, music, theater, visual arts, and the moving image. These services will be provided at the discretion of each participating school or central office operating on behalf of a school or consortium of schools. Arts services contracts are used by nearly all public and non-public schools.

DISCUSSION

These vendors will deliver arts services that support and advance teaching and learning by building on the *Blueprint for the Arts* and the New York State Learning Standards (NYSLS) for the Arts. The *Blueprint* forms the basis for instructional programs in dance, music, theater, visual arts, and the moving image and is built upon five strands of Arts Learning: Arts Making; Literacy in the Arts; Making Connections; Community and Cultural Resources; and Careers and Life-long Learning.

Contracts pursuant to a similar Pre-Qualified Solicitation (PQS)/Multiple Task Award Contract (MTAC) released in 2007 expired September 2, 2012. To date, 97 proposals have been received, 74 have been approved for contract awards, and eight vendors are recommended for award in this RA.

Proposals were distributed to an evaluation committee that includes current and retired school principals, assistant principals, Arts Coordinators, and Directors from OASP, all of whom are knowledgeable about the *Blueprint* and the NYSLS for the Arts. They have participated in developing the *Blueprint*, are currently implementing quality arts programming, and possess years of experience within the NYC public schools or DOE central offices. To ensure scoring consistency, a training session was conducted for all committee members, in which they received an overview of the process and a scoring rubric. Proposals were evaluated using the following criteria: program plan (25 points), organizational capacity (25 points), demonstrated effectiveness (25 points) and price (25 points). Successful vendors were required to achieve a minimum score of 80 points. Providers included in this RA were recommended for contract award by schools they served and the evaluation committee.

Table A shows the proposed and negotiated average hourly rates for each vendor. The negotiated rates range from $48 for a guided tour at the Museum of Arts and Design to $278 for a school-day

narrated Jazz for Young People concert at Jazz at Lincoln Center (JALC). JALC Artistic Director and multiple Grammy award- and Pulitzer prize-winning trumpeter Wynton Marsalis has developed a program that maintains the artistic integrity of a performance and the delivery of content, while appealing to an audience that varies in age and music background. JALC Band Clinics led by orchestra members Victor Giones (clarinet/saxophone) and Vincent Gardner (trombone) during which they discuss topics such as improvisation, ensemble playing, and practice with hands-on guidance therefore entail considerably more expense. Negotiated rates resulted in a 12 percent improvement in total savings to the Department.

TABLE A		
Awarded Vendor	**Original Average Hourly Rate**	**Negotiated Average Hourly Rate**
Danceworks / Pentacle	$54	$54
Harlem School of the Arts	$215	$160
Jazz at Lincoln Center	$278	$278
Lincoln Center for the Performing Arts	$415	$161
Museum of Arts & Design	$48	$48
National Chorale	$65	$65
Pilobolus Dance Theatre	$132	$124
Society of the Educational Arts	$92	$92

Hourly rates were analyzed and compared with rates charged by similar providers under previous contracts and were determined to be fair and reasonable based on those comparisons.

The estimated annual contract amounts were derived from the average expenditures of previous contracts.

These vendors performed services satisfactorily under previous contracts. Background checks, including VENDEX, the Excluded Parties List, and the Uniform Commercial Code, were performed for all vendors and found no adverse information. These vendors have therefore been determined to be responsible.

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

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

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

TABLE B			
Vendor's Name and Address		Component(s)*	Estimated Annual / Total Amount
1	**Danceworks (Pentacle)** 246 West 38th Street, 4th floor New York, NY 10018	1-Dance	$30,000 / $150,000
2	**Harlem School of the Arts** 645 St. Nicholas Avenue New York, NY 10030	2-Music 3-Theatre 4-Visual Arts	$75,000 / $375,000
3	**Jazz at Lincoln Center** 33 West 60th Street, 11th floor New York, NY 10023	2-Music	$30,000 / $150,000
4	**Lincoln Center for the Performing Arts** 70 Lincoln Center, 7th Floor New York, NY 10023	1-Dance 2-Music 3-Theatre 4-Visual Arts	$100,000 / $500,000
5	**Museum of Art & Design** 2 Columbus Circle New York, NY 10019	4-Visual Arts	$40,000 / $200,000
6	**National Chorale** 1650 Broadway, #301 New York, NY 10019	2-Music	$150,000 / $750,000
7	**Pilobolus Dance Theatre** 6 Calhoun Street, #388 Washington Depot, CT 06794	1-Dance	$30,000 / $150,000
8	**Society of the Educational Arts** 107 Suffolk Street New York, NY 10002	1-Dance 2-Music 3-Theatre 4-Visual Arts	$60,000 / $300,000

***Component Services:**

1. Dance – ballet, modern dance, hip-hop, ballroom, African, Caribbean, dances of other countries and cultures, choreography.
2. Music – hip-hop, jazz, classical, instrumental, vocal, choral, composing.
3. Theater – playwriting, storytelling, performing, playmaking, auditions, assemblies.
4. Visual Arts – museum tours, paintings, murals, drawing, architecture, collages.
5. Moving Image, New Media – film making, videography, photography.
6. Parent Engagement – all of the above subjects in concert with direct student services.

Item: 9

Description:

Evaluation services to assess the effectiveness of a variety of educational programs. Services to be evaluated include instructional support, staff development, conflict resolution, and student services. (RA #6)

REQUEST FOR AUTHORIZATION (RA #6) FOR SYSTEMWIDE EVALUATION SERVCES (MTAC R0694)

Estimated Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$50,000 / $250,000	Various, including Tax Levy & Reimbursable Funds	Five Years	None	Multiple Task Award Contract (MTAC)	No	Requirements

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

Service Requestor/Contract Manager	Division of Contracts and Purchasing Contact
Michelle Paladino Deputy Director, Office of Research & Policy Support Group Division of Academics, Performance & Support	Joy Gentolia Director Instructional Service Procurement

PURPOSE

Authorization is requested to contract with Cambridge Education, LLC (CE) to provide systemwide program evaluation services. These services will be provided at the discretion of participating schools.

DISCUSSION

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

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

Twenty-six proposals were submitted in response to this solicitation, of which 17 were selected for award and included in the previous five requests for authorization. This request is for one additional proposing vendor selected for award.

The costs of program evaluation services vary greatly and depend on the scale of the program being evaluated. The rate proposed for the highest-level Cambridge Education evaluator is $85 per hour, which is below the average charged for similar expertise by previously awarded vendors. Pricing has thus been determined to be fair and reasonable.

CE has extensive experience in research-based comprehensive services that assess programs currently and previously implemented in schools and school systems. CE's evaluation services are conducted through on-site visits, interviews, focus groups, lesson observations, and data analysis of documentation supplied by the school, city and state. Evaluation reports go through a three-stage review process, which includes preparation (customization/self-review), on-site investigation, and post-review feedback. CE uses rubrics when making final recommendations in its School Quality Reviews (SQR) for each school, thus ensuring accuracy and consistency between reports.

CE's estimated annual contract amount was based on an estimated minimum amount for an evaluation services requirements contract of $50,000 because CE had no history of providing evaluation services for the DOE.

Background checks of Cambridge Education, LLC included the Excluded Parties List, the Uniform Commercial Code Lien Search (UCC), VENDEX Advice of Caution, and the Vendor Watch List, as well as a comprehensive background check by DCP's Vendor Research and Price Analysis (VRPA) unit. No adverse information was revealed. Cambridge has held several contracts with the DOE and was found to have performed satisfactorily. The vendor has therefore been determined to be responsible.

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

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

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

Item: 10

Description:

Career and technical education services to selected high schools.

REQUEST FOR AUTHORIZATION TO ADD VENDORS TO PROVIDE CAREER AND TECHNICAL EDUCATION SERVICES UNDER (MTAC#R0056) (RA#5)

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Estimated Total Option Amount	Procurement Method	Is Contract Retroactive?	Contract Type
$116,666 / $350,000	Reimbursable Funds and Tax Levy	Three Years	Two 1-Year Options to Extend	$233,332	Multiple Task Award Contract (MTAC)	No	Requirements

Vendor Name & Address	Component Awarded	Estimated Annual / Total Amount
New York City College of Technology 230 W. 41st Street, 7th Floor New York, NY 10036	E	$83,333 / $250,000
Certiport, Inc. 1276 S, 820 E. Suite 200 American Fork, UT 84003	G	$33,333 / $100,000

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
John Becker Director of Operations Office of Career & Technical Education Office of Postsecondary Readiness	John Duval Deputy Executive Director for Research and Development Office of Postsecondary Readiness	Christopher Bennett Procurement Analyst Division of Contracts & Purchasing

PURPOSE

Authorization is requested to contract with New York City College of Technology (NYCCT) and Certiport, Inc. (CI) to provide career and technical education services in selected high schools.

DISCUSSION

The Carl D. Perkins Vocational and Technical Education Act of 1998 provides federal funds for Vocational and Adult Education. There are 330 Career and Technical Education (CTE) programs offered in 125 public high schools citywide. Forty-two percent of these programs are funded by federal sources and 58 percent by tax levy funds. The DOE currently receives approximately $13.7 million annually in Carl D. Perkins funds. These funds are provided to the schools pursuant to an application process that requires schools to submit detailed plans for the funding. The above contract estimates are based on past usage.

The eight service components included in this MTAC solicitation are:

(A) Professional Development/Curriculum Integration

(B) Curriculum Enrichment/Certification Curricula

(C) School/Business Partnership Development

(D) Development of Business/Industry Technical Assessments for Testing/Evaluation

(E) Technical Training and Certification Software, Software, Materials and Teacher Resources

(F) Instructional Manuals, Materials, and Related Instructional Software Devices required by CTE Schools and Programs to Maintain Industry Standards (This component contains consumable materials, instructional software devices, and instructional materials, including curricula and student manuals relating to the software.)

(G) CTE Teacher Preparation and Licensure

(H) CTE Website Development

A three-member evaluation committee includes representatives from the Office of Career & Technical Education, Office of Post Secondary Readiness and the Office of School-Partner Relations. The evaluation criteria are program design (25 points), organizational capacity (25 points), demonstrated effectiveness (25 points), and price (25 points). All vendors are required to achieve a minimum evaluation score of 80 points to receive award.

Four previous RAs were approved, recommending 12 vendors. New York City College of Technology (NYCCT) and Certiport, Inc. (CI) are hereby recommended for components E and G, respectively.

The evaluation committee felt that NYCCT's processes and testing schedules were directly in line with the current needs of the CTE program. NYCCT has been involved with the Success Via Apprenticeship (SVA) program since 1996; SVA is a five-year pre-service CTE teacher-preparation program, listed under Component G, which is designed to recruit and prepare outstanding New York City CTE high school graduates for careers as CTE subject teachers.

The committee determined that CI has the staff and resources to administer the required certification program. CI has successfully provided the DOE with technical training and certification software since 2009.

Pricing for NYCCT is based upon the tuition amount set by the City University of New York Board of Trustees and is 3.2 % lower than the prior contract with adjustments for tuition increases over five years (31% increase since 2007). CUNY's tuition on average is 69 % lower than private institutions and 23% lower than State tuition for students living in New York, making them the most affordable choice for students in the SVA program, and as such, are determined to be fair and reasonable.

CI offers volume driven pricing and has discounted its current contract pricing by 37% since their last contract with The DOE in 2007. These discounts coupled with their free on-line training models make their pricing fair and reasonable.

A background check, including a review of federal debarment, VENDEX, and DCP's own records, has revealed no significant adverse information on either NYCCT or CI. Both vendors have therefore been determined to be responsible.

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

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

Item: 11

Description:

Literacy professional development and coaches for various programs in schools, central offices and school support organizations. (RA #7)

REQUEST FOR AUTHORIZATION (RA#7) FOR PROFESSIONAL DEVELOPMENT IN LITERACY (R0688)

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

Vendor Name & Address	Creative School Services, Inc. 126 Underhill Road Ossining, NY 10562	Awarded Components
		1, 2

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

PURPOSE

Authorization is requested to contract with Creative School Services, Inc. (CSSI) for literacy professional development services systemwide. These services will be provided at the discretion of participating schools.

DISCUSSION

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

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

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

An evaluation committee, consisting of one Project Coordinator and two Project Directors from school districts, scored proposals according to the following criteria: program plan (25 points), demonstrated effectiveness (25 points), organizational capacity (25 points), and price (25 points). Successful vendors were required to achieve a minimum score of 80 points. To receive recommendation for award, proposers needed to demonstrate a strong capacity to provide services to schools and a clear plan for implementing those services.

Of 39 proposing vendors, 22 are under contract for these services.

CSSI offers professional development and literacy coaching programs by using the Universal Design of Learning (UDL) as a method of instruction, which teaches participants in recognizing barriers, creating meaningful lessons, and learning the frameworks of several teacher effectiveness models. By understanding UDL, teachers will be able to design and redesign instruction for students. These literacy PD services can be customized to meet the specific needs of a school.

CSSI's hourly rate for workshops is $235 for six-hour sessions that include up to 40 participants. Included in the fee are lesson plans, rubrics, sample assessments, and videos that provide tools for differentiated instruction. Participants will be immersed in activities focused on the traits of effective teaching, the importance of low-inference observations, curriculum writing, analyzing data, and implementing change from data.

Literacy coaching programs offered by CCSI include face-to-face coaching for up to 10 teachers at $78 per hour. CSSI instructors observe, conduct classroom visits to model guided reading, lead classroom demonstrations, develop action plans, conduct study groups, assess action plans, and demonstrate how to embed technology (e.g., smartboards, the Internet, and data-based applications) into learning situations.

CCSI's hourly rates for on-site professional development and literacy coaches are both below the average rates charged by other awardees from the same solicitation. Based on this comparison, CCSI's rates have been determined to be fair and reasonable.

The estimated annual contract amount is based on the prior expenditure for this vendor's services.

A background check, which included the Excluded Parties List, the Uniform Commercial Code Lien Search, VENDEX, and the Vendor Watch List, revealed no significant adverse information. The vendor has therefore been determined to be responsible.

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

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

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

Item: 12

Description:

Professional development services in the use of instructional technology, multimedia and web-based learning tools in schools. (RA #6)

REQUEST FOR AUTHORIZATION (RA #6) FOR PROFESSIONAL DEVELOPMENT FOR INSTRUCTIONAL TECHNOLOGY SERVICES (MTAC #R0812)

Estimated Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$150,000 / $750,000	Various including Tax Levy & Reimbursable Funds	Five Years	None	Multiple Task Award Contract (MTAC)	No	Requirements

Vendor Name and Address	Component	Estimated Annual/ Total Amount
Compass Learning 203 Colorado Street, Austin, TX 78701	1, 2, & 3	$150,000 / $750,000

Service Requestor/Contract Manager	Division of Contracts and Purchasing
Celine Azoulay-Lewin Executive Director iLearnNYC	Xavier Cerda Procurement Analyst

PURPOSE

Authorization is requested to contract with the Compass Learning to provide instructional technology professional development services. These programs will be provided at the discretion of each participating school.

DISCUSSION

The Office of Educational Technology (OET) seeks to equip educators and students with appropriate leading-edge technology and the support needed to use that technology in standards-based learning. To that end, OET has sought to offer a menu of instructional technology professional development services, including in-person and on-line courses that can be tailored to the needs of each school community. In this solicitation, vendors were invited to submit proposals for one or more of the following three components:

(1) Professional development opportunities that will increase teachers' and administrators' ability to make effective and appropriate use of computer, telecommunications, Internet, and related technologies.

(2) Professional development through curriculum enrichment services, through which proposers will develop model lessons and co-teaching archetypes in collaboration with school-based staff and which take place in the classroom.

(3) Professional development through mentoring, in which organizations will provide one-on-one partnerships with classroom teachers. This can include a combination of services from Components 1 and 2, and one-on-one services such as observations and studies for teaching improvement. These sessions will be provided throughout the school year.

Proposals were reviewed by an evaluation committee consisting of representatives from the Division of Accountability and Achievement Resources, the Office of Product Development, the Office of Talent & New Initiatives, the Office of Instructional Technology, the Department of eLearning, and the Division of Academics, Performance and Support. The members on the evaluation committee have experience as teachers, professional instructors, and mentors. The evaluation criteria are: program plan (25 points), organizational capacity (25 points), demonstrated effectiveness (25 points), and pricing (25 points). Vendors needed to achieve 80 points to qualify for contract award.

Of the 51 proposals received, 33 were recommended for award in previous RAs.

Compass Learning offers a range of professional development and models of standards-based assessment, standards-aligned K-12 curriculum development, and comprehensive data reporting to support mentoring. Three models of professional development are offered on-site or elsewhere; they include 24/7 access to online videos and tutorials. A blended option combines the on-site, online, and distance learning models. Blended and on-site workshops can host up to 25 participants.

Compass Learning's average hourly pricing was negotiated from $258 per hour to $175 per hour. Pricing has been determined to be fair and reasonable based on a comparison with generally higher hourly rates for like services by vendors contracted under this solicitation.

The estimated annual amount for Compass Learning was based on previous contracts' average expenditures for similar services.

Background checks performed on this vendor, including VENDEX, the Uniform Commercial Code, the Federal Tax Lien, and the Federal Excluded Parties List System, uncovered no signicant adverse information; Compass Learning has therefore been determined to be responsible.

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

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

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

Item: 13

Description:

Whole school reform services for transitional plans that ultimately help schools continue reform efforts on their own. (RA #4)

REQUEST FOR AUTHORIZATION (RA #4) FOR WHOLE SCHOOL REFORM SERVICES (MTAC R0895)

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$400,000 / $2,000,000	Various	Five Years	None	Multiple Task Award Contract (MTAC)	No	Requirements

Vendor's Name & Address	Component	Estimated Annual Amount	Estimated Total Amount
NCS Pearson, Inc. 5601 Green Valley Drive Bloomington, MN 55437	A, B, & C	$200,000	$1,000,000
Cambridge Education, LLC 400 Blue Hill Drive, North Lobby, Suite 100 Westwood, MA 02090	A, B, & C	$200,000	$1,000,000

Service Requestor/Contract Manager	Division of Contracts and Purchasing Contact
Eduardo Contreras Chief Operating Officer Division of Portfolio and Planning	Xavier Cerda Procurement Analyst, Instructional Service Procurement

PURPOSE

Authorization is requested on behalf of the Division of Portfolio and Planning (DPP) to contract with the above-named vendors for Whole School Reform (WSR) services. WSR services are necessary to support the New York State Education Department (NYSED) initiative to provide services in schools it has identified as in need of improvement (i.e., SINI, corrective action, restructuring, PLA, or SURR). These programs will be provided at the discretion of each participating school or central office operating on behalf of a school or consortium of schools.

DISCUSSION

These contracts provide services to 201 schools and 31 central/field offices, including the Office of School Improvement, Empowerment Schools Network, Curriculum and Instruction, Bureau of Non-Public Schools, and Learning Support Organizations.

The awarded vendors will provide services to support central offices, cluster/network teams, and school staff in the planning and development of comprehensive whole school restructuring and sustainability programs. The ultimate goal is for program designs to function as transitional plans that ultimately lead schools to continue reform efforts on their own.

Vendors proposed for one or more of the following: Component A – Elementary School (Prek-Grade 5); Component B – Middle School (Grades 6-8); Component C – High School (Grades 9-12).

Twenty-five proposals have been received and evaluated by a minimum of three members drawn from a pool of nine evaluators. These two proposals were evaluated by a former math teacher, now Chief of

Staff of New School Development; the Director of School Improvement Grant Fiscal Management; and the Director of Title I Program Reporting and Fiscal Management. Proposals were scored based on the following criteria: program plan (30 points), organizational capacity (15 points), pricing (25 points), and demonstrated effectiveness (30 points). Successful vendors were required to achieve a minimum score of 80 points.

The committee has recommended a total of 12 proposals for award; six were named in the previous three requests for authorization and two are named in this request. Three have opted not to continue with the contracting process and the remaining one is still waiting to finalize price negotiations.

Pearson's Schoolwide Improvement Model (SIM) is a whole school improvement model built on standards-based curriculum, instruction, and assessment. The model combines content area concentrations in math and ELA literacy with a schoolwide focus on college and career readiness. The core package of services offered to schools includes: 1) student-centered teaching and learning, 2) automation of complex teacher evaluation tasks, 3) youth development, and 4) coaching. Programs are offered throughout the school year and can consist of a variety of location, scheduling, and participant options at all school levels (Components A, B, and C).

Cambridge Education's reform programs aim to develop customized plans that assist individual schools with professional development; leadership training; classroom observations; teacher capacity building; and programs to develop staff, improve learning, and increase teacher effectiveness. Progressive four-year customized reform programs can be implemented for elementary, middle, and high schools (Components A, B, and C).

Pearson's average rate of $315 per hour includes technical assistance to the school, and job-embedded professional development, coaching, planning, monitoring and reporting. Pricing was negotiated down from $471 average per hour, resulting in a 33 percent price improvement.

Cambridge's pricing of $225 per hour includes providing the partnering district and school with ongoing feedback and end-of-year assessment reports to help build capacity by monitoring and revising the plan as necessary. The rate was negotiated down from $317 per hour to, a 29 percent drop.

The Cost Price Analysis (CPA) unit has determined that pricing is fair and reasonable based on a comparison with hourly rates for like services by vendors contracted under this solicitation, which averaged $317 per hour.

The estimated annual contract amount for each vendor was derived from expenditures through their previous contract.

Background checks included VENDEX, the Uniform Commercial Code, the Federal Tax Lien, and the Federal Excluded Parties List System, as well as a comprehensive background check by DCP's Vendor Research & Price Analysis (VRPA) unit.

There are two self-reported cautions in VENDEX for Pearson. First, the EEOC conducted 81 investigations of NCS Pearson from 2001 to 2011 and, except for four that remain pending, all have been dismissed without the imposition of any penalties, fines, or damages. Second, several Federal agencies investigated claims that Pearson overcharged the Transportation Security Administration (TSA) for recruitment and hiring services. The matter was settled in 2008 with no finding of wrongdoing when NCS Pearson agreed to pay $5.6 million. The contract, valued at $660 million, was not terminated early.

NCS Pearson's VENDEX reports an investigation by the Charities Bureau of the New York Attorney General's office. In December 2011 and February 2012, Pearson Charitable Foundation and Pearson

Education received subpoenas requesting documents and information related to the foundation and various Pearson businesses including NCS Pearson. The investigation is currently ongoing.

Pearson and Cambridge have held several contracts with the DOE and were both found to have performed satisfactorily. These vendors have thus been determined to be responsible.

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

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

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

Item: 14

Description:

Services to promote safe and supportive school communities that include social emotional learning, behavior management, respect for diversity, facilitation skills, integrated service programs and restorative approaches. (RA #2)

REQUEST FOR AUTHORIZATION FOR SERVICES TO PROMOTE SAFE AND SUPPORTIVE SCHOOL COMMUNITIES (MTAC #R0920) (RA #2)

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$395,000 / $1,975,000	Various	Five Years	None	Multiple Task Award Contract (MTAC)	No	Requirements

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Robert Weiner Chief Operating Officer Office of Safety and Youth Development	Aldrina Hazell Procurement Analyst Instructional Service Procurement

Vendor's Name & Address	See Table B.

PURPOSE

Authorization is requested on behalf of the Office of Safety and Youth Development (OSYD) to contract with the vendors named in Table B below to provide services that promote safe, inclusive, and supportive school communities. These services will be provided at the discretion of each participating school or central office operating on behalf of a school or consortium of schools.

DISCUSSION

A 2010 study, conducted by the Collaborative for Academic, Social and Emotional Learning (CASEL), of social emotional learning programs provided to over 270,000 students at various grade levels shows a clear correlation between students' academic achievement and their social and emotional development. Accordingly, the services sought through this MTAC include professional development, family workshops, and curriculum-based lessons for students in behavior management, respect for diversity, social emotional learning, team building, and school culture. Services are organized into seven components: 1) Social Emotional Learning, 2) Behavior Management, 3) Promoting Respect for Diversity, 4) Facilitation Skills and/or Team Building, 5) Integrated Services Program, 6) Restorative Approaches/Use of Positive, Progressive Discipline, and 7) School Culture/Approach to Establishing and Sustaining a Positive School Culture.

All organizations that provide direct student services must have capacity to provide related research-based professional development to staff. Services may include full-day, half-day, or multiple-day workshops; individual or group coaching sessions; individual and/or series of ongoing curriculum-based lessons for students; individual or group counseling sessions on specific topics; short- or long-term student projects; and group facilitation services.

Proposals were distributed to an evaluation committee that included former principals, assistant principals, teachers, guidance counselors, instructional specialists, operations analysts, grant managers, and directors from OSYD. To ensure scoring consistency, a training session was conducted for all committee members in which they received an overview of the process and a scoring rubric. Proposals were scored based on the following criteria: program plan (35 points), organizational capacity (20 points), pricing (25 points), and demonstrated effectiveness (20 points). Successful vendors were required to achieve a minimum score of 80 points.

Thirty-four proposals have been received in response to this solicitation. Fourteen were contained in RA#1 and approved for award. Six are recommended for award in this RA.

Table A shows the proposed and negotiated average hourly rates for each vendor. The negotiated hourly rates range from $113 (Institute for Labor & the Community) for courses in social emotional learning that cover such topics as self and other awareness, mood management, self motivation, empathy, and relationship management, to $278 (SHW Enterprises) for social emotional learning courses plus three hours of web-based teacher support that reviews key concepts, analyzes data, discusses school trends and individual student profiles, and develops intervention plans. Variations in the hourly rates resulted from differing participant capacity, numbers of instructors, levels of instructors, and numbers of components or programs offered.

Negotiated rates resulted in an average cost savings of approximately 37 percent to the DOE.

TABLE A		
Awarded Vendor	**Proposed Average Hourly Rate**	**Negotiated Average Hourly Rate**
Creative Connections	$200	$190
Institute for Labor & the Community	$284	$113
The Leadership Program	$252	$176
National School Climate Center	$375	$172
Positive Conflict Management (PCM) Associates	$283	$223
SHW Enterprises d/b/a ScholarCentric	$655	$278

The vendors' estimated annual contract amounts were derived from expenditures through their previous contracts.

Background checks, including VENDEX, the Excluded Parties List and the Uniform Commercial Code, were performed for all vendors and found no significant adverse information. The vendors have all therefore been determined responsible.

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

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

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

TABLE B			
Vendor's Name and Address		Component Services*	Estimated Annual / Total Amount
1	**Creative Connections** 676A 9th Avenue, #229 New York, NY 10036	1-Social Emotional Learning 4-Facilitation/Services/Team Building	$100,000 / $500,000
2	**Institute for Labor & the Community** 541 East 12th Street, #5 New York, NY 10009	1-Social Emotional Learning	$40,000 / $200,000
3	**The Leadership Program** 598 Broadway, 5th Floor New York, NY 10012	1-Social Emotional Learning 2-Behavior Management 3-Promoting Respect for Diversity 4-Facilitation/Services/Team Building 6-Restorative Approaches 7-School Culture	$100,000 / $500,000
4	**National School Climate Center** 341 West 38th Street, 9th Floor New York, NY 10018	4-Facilitation/Services/Team Building	$50,000 / $250,000
5	**PCM Associates (Positive Conflict Management)** 43 Carrs Tavern Road Clarksburg, NJ 08510	1-Social Emotional Learning 2-Behavior Management	$75,000 / $375,000
6	**SHW Enterprises d/b/a ScholarCentric** 2406 West 32nd Avenue, Ste. C Denver, CO 80211	1-Social Emotional Learning	$30,000 / $150,000

***Component Services:**

1-Social Emotional Learning
2-Behavior Management
3-Promoting Respect for Diversity
4-Facilitation Skills and or Services/Team Building
5-Integrated Services Program
6-Restorative Approaches/Use of Positive, Progressive Discipline
7-School Culture/Whole School Approach to Establishing and Sustaining a Positive School Culture

Item: 15

Description:

Advertising for important events, and for messages to parents and the community.

REQUEST FOR AUTHORIZATION
FOR GRAYSTONE GROUP ADVERTISING FOR COMMUNICATIONS ADVERTISING

Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$40,000	Tax Levy	12/12/2012 – 6/30/2013	None	DCAS Competitive Bid	No	Requirement

Vendor Name & Address	Graystone Group Advertising 2710 North Avenue, Suite 105 Bridgeport, CT 06604

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
John Laduca Communications & Media Relations	Lashanta Baptiste Division of Family and Community Engagement	James McBride Division of Contracts & Purchasing

PURPOSE

Authorization is requested to use a New York City Department of Citywide Administrative Services' (DCAS) non-recruitment advertising contract for communications relating to important events and for messages to parents and the community.

DISCUSSION

In 2012-13, the DOE will encourage parents and families to stay informed and be part of the conversation about new standards for teaching and learning. Accordingly, to improve and augment communication with parents and families, DOE is developing a public communications program. The objective is to open direct communication with these stakeholders to deliver important academic policy changes, school calendars, changes in dates and programs as the year progresses, and calls to action. The program will be expressed through the tagline "*Expect Success*" and will be initiated through print, web, social media, and text alerts. The target audiences are primarily parents and families, but it will reach students, teachers, school administrators, education advocates, and New York City residents. A pilot for mobile media advertising and texting began in September.

For the larger campaign, the proposed media formats include print, subway, and bus ads; Internet/social media; and mobile phones. The mobile/text messaging portion that began in September had a contract value under $25,000. The other portions of the campaign are still being planned.

A previous RA for $350,000 was approved on October 11, 2012 for the majority of print ad placements in print publications. This RA is solely for new placements in *El Diario* and *AM New York* as the DoE is now expanding the public education campaign based on the success and feedback from our first few runs.

DCAS procured this service through a competitive solicitation that included a provision for DOE as a client. Four bids were received for this non-recruitment class. Graystone Group Advertising (Graystone) was the lowest responsive, responsible bidder for the placements in both *El Diario* and *AM New York*. It is not in the best interests of the DOE to solicit this work separately; rather, the DOE benefits from lower costs through these aggregate purchases.

The rates bid are discounts off the "open rate" (in the publishing world, similar to a "list price"). The discount offered by Graystone for both *El Diario* and *AM New York* is 45 percent. For the Miller

Advertising contract for print presented in October, discounts off the open rate ranged from 29.5 percent for the *New York Post* to 43.5 percent for the *New York Daily News*. Miller also won the "All others" item at 48 percent. Both the open rate and the discount rate vary with each publication, depending on the size of the market reached, current demand, and the relationships of the ad agencies with the publication. Based on the bid results and a review of open rate discounts published for print advertising, the pricing has been determined to be fair and reasonable.

DCAS conducted a background check of Graystone and determined the vendor to be responsible. DOE has also reviewed Graystone's background, checking the federal debarment list, VENDEX, and the DOE's VCIP and determined the vendor to be responsible.

Item: 16

Description:

Ethernet based fiber and data services.

REQUEST FOR AUTHORIZATION TO USE THE DoITT MASTER SERVICES AGREEMENT WITH AT&T FOR DATA SERVICES

Estimated High Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$5,000,000 / $25,000,000	Tax Levy	Five Years	None	New York City Department of Information Technology & Telecommunications (DoITT) Master Services Agreement (MSA) (Citywide Contract)	No	Requirements

Vendor Name & Address	AT&T P.O. Box 97061 Redmond, WA 98073

Contract Manager / Lead Contracting Officer	**Division of Contracts and Purchasing Contact**
Joe Iacoviello Director – Enterprise Deployment, Implementation & Vendor Management Services Division of Instructional & Information Technology	James J. McBride Chief Administrator Division of Contracts & Purchasing

PURPOSE

Authorization is requested to use the New York City Department of Information Technology & Telecommunications ("DoITT") Master Services Agreement ("MSA") with AT&T for enhanced high speed data transmission.

DISCUSSION

AT&T will provide data transmission service through Ethernet-based fiber circuits at 324 schools, replacing the existing T1 Frame Relay service. The enhanced service will greatly increase data transmission speeds (from 1.5Mbps to 10 - 100Mbps), which is essential to accommodate the growing number of DOE on-line learning applications.

DOE will engage a vendor to provide the infrastructure improvements and any necessary build-out required to deploy the new circuits through a separate procurement.

DoITT negotiated Citywide contracts for data services with both Verizon and AT&T through a request for proposals and AT&T has stated that no other comparable entity will receive a better price than that offered to DOE. Consequently, both DoITT and DOE found the pricing to be fair and reasonable. DOE wishes to use AT&T because the service they offer can support more schools on each circuit, making their pricing approximately 1.2% lower than Verizon's. Moreover, the enhanced service must be available by the time State-mandated testing is to commence in 2014 and Verizon will not commit to same before resolution of an unrelated dispute with DOE.

As this is an existing New York City contract, for which DoITT has already determined the vendor's responsibility, DCP performed a limited review of the vendor's background, including VENDEX, the federal debarment list, and its own records, and has determined AT&T to be responsible with respect to the service under this contract.

Item: 17

Description:

Professional IT consulting services.

REQUEST FOR AUTHORIZATION TO USE DOITT'S INFORMATION TECHNOLOGY SERVICE CONTRACT

Total Estimated Amount	Funding Source	Contract Term	Contract Options	Procurement Method	Is Contract Retroactive?	Contract Type
$4.5 million	Various	12/1/12 to 06/30/13	Renewal/ Extension up to 5 years	Department of Information Technology & Telecommunications (DoITT) Contract	No	Requirements

Vendor Names and Addresses	See table below
Service Requestor / Contract Manager	**Division of Contracts & Purchasing Contact**
Janine Maisano Director of Procurement Division of Instructional and information Technology	James McBride Chief Administrator Division of Contracts and Purchasing (DCP)

PURPOSE

Authorization is requested to use the New York City Department of Information Technology and Telecommunications (DoITT) contracts for Information Technology professional services.

DISCUSSION

A set of New York State Office of General Services (OGS) Information Technology Service contracts that were used to obtain IT consulting services expired on December 31, 2011. Since the expiration of the OGS contracts, DOE has procured IT services through its own Information Technology Consulting Services (ITCS) contract, which includes eight pre-qualified vendors: CTG Inc., RCG Consulting, Inc., Experis US, Inc, Keane Inc., Tek Systems/Computer Horizons Inc., MISI Inc., Custom Computer Inc., and Data Industries, Ltd.

Using the ITCS contracts, DOE has been successful in finding highly skilled candidates, but the market for IT skills is very competitive so leveraging DoITT's larger list of pre-qualified vendors will increase the competitive pool of candidates. Not having used the contracts in the past, DOE has little historical data on which to base usage estimates. Projections for each vendor are the same because we have no historical basis for determining more specific estimates. Use of the contracts will not result in increased expenditures because any consultant services obtained under these contracts will correspondingly decrease DOE ITCS contract usage.

The DoITT IT Service contracts include ten pre-qualified vendors selected on the bases of their experience, technical ability, and cost. The vendors (listed in the table at the end of this RA) were awarded contracts for one or more of the following classes of services:

1. Systems Management Mainframe
2. Systems Management Mid-Range
3. Systems Management PC
4. Applications Development PC
5. Internet/Intranet Application Services
6. Help Desk Services
7. Local Area Network Services (LAN/WAN)
8. Telecommunications Services

DoITT negotiated discounts with the intention that all City agencies would use those contracts. DoITT determined that the prices offered are fair and reasonable. Therefore, DOE has also determined the pricing to be fair and reasonable.

A background check was conducted for all vendors. DoITT reviewed the City's VENDEX, Department of Investigations Clearance, EPLS - Fed Debar List, US Department of Justice website, NYS Department of Taxation and Finance website search, Federal Misconduct database, and conducted a Google Search. DoITT has found no information that would prohibit these vendors from providing services to the City and determined that they are responsible. As these are authorized vendors under DoITT's ITCS contract, DOE has also determined that they are responsible.

VENDOR NAMES AND ADDRESSES		Estimated Contract Amount
Currier, McCabe & Associates, Inc dba CMA Consulting Services	700 Troy Schenectady Road, Latham, NY 12110	$450,000
Computer Task Group, Inc. (CTG)	800 Delaware Avenue, Buffalo, NY 14209	$450,000
COMSYS, A Manpower Company	245 5th Avenue, 3rd Floor, New York, NY 10016	$450,000
G COM Software Inc.	24 Madison Avenue, Albany, NY 12203	$450,000
Kforce Inc	1001 East Palm Ave. Tampa, FL 33605	$450,000
PruTech Solutions, Inc.	555 US Highway 1 South, Suite # 250, Iselin, NJ 08830	$450,000
PSI International, Inc.	4000 Legato Road, Suite 850, Fairfax, VA 22033	$450,000
Rangam Consultants. Inc	370. Campus Drive. Suite 103.Somerset NJ 08873	$450,000
Universal Technologies, LLC	350 Fifth Avenue, 59th Floor, New York, NY 10118	$450,000
Trigyn Technologies, Inc.	100 Metroplex Drive, Edison, NJ 08817	$450,000

Item: 18

Description:

Secure destruction of testing materials.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH NEW YORK STATE INDUSTRIES FOR THE DISABLED FOR DISPOSAL AND DESTRUCTION OF SECURE DOCUMENTS

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$150,000 / $450,000	Tax Levy	1/1/13 - 12/ 31/15	None	Preferred Source per Section 1-03(b) of DOE Procurement Policy and Procedures	No	Requirements

Vendor Name & Address	New York State Industries for the Disabled, Inc. (NYSID) 11 Columbia Circle Drive Albany, NY 12203

Contract Manager	Lead Contract Officer	Division of Contracts & Purchasing Contact
Christopher Sandor Director of Operations and Budget Office of Assessment Division of Academics, Performance and Support (DAPS)	Anne Ulevitch Chief Operating Officer Division of Academics, Performance and Support (DAPS)	Angela Edwards Director Central Office Procurement

PURPOSE

Authorization is requested to contract with the New York State Industries for the Disabled, Inc. (NYSID) for the secure pick-up, destruction, and disposal of test materials. This contract is for three years, commencing on or about January 1, 2013.

DISCUSSION

The Department requires a secure method for discarding test materials and test results so as to safeguard proprietary information. NYSID will pick up and dispose of secure testing materials authorized for destruction by the Division of Academics, Performance and Support Scan Center as needed.

Representing a statewide network of community rehabilitation agencies and private sector business partners, NYSID employs skilled people with disabilities in both facility-based settings and community-based jobs.

The predecessor contract was first solicited in 2007 through a request for bids, subsequent to which NYSID asserted its right to provide the required services as a "preferred source." New York State Finance Law mandates that all state agencies, public benefit corporations, and local government entities purchase those products and services approved by the NYS Office of General Services which meet the buying agency's "form, function, and utility" requirements from preferred sources. Accordingly, the Department negotiated a three-year agreement whose term was scheduled to end in 2010, at which time the Department contemplated using a competitively procured and lower-priced contract with Cityside Archives, but NYSID agreed to voluntary cost reductions that resulted in a savings of 47 percent to the DOE.

NYSID has agreed to continue to provide services under the same pricing, terms, and conditions, so pricing has been determined to be fair and reasonable. The estimated annual cost is $150,000 based on prior usage.

DCP's background check of the vendor, including the City's VENDEX files and the VCIP database, found no significant adverse information.

In April 2012, the Division of Contracts and Purchasing (DCP) was notified of a disruption in the pick-ups for document destruction and later learned that one of NYSID's associate members abruptly went out of business. After working with DCP to restore services, NYSID was able to assign another corporate partner to fulfill the contract requirements. NYSID also submitted a corrective plan to avert similar situations in the future.

NYSID has performed satisfactorily under the previous contract and its extensions; the vendor has therefore been determined to be responsible.

Item: 19

Description:

Dropout prevention and intervention services for middle and high school students.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH ENACT TO PROVIDE DROPOUT AND INTERVENTION INITIATIVE SERVICES

Estimated Annual/Total Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$250,000	City Council	One Year	None	City Council Allocation per Section 1-03 (c) of DOE Procurement Policy & Procedures	Yes	Full Value

Vendor Name & Address	ENACT 630 Ninth Avenue, Suite 301 New York, NY 10036

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Toby Reyes Senior Operations Analyst Office of Safety and Youth Development	Robert Weiner Chief Operating Officer Office of Safety and Youth Development	Sophia Hargraves Procurement Analyst

PURPOSE

Authorization is requested to contract with ENACT to provide dropout prevention and intervention services.

DISCUSSION

ENACT will help students learn social-emotional and crucial life skills through creative drama and drama therapy techniques. Programming will include the following components: Group Counseling, School Integration Services, Attendance and Social Services, Family Outreach, Individual Counseling Sessions, Small Group Counseling, and an After-school Program that culminates in a final performance event. Services will be provided to 160 students in Legacy High School for Integrated Services in District 2 (90 students) and Middle School 363 in District 10 (70 students).

Centered on drama-themed workshops, Enact's teaching artists will provide students with interactive, classroom-based activities and specialized role-play. Through these activities, students will be given opportunities to discover their emotions and find creative ways to manage them. Students will learn to recognize their own behaviors, understand the sources of negative behaviors, and take responsibility for their decisions, so that they can become more productive in school and in their lives outside of school.

This contract is retroactive due to changes in the City Council budget allocations and the subsequent revision in the plan for the delivery of services. Notification of the original budget allocation was released on June 28, 2012. The amended budget was released on July 25, 2012.

DCP reviewed information regarding the vendor's background in the VCIP and VENDEX system 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 named this vendor for the amount stated above. To have the services provided by another party would be contrary to the grant.

Item: 20

Description:

Dropout prevention and intervention services for students in districts 7, 8 and 16 in the Bronx.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH GOOD SHEPHERD FOR DROPOUT AND INTERVENTION SERVICES

Estimated Annual / Total Amount	Funding Source	Contract Term	Options	Procurement Method	Contract Retroactive	Contract Type
$167,000	City Council	One Year	None	City Council Allocation per Section 1-03 (c) of DOE Procurement Policy & Procedures	Yes	Full Value

Vendor Name & Address	Good Shepherd Services 305 Seventh Avenue, 9th Floor New York, NY 10001

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Toby Reyes Senior Operations Analyst Office of Safety and Youth Development	Robert Weiner Chief Operating Officer Office of Safety and Youth Development	Maxine Needle Director

PURPOSE

Authorization is requested to contract with Good Shepherd Services for dropout prevention and intervention services in four New York City high schools located in District 16 in Brooklyn and Districts 7 and 8 in the Bronx.

DISCUSSION

Good Shepherd will provide services to approximately 110 high school students who demonstrate behaviors and attitudes associated with a high risk of dropping out. These behaviors include excessive truancy, withdrawal or acting out in the classroom, and/or lack of engagement in school activities, below-grade achievement, and/or lack of social engagement with peers and school staff.

Good Shepherd Services will assess students who are referred to determine if they are at-risk and appropriate candidates for services that include individual counseling, group counseling, attendance improvement and mentoring. Services will be provided Monday through Friday for the entire school year. Their programs will strengthen participants' connections with school, family, and the community.

The in-school service programs will be conducted at the following schools:

- Boys and Girls High School (K455) for 30 at-risk incoming 9th graders;
- University Heights High School at South Bronx Educational Campus (X495) for 20 at-risk students;
- Bronx Bridges High School at Adlai E. Stevenson Educational Campus (X432) for 40 at-risk students; and
- Adlai E. Stevenson Educational Campus for 20 at risk students attending Bronx Bridges High School (X432).

This contract is retroactive due to changes in the City Council budget allocations and the subsequent revision in the plan for the delivery of services. Notification of the original budget allocation was released on June 28, 2012. The amended budget was released on July 25, 2012.

DCP reviewed information regarding the vendor's background in the VCIP and VENDEX system and found that it has performed unsatisfactorily on previous City contracts. However, the vendor's previous performance of services for the DOE has been found to be satisfactory. 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 named this vendor for the amount stated above. To have the services provided by another party would be contrary to the grant.

Item: 21

Description:

Afterschool services to students in temporary housing.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH THE CHILDREN'S AID SOCIETY TO PROVIDE AFTERSCHOOL PROGRAMS TO STUDENTS IN TEMPORARY HOUSING (STH)

Estimated Annual / Total Amount	Funding Source	Contract Term	Options	Procurement Method	Contract Retroactive	Contract Type
$162,000	NYSED Grant	One Year	None	Vendor Named in Grant, Per Section 1-03(b) of DOE Procurement Policy & Procedures	Yes	Full Value

Vendor Name & Address	The Children's Aid Society 105 East 22nd Street New York, NY 10010

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Angie Guo Senior Operations Manager Office of Safety and Youth Development	Robert Weiner Chief Operating Officer Office of Safety and Youth Development	Sophia Hargraves Procurement Analyst

PURPOSE

Authorization is requested to contract with The Children's Aid Society (CAS) to provide afterschool services to Students in Temporary Housing (STH).

DISCUSSION

The Children's Aid Society's Hope Afterschool program will provide services to students currently in temporary housing. The program has been structured into two components: the middle school program, which will serve 25 students, and the high school program, which will serve 30 students.

The middle school program will take place Monday-Friday at the Ruth Fernandez Shelter in the Bronx, where students will participate in leadership training to learn to become peer leaders and begin to focus on high school, with higher education as their goal.

The high school program will take place at the Bronx Help USA Shelter three days a week. CAS will provide workshops structured to help students build leadership skills, self-sufficiency, positive alternatives, and options for their futures.

CAS will also offer a variety of trips and activities to support leadership development, college and career readiness, and team building opportunities. In addition, CAS will provide participants with a range of long-term adolescent programs with the aim of connecting students to services after they have transitioned from the shelter to permanent housing.

This contract is retroactive because various revisions to the program delayed the vendor in submitting the necessary documentation.

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

A competitive sealed bid was not done for this procurement and a contract for these services is necessary because the federal grant under the McKinney-Vento Homeless Assistance Act specifically named this vendor for the amount stated above. To have the services provided by another party would be contrary to the grant.

Item: 22

Description:

Discount tickets for arts performances, exhibitions and other various cultural events.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH PROVIDERS OF TICKET PURCHASING SERVICES

Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$625,000 / $1,875,000	Various	Three Years	None	Listing Application	No	Requirements

Vendor Names & Addresses	See table below.

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Paul King Executive Director Office of Arts & Special Projects	Annie Ulevitch Chief Operating Officer Division of Academics, Performance & Support	Aldrina Hazell Procurement Analyst Instructional Service Procurement

PURPOSE

Authorization is requested on behalf of the Office of Arts and Special Projects (OASP) to contract with the vendors named below to provide discount tickets for arts performances, exhibitions, and various other cultural events for students and staff. These services will be provided at the discretion of each participating school or central office.

DISCUSSION

These vendors will provide ticket purchasing services, which include making advance purchases and delivering tickets or equivalent materials to schools. These services will help schools meet the New York State Instructional Requirements for arts education. Student participation is tracked and reported via the *ArtsCount* initiative, which holds schools accountable for meeting these requirements.

OASP maintains decisional authority and control over these services. It may request service providers to include playbills, pamphlets, program descriptions, and other related materials for each performance so that school administrators may review them for content and age appropriateness.

Three applications were received for review and were approved by OASP: City Parks Foundation, Group Sales Box Office, and Hospital Audiences, Inc. (HAI).

Applicants were required to provide a flat student rate contingent on the type of performance, number of tickets requested, and venue. Rates associated with these events vary depending on the time of performance, location, and group size. The DOE receives discounts up to 33 percent off market rates. Proposed rates were found to be fair and reasonable when compared with market rates.

The estimated annual contract amounts were derived from the average expenditures of previous contracts.

Background investigations, including VENDEX, the Excluded Parties List, and the Uniform Commercial Code, were performed for all vendors and found no significant adverse information. The vendors have therefore been determined to be responsible.

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

	Vendor's Name and Address	Ticket Prices	Discount Range	Estimated Annual / Total Amount
1.	**Hospital Audiences, Inc. (HAI)** 548 Broadway, 3rd Floor New York, NY 10012	$23 to $132 per ticket	$12.50 to $72 per ticket	$275,000 / $825,000
2.	**Group Sales Box Office** 729 Seventh Ave, 7th Floor New York, NY 10019	$14 to $141 per ticket	$14 to $87 per ticket	$250,000 / $750,000
3.	**City Parks Foundation** 830 5th Avenue, #270 The Arsenal New York, NY 10065	$5 per ticket	$5 to $8 per ticket	$100,000 / $300,000