Panel for Educational Policy
Contract Agenda
November 17, 2011

Item: 1 **Description:** Administer the Teacher Behavior Rating Scale which will allow the Office of Early Childhood Education to systematically assess the quality of teachers in early childhood classrooms.

Term: 9 months **Options:** None **Funding:** UPK Grant

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

Vendor Name	Annual Amount
University of Texas Health Science Center at Houston	$42,557

Item: 2 **Description:** Long-term temporary nurses in schools where the DOE cannot otherwise staff positions.

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

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

Vendor Name	Estimated Annual Amount
Comprehensive Resources, Inc.	$1,028,160

Item: 3 **Description:** Coach bus pupil transportation for extra curricular activities.

Term: 5 years **Options:** 180 day option **Funding:** Tax Levy

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

Vendor Name	Estimated Annual Amount
MCIZ Corp. DBA Go Buses/Video Tours	$2,906,830
Suburban Trails, Inc.	$2,813,189

Item: 4 **Description:** Labor, materials, and supervision necessary to perform asbestos bulk/air sampling analysis and asbestos project monitoring.

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

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

Vendor Name	Estimated Annual Amount
ATC Group Services dba ATC Associates	$1,041,416

Item: 5 **Description:** Labor, material, and supervision necessary for boiler repairs in schools and administrative buildings.

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

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

Vendor Name	Estimated Annual Amount
McNeil Sales and Service	$2,768,305

Item: 6 **Description:** Courier services to all schools and DOE central offices.

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

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

Vendor Name	Estimated Annual Amount
Deluxe Delivery Systems Inc.	$1,099,867

Item: 7 **Description:** Apple software and related products.

Term: 9 months **Options:** None **Funding:** Tax Levy

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

Vendor Name	Estimated Annual Amount
Apple, Inc.	$971,591

Item: 8 **Description:** Pre-K/EI pupil transportation contract for special needs student transportation.

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

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

Vendor Name	Estimated Annual Amount
Selby Transportation Corporation	$57,120

Item: 9 **Description:** Professional development training for kindergarten and grade 1 teachers to manage disruptive classroom behavior.

Term: 1 year **Options:** None **Funding:** Tax Levy - City Council

Division: School Support Operations **Contract Type:** Full Value

Vendor Name	Annual Amount
Child Mind Institute	$250,000

Item: 10 **Description:** Dropout prevention and intervention initiative services at Legacy High School for Integrated Services in District 2 and Middle School 363 in District 10.

Term: 1 year **Options:** None **Funding:** Tax Levy - City Council

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

Vendor Name	Annual Amount
ENACT	$250,000

Item: 11 **Description:** Dropout prevention and intervention services for six programs in five New York City public schools located in District 15 in Brooklyn and Districts 7 and 8 in the Bronx.

Term: 1 year **Options:** None **Funding:** Tax Levy - City Council

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

Vendor Name	Annual Amount
Good Shepherd Services	$167,000

Item: 12 **Description:** Dropout prevention and intervention initiative services in 12 high schools.

Term: 1 year **Options:** None **Funding:** Tax Levy - City Council

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

Vendor Name	Annual Amount
Institute for Student Achievement	$167,000

Item: 13 **Description:** Dropout prevention and intervention services to about 122 students with a history of poor attendance at PS 191; PS 153; PS 28; PS 7; Enterprise, Business and Technology High School; and Health Opportunities High School.

Term: 1 year **Options:** None **Funding:** Tax Levy - City Council

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

Vendor Name	Annual Amount
United Way of New York City	$183,000

Item: 14 **Description:** Manage and facilitate the delivery of a Technology Literacy Assessment Tool (TLA) for 10 New York City middle schools identified as participants associated with the Title II grant award.

Term: 1 year **Options:** None **Funding:** State Grant - Vendor Named

Division: Division of Talent, Labor & Innovation **Contract Type:** Full Value

Vendor Name	Annual Amount
Eastern Suffolk Boces	$700,000

Item: 15 **Description:** After school services in support of a 21st Century Community Learning Center grant for District 10.

Term: 1 year **Options:** 2 one year options **Funding:** State Grant - Vendor Named

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

Vendor Name	Annual Amount
Phipps Community Development Corporation	$90,000

Item: 16 **Description:** Published and copyrighted reference materials.

Term: 7 years **Options:** None **Funding:** Various

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

Vendor Name	Estimated Annual Amount
Encyclopedia Britannica	$110,000

Item: 1

Description:

Administer the Teacher Behavior Rating Scale which will allow the Office of Early Childhood Education to systematically assess the quality of teachers in early childhood classrooms.

REQUEST FOR AUTHORIZATION

University of Texas Health Science Center at Houston administers the Teacher Behavior Rating Scale (TBRS).

Contract Cost	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$42,557	UPK Grant	10/1/11 - 6/30/12	None	Negotiated Service	Yes	Full Value
Vendor Name & Address	University of Texas Health Science Center at Houston					

Service Requestor/Contract Manager:	Division of Contracts and Purchasing Contact
Dominique West Office of Early Childhood Education	Romayne Jagessar Division of Contracts and Purchasing

STATEMENT OF PURPOSE

Authorization is requested to contract with the University of Texas Health Science Center at Houston to administer the Teacher Behavior Rating Scale (TBRS). This contract will allow the Office of Early Childhood Education (OECE) to systematically assess the quality of teachers in early childhood classrooms.

DISCUSSION

The University of Texas Health Science Center's Children's Learning Institute is the creator and the sole distributor of TBRS, an observation tool that captures specific information about frequency and quality instruction in the areas of phonological awareness, letter knowledge, and print concepts. Using TBRS will allow OECE to obtain detailed information on early childhood teacher effectiveness and will help to improve teacher performance and improve instruction.

TBRS' fees include:

$30,912 for 8 assessors to administer pre- and post-TBRS assessments in 20 Pre-Kindergarten classrooms.

$4,150 for training of 26 mentors and teachers in the use of TBRS; $215 for 6 mentoring guides.

$7,280 to provide 26 mentors and/or teachers access to the eCircle online program, which provides details regarding how to determine where a child should be developmentally and help create a classroom environment that stimulates social, cognitive, and physical growth.

Prices generally fall within the range of prices paid under contracts awarded for similar services, although the license fee is relatively high. Nonetheless, TBRS indicates that the NYC DOE is receiving its best price, as its standard rate is $300 per license and the DOE is paying $250. Therefore, pricing may be determined to be fair and reasonable.

DCP's search of VENDEX, the federal debarment list, and DOE internal sources found no adverse information and, therefore, the University of Texas Health Science Center at Houston has been determined to be a responsible vendor.

Item: 2

Description:

Long-term temporary nurses in schools where the DOE cannot otherwise staff positions.

REQUEST FOR AUTHORIZATION
TO PROVIDE LONG-TERM TEMPORARY SCHOOL NURSES

Estimated Annual/Total Contract Amounts	Funding Source	Contract Term	Options	Estimated Option Amount	Procurement Method	Is Contract Retroactive?	Contract Type
$1,028,160 / $3,084,480	Tax Levy	Three Years, starting about 10/1/11	Two 1-year Optional Renewal Periods	$2,056,320	Request for Proposals (RFP)	No	Requirements
Vendor Name & Address		Comprehensive Resources, Inc. 1663 East 17th St. Brooklyn, NY 11229					

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Ava Mopper Office of School Health (OSH)	Peter Frey Chief Administrator, Funded and Special Services Procurements

PURPOSE

Authorization is requested to contract with the above vendor to provide long-term nurses in schools where the DOE cannot otherwise staff positions. There are no current contracts for long-term placements. "Long-term" means one nurse providing services at a particular school for at least 170 of 180 school days. Costs will be shared between the NYC Department of Health and Mental Hygiene (DOHMH) and the DOE. The Panel approved the award of three similar contracts covering the Bronx, Queens, and Manhattan on October 12, 2011. This contract covers Brooklyn and Staten Island.

DISCUSSION

This contract will be managed and the vendor paid by the DOE, while DOHMH will reimburse the DOE for its share in accordance with a Memorandum of Understanding between DOHMH and the DOE, although the DOE will cover costs for all District 75 nurses. General school nurse costs will be split based on the ratio of DOHMH to DOE vacancies. For example, if 100 nurses are required and if 35 are DOE and 65 are DOHMH, then the split will be 35 percent for DOE and 65 percent for DOHMH.

This RFP was developed to meet the changing needs of the New York City school nursing program. Current contracts provide coverage for short-term absences in schools and for the small number of severely disabled students who need 1:1 nursing coverage, but the school nursing program provides a much broader range of services to more students than it did several years ago. Importantly, nurses asked to cover the needs of an entire school ("school nurses") are required to possess a wider range of skills than in the past and require more training in specific program areas. The school health program also maintains a sophisticated medical record that requires significant training to use and, because of this, the DOE does not currently have sufficient qualified staff to meet its legal obligation to provide nurses to public and non-public schools. As such, the DOE needs to contract for these services.

This RFP was designed to recruit long-term contract nurses with skills equivalent to school staff and incentives to provide daily long-term school coverage, therefore ensuring continuity of care for students. This contract includes a 15 percent hold-back on invoices until the nurse performs 170 days of service. In addition, vendors do not get to supply a short-term nurse if their long-term nurse is absent.

A request for proposals (RFP) was required, rather than a request for bids, because a vendor's ability to recruit new staff who will make a long-term commitment to a particular school is paramount, and the ability to pay for that premium must be available.

The RFP was structured to allow awards in each of four geographic areas, allowing vendors to act as back-ups for each other in the event one cannot meet demand.

The Division of Contracts and Purchasing (DCP), OSH, and DOHMH conducted joint marketing survey discussions, interviewing potential vendor through which it was concluded that the marketplace can provide long-term nurses. The evaluation of proposals weighed the following criteria equally: program plan, demonstrated effectiveness, organizational capacity, and price.

The awarded vendor, unit price, and estimated annual/contract amount are as follows:

	THE BRONX	BROOKLYN & STATEN ISLAND	MANHATTAN	QUEENS
Vendor Name	ExecuSearch [ALREADY APPROVED]	Comprehensive Resources	Gotham Per Diem [ALREADY APPROVED]	Pro Med [ALREADY APPROVED]
Estimated Number of Nurses	10	18	7	5
Hourly Rate	$45.00	$48.00	$48.50	$45.00
Estimated Hours per Nurse per Year	1190	1190	1190	1190
Estimated Annual/Total Contract Amounts	$535,500 / Year $1,606,500 / Total	$1,028,160 / Year $3,084,480 / Total	$404,005/ Year $1,212,015 / Total	$267,750 / Year $803,250 / Total

There were between 22-24 proposals received for each borough and prices ranged from $42.74 per hour to over $100 per hour. Only one vendor offered pricing below $45 per hour but other aspects of their proposal left them out the competitive range.

DCP reviewed VENDEX, D&B, and other databases regarding the vendor's background and found four SCI matters that involved affiliates of the vendor. Vendor's corrective action plan was acceptable to DCP. In light of the volume of business, the vendor's cooperation, and prior satisfactory performance, the vendor is determined to be responsible.

DCP's Vendor Research and Price Analysis Unit reviewed pricing and determined it to be fair and reasonable, based on the competitive nature of the procurement. Subsequent to this determination, negotiations led to the vendor offering lower prices in their Best and Final Offer.

Item: 3

Description:

Coach bus pupil transportation for extra curricular activities.

REQUEST FOR AUTHORIZATION – B1875 COACH BUS SERVICES

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Estimated Option Amount	Procurement Method	Is Contract Retroactive?	Contract Type
$5,720,019 / $28,600,095 Plus CPI adjustments upon request	Tax Levy	Five Years	One 180-Day Extension	$2,860,010	Request for Bids (RFB)	No	Requirement

Vendor Name	Address	Estimated Annual Amount	Estimated Total Amount
MCIZ Corp. DBA Go Buses/Video Tours	15 2nd Ave Brooklyn, NY 11215	$2,906,830	$14,534,150
Suburban Trails, Inc.	750 Somerset Street New Brunswick, NJ 08901	$2,813,189	$14,065,945

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Lisa D'Amato Office of School Support Services	Linda Rodriguez Division of Contracts and Purchasing

PURPOSE

Authorization is requested to contract with the above-named vendors to provide coach bus transportation for extra-curricular school trips. The contracts will be active for five years with an option for a 180-day extension. Prices will be adjusted annually according to the Consumer Price Index upon request from the contracted vendor.

DISCUSSION

A request for bids (RFB) was advertised in the City Record and on the DCP web site. The RFB included ten aggregate classes, including one each for day trips departing from the five boroughs and one each for various overnight trips ranging from one to five nights. Primary and secondary awards are made in each aggregate class except for Aggregate Class 4 (Queens). Schools will be served by the primary vendor unless they run out of buses.

Monsey New Square Trails (Monsey), the low bidder on four classes, was permitted to withdraw their bids for all aggregate classes after the allowable time. Monsey had its previous contract for coach services terminated by the DOE for using unauthorized sub-contractors while providing service to schools.

Trans Express's bids for were rejected as non-responsive for failure to provide a VENDEX package to the Mayor's Office of Contract Services (MOCS). In addition, when asked for clarification of their stated minimum number of buses and trips per day, they did not respond. A letter of rejection was sent to Trans Express on July 22, 2011 and no appeal was received.

Monroe's bids for all aggregate classes were rejected as non-responsive for not having the required number of buses as specified in the bid terms and conditions. A letter of rejection was sent to Monroe on October 14, 2011; no appeal was received.

Bids were also submitted by Great Escapes and Atlantic Coach, both of which were rejected as non-responsive because of their "conditional" rating by the U.S. Department of Transportation Federal Motor Carrier Safety Administration. A "satisfactory" rating is required by our bid terms and conditions. These companies have been sent letters of rejection and no requests to appeal have been received. The U.S. Department of Transportation does not provide ratings for yellow school bus operators. Therefore, the "conditional" rating received by Atlantic Coach does not apply to the school bus service provided by Atlantic Coach's affiliated company Atlantic Express, which does provide school bus service to the DOE.

Awards for Aggregate Classes 1-5 (Bronx, Brooklyn, Manhattan, Queens, and Staten Island) are as follows:

MCIZ, the lowest responsible bidder for Aggregate Classes 1-5, is recommended for award as Primary Contractor in all five classes. Secondary award in all aggregate classes except 4 (Queens) is recommended to Suburban.

Awards for Aggregate Classes 6-10 are as follows:

Primary award is recommended to Suburban, the lowest responsive, responsible bidder for all trips. They are the lowest bidder for Aggregate Classes 6-8 and the low bidder for Aggregate Classes 9 and 10 after Atlantic Coach's bid was rejected.

Secondary award for Aggregate Classes 6-10 is recommended to MCIZ. They are the second low bidder after Monsey's bid withdrawal and the rejection of Atlantic Coach, Great Escapes, Trans Express, and Monroe.

Qualification meetings and bus inspections were held with both vendors. Suburban has held previous satisfactory contracts with DOE and OPT is confident they will continue to provide satisfactory service. MCIZ, a new vendor to the DOE, was found to have the capacity and resources to provide satisfactory service.

The Vendor Research and Price Analysis Unit (VPRA) conducted background checks of MCIZ and Suburban and found no significant adverse information. As such, the vendors are deemed responsible. The VENDEX file for MCIZ contains a self-reported caution noting six Department of Environmental Protection (DEP) violations in 2009. According to DEP, MCIZ agreed to correct the violations and has been paying a $482,750 penalty through an installment plan that began in February 2011.

On average, pricing on this contract is approximately 3.5 percent lower than on previous contracts (bid in 2008) for similar services. Based on the receipt of several competitive bids, all prices have been determined to be fair and reasonable.

A table listing the bids appears on the following pages.

COACH BUS TRANSPORTATION SERVICES FOR EXTRA-CURRICULAR TRIPS, B1875

AGGREGATE CLASS 1: BRONX		
Bidder	**Annual Amt.**	
MCIZ	**$960,465**	**Primary Award**
Monsey New Square Trails	$1,010,816	Withdrew
Trans Express Inc.	$1,024,115	Non-responsive
Suburban Trails	**$1,036,070.**	**Secondary Award**
Great Escapes Tours	$1,084,185	
Monroe Bus Corp	$1,328,410	
Atlantic Coach Ways, Inc.	$1,371,565	

AGGREGATE CLASS 2: BROOKLYN		
Bidder	**Annual Amt.**	
Monsey New Square Trails	$699,543	Withdrew
MCIZ Corp.	**$746,990**	**Primary Award**
Trans Express Inc.	$780,475	Non-responsive
Suburban Trails Inc.	**$796,485.**	**Secondary Award**
Great Escapes Tours	$831,210	
Monroe Bus Corp.	$1,037,845	
Atlantic Coach Ways	$1,047,795	

AGGREGATE CLASS 3: MANHATTAN		
Bidder	**Annual Amt.**	
MCIZ Corp.	**$379,450**	**Primary Award**
Monsey New Square Trails	$383,022	Withdrew
Trans Express Inc.	$402,510	Non-responsive
Suburban Trails, Inc.	**$411,230.**	**Secondary Award**
Great Escapes Tours	$425,675	
Monroe Bus Corp.	$534,255	
Atlantic Coach Ways, Inc.	$538,730	

AGGREGATE CLASS 4: QUEENS		
Bidder	**Annual Amt.**	
MCIZ Corp.	**$175,245**	**Primary Award**
Great Escapes Tours	$180,130	Non-responsive
Monsey New Square Trails	$184,116	Withdrew
Trans Express Inc.	$195,425	Non-responsive
Monroe Bus Corp.	$242,465	Non-responsive
Atlantic Coach Ways	$257,540	Non-responsive

AGGREGATE CLASS 5: STATEN ISLAND		
Bidder	**Annual Amt.**	
Monsey New Square Trails	$23,528	Withdrew
MCIZ Corp.	**$23,780**	**Primary Award**
Trans Express Inc.	$24,650	Non-responsive
Suburban Trails Inc.	**$25,200**	**Secondary Award**
Great Escapes Tours.	$27,170	
Atlantic Coach Ways	$32,870	

COACH BUS TRANSPORTATION SERVICES FOR EXTRA-CURRICULAR TRIPS, B1875 (cont.)

AGGREGATE CLASS 6: TWO-DAY, ONE-NIGHT TRIP		
Bidder	**Annual Amt.**	
Suburban Transit Corp	**$275,784**	**Primary Award**
Monsey New Square Trails	$291,274	Withdrew
Trans Express Inc.	$303,940	Non-responsive
MCIZ Corp.	**$316,600**	**Secondary Award**
Atlantic Coach Ways	$319,740	
Great Escapes Tours	$323,700	
Monroe Bus Corp.	$367,230	

AGGREGATE CLASS 7: THREE-DAY, TWO-NIGHT TRIP		
Bidder	**Annual Amt.**	
Suburban Transit Corp	**$169,561**	**Primary Award**
Atlantic Coach Ways	$171,475	Non-responsive
Monsey New Square Trails	$174,197	Withdrew
Great Escapes Tours	$174,500	Non-responsive
Trans Express Inc.	$189,220	Non-responsive
MCIZ Corp.	**$189,650**	**Secondary Award**
Monroe Bus Corp.	$212,965	

AGGREGATE CLASS 8: FOUR-DAY, THREE-NIGHT TRIP		
Bidder	**Annual Amt.**	
Suburban Transit Corp	**$42,432**	**Primary Award**
Atlantic Coachways	$42,800	Non-responsive
Great Escapes Tours	$44,800	Non-responsive
Monsey New Square Trails	$46,364	Withdrew
Trans Express Inc.	$47,460	Non responsive
MCIZ Corp.	**$49,800**	**Secondary Award**

AGGREGATE CLASS 9: FIVE-DAY, FOUR-NIGHT TRIP		
Bidder	**Annual Amt.**	
Atlantic Coachways	$20,800	Non-responsive
Suburban Trails, Inc.	**$21,085**	**Primary Award**
Trans Express Inc.	$21,240	Non-responsive
Great Escapes Tours	$21,600	Non-responsive
Monsey New Square Trails	$23,335	Withdrew
MCIZ Corp.	**$24,850**	**Secondary Award**

AGGREGATE CLASS 10: SIX-DAY, FIVE-NIGHT TRIP		
Bidder	**Annual Amt.**	
Atlantic Coachways	$31,790	Non-responsive
Suburban Trails Inc.	**$35,342**	**Primary Award**
Great Escapes Tours	$35,600	Non-responsive
Monsey New Square Trails	$36,964	Withdrew
MCIZ Corp.	**$40,000**	**Secondary Award**
Trans Express Inc.	$44,050	

Item: 4

Description:

Labor, materials, and supervision necessary to perform asbestos bulk/air sampling analysis and asbestos project monitoring.

REQUEST FOR AUTHORIZATION - B1880 ASBESTOS BULK SAMPLING

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Estimated Option Amount(s)	Procurement Method	Is Contract Retroactive?	Contract Type
$1,041,416 / $5,207,080 Plus Annual CPI Adjustments	Tax Levy	Five Years	One 270-Day Extension	$781,060	Request for Bids (RFB)	No	Requirement

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Bernard Orlan Environmental Health and Safety Division of School Facilities	Shelley Epstein Division of Contracts and Purchasing

Vendor Name & Address	ATC Group Associates Inc./DBA as ATC Associates 104 East 25th Street New York, NY 10010

PURPOSE

Authorization is requested to contract with ATC Associates to provide the labor, materials, and supervision necessary to perform asbestos bulk/air sampling analysis and asbestos project monitoring.

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: Manhattan, Bronx, Queens, North Brooklyn, and South Brooklyn/Staten Island. Seven bids were received for Aggregate Classes 1 and 4, and eight bids were received for Aggregate Classes 2, 3, and 5. This RA is for Aggregate Classes 2-5. Aggregate Class 1 is covered on a separate RA.

ATC was the low bidder on all classes and met all requirements of the specification. A qualification meeting was held with ATC and it was determined that they had the organizational capacity to service 4 areas. They are recommended for award of Aggregate Classes 2, 3, 4, and 5, where DOE gets the best overall savings. ATC has held previous contracts with the DOE and has provided satisfactory service. DSF is confident they will continue to provide satisfactory service.

A review of financial statements did not reveal any risk associated with doing business with ATC. The Vendor Research and Price Analysis Unit conducted a background check and found no significant adverse information. As such, ATC is deemed responsible.

On average, pricing on this contract is approximately seven percent lower than on previous contracts for similar items. The state of the economy and the fact that vendors need to keep operating are factors contributing to the decrease. Based on the receipt of several competitive bids, these prices have been determined to be fair and reasonable.

B1880 – Requirements Contract for Asbestos Bulk/Air Sampling, Analysis and Project Monitoring Services		
Aggregate Class 1		
Contractor Name	**Annual Contract Value**	**Total Contract Value/5 Years**
ATC Associates	$183,730	**$921,875**
Airtek Environmental Corp	**$184,375**	
Precision Environmental Inc	$196,025	
Omega Laboratories Inc	$197,780	
Enviro-Probe Inc	$215,125	
Creative Environment Solutions	$216,430	
NY Environmental & Analytical	$218,475	
Aggregate Class 2		
Contractor Name	**Annual Contract Value**	**Total Contract Value/5 Years**
ATC Associates	**$232,425**	**$1,162,125**
Airtek Environmental Corp	$233,575	
Omega Laboratories Inc	$248,180	
Precision Environmental Inc	$248,200	
Kam Consultants Corp	$258,725	
Enviro-Probe Inc	$272,540	
Creative Environment Solutions	$274,125	
NY Environmental & Analytical	$276,675	
Aggregate Class 3		
Contractor Name	**Annual Contract Value**	**Total Contract Value/5 Years**
ATC Associates	**$343,196.00**	**$1,715,980.00**
Airtek Environmental Corp	$344,565.00	
Precision Environmental Inc	$362,435.00	
Omega Laboratories Inc	$369,372.00	
Kam Consultants Corp	$381,585.00	
Enviro-Probe Inc	$401,935.00	
Creative Environment Solutions	$404,160.00	
NY Environmental & Analytical	$408,190.00	
Aggregate Class 4		
Contractor Name	**Annual Contract Value**	**Total Contract Value/5 Years**
ATC Associates	**$208,305**	**$1,041,525**
Airtek Environmental Corp	$209,100	
Precision Environmental Inc	$222,150	
Omega Laboratories Inc	$224,205	
Enviro-Probe Inc	$243,930	
Creative Environment Solutions	$245,412	
NY Environmental & Analytical	$247,675	

Aggregate Class 5		
Contractor Name	**Annual Contract Value**	**Total Contract Value/5 Years**
ATC Associates	**$257,490**	**$1,287,450**
Airtek Environmental Corp	$258,375	
Precision Environmental Inc	$271,695	
Omega Laboratories Inc	$279,835	
Kam Consultants Corp	$286,125	
Enviro-Probe Inc	$301,370	
Creative Environment Solutions	$303,135	
NY Environmental & Analytical	$306,025	

Item: 5

Description:

Labor, material, and supervision necessary for boiler repairs in schools and administrative buildings.

REQUEST FOR AUTHORIZATION
B1772 BOILER REPAIRS

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Estimated Option Amount(s)	Procurement Method	Is Contract Retroactive?	Contract Type
$2,768,305 / $13,841,525 Plus Prevailing Wage Adjustments after first year of contract	Tax Levy	Five Years	One 270-Day Extension	$2,076,288	Request for Bids (RFB)	No	Requirement

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Volkert Braren Division of School Facilities	Shelley Epstein Division of Contracts and Purchasing

Vendor Name & Address	McNeil Sales and Service 14 Marlen Drive Robbinsville, NJ 08691

PURPOSE

Authorization is requested to contract with McNeil Sales and Service to provide the labor, material, and supervision necessary for boiler repairs in schools and administrative buildings.

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: Manhattan, Bronx, Queens, North Brooklyn, and South Brooklyn/Staten Island. Six bids were received for Aggregate Classes 1-3 and seven bids were received for Aggregate Classes 4 and 5. This Request for Authorization covers Aggregate Classes 2-5.

McNeil Sales and Service was the low bidder for all classes. A qualification meeting was held with McNeil and it was determined that they had the organizational capacity to service four classes. Award is recommended to McNeil for Aggregate Classes 2-5, where the DOE gets the best overall pricing. Aggregate Class 1 was previously awarded to Control Systems Services.

A review of financial statements did not reveal any risk associated with doing business with McNeil. The Vendor Research and Price Analysis Group (VRPA) conducted a background check and found no significant adverse information for this vendor so McNeil Sales and Service is determined to be responsible.

To assess pricing, prevailing wage rates (including fringes and benefits) were compared with prices quoted, and it was found that McNeil's bid prices are 24 percent above the hourly rates. On average, pricing on this contract is approximately 10 percent higher than previous contracts (bid in 2005) for similar items. Factors contributing to the increase are higher material costs and increases in the prevailing wage. VRPA's cost/price analysis determined that, since there were multiple bidders for each class in this bid and awards were made to the lowest responsive bidders, the pricing is fair and reasonable.

B1772 – Requirements Contract for Boiler Repairs		
Aggregate Class 1		
Contractor Name	**Annual Contract Value**	**Total Contract Value/5 Years**
McNeil Sales & Service	$668,290.00	**$3,578,245.00**
Control Systems Service	**$715,649.00**	
Tri-State Mechanical	$853,870.00	
Expert Boiler Repair	$1,224,849.00	
Boilermatic Welding	$1,237,395.00	
Delta Welding Corp	$1,250,190.50	
Aggregate Class 2		
Contractor Name	**Annual Contract Value**	**Total Contract Value/5 Years**
McNeil Sales & Service	**$1,039,660.00**	**$5,198,300.00**
Control Systems Service	$1,114,557.00	
Tri-State Mechanical	$1,355,170.00	
Delta Welding Corp	$1,934,900.60	
Expert Boiler Repair	$1,962,126.60	
Boilermatic Welding	$1,968,797.00	
Aggregate Class 3		
Contractor Name	**Annual Contract Value**	**Total Contract Value/5 Years**
McNeil Sales & Service	**$576,970.00**	**$2,884,850.00**
Control Systems Service	$657,203.00	
Tri-State Mechanical	$758,035.00	
Expert Boiler Repair	$1,082,799.00	
Boilermatic Welding	$1,098,646.00	
Delta Welding Corp	$1,099,504.00	
Aggregate Class 4		
Contractor Name	**Annual Contract Value**	**Total Contract Value/5 Years**
McNeil Sales & Service	**$475,720.00**	**$2,378,600.00**
Control Systems Service	$533,876.00	
Tri-State Mechanical	$598,225.00	
Expert Boiler Repair	$851,017.00	
Delta Welding Corp	$863,398.80	
Boilermatic Welding	$877,475.00	
New York Boiler	$1,103,400.00	
Aggregate Class 5		
Contractor Name	**Annual Contract Value**	**Total Contract Value/5 Years**
McNeil Sales & Service	**$675,955.00**	**$3,379,775.00**
Control Systems Service	$726,710.00	
Tri-State Mechanical	$868,780.00	
Expert Boiler Repair	$1,247,987.00	
Boilermatic Welding	$1,264,285.00	
Delta Welding Corp	$1,271,388.00	
New York Boiler	$1,586,225.00	

Item: 6

Description:

Courier services to all schools and DOE central offices.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH DELUXE DELIVERY SYSTEMS TO PROVIDE DEPARTMENT-WIDE COURIER SERVICES - B1841

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Estimated Options Amount	Procurement Method	Is Contract Retroactive?	Contract Type
$1,099,867 / $3,299,601	Tax Levy	Three Years	Two 1-Year Extensions	$2,199,734	Request for Bids (RFB)	No	Requirements
Vendor Name & Address	Deluxe Delivery Systems 64 West 48th Street, 4th Floor New York, NY 10036						

Service Requestor/ Contract Manager	Division of Contracts & Purchasing Contact
Harvey Schoenfeld Chief Administrator Division of Finance and Operations (DFO)	Christopher Bennett Procurement Analyst Central Office Procurement

PURPOSE

Authorization is requested to contract with Deluxe Delivery Systems (DDS) for courier services to all schools and DOE central offices. The estimated annual cost of approximately $1,099,867 is based on prior usage. The contract term is for a base period of three years, commencing on or about February 1, 2012, with two options to extend for one year each. The pricing for the options will be based upon the Northeast Urban Consumer Price Index (CPI).

DISCUSSION

This contract will provide delivery services to schools and administrative offices. Typical deliveries will include systemwide payroll and interoffice mail. The contract requires package tracking, electronic proof of delivery, and electronic invoicing with various monthly and quarterly reports.

These services are contracted out because the DOE does not have the necessary internal resources and must obtain outside expertise and products to meet the program's objectives.

A request for bids (RFB) was advertised in the City Record and sent via electronic mail to approximately 150 potential bidders believed to have the capacity to meet the requirements of this solicitation. The solicitation notice was also posted on the DOE's web site. Bidders were asked to submit bids for four categories: (A) Payroll Delivery; (B) Interoffice Delivery; (C) Committee on Special Education (CSE) Delivery; and (D) Special Delivery.

New York State Industries for the Disabled (NYSID), a potential preferred source service provider, was offered the option to submit a bid. However, on September 20, 2011, NYSID advised the DOE that they were not interested. Six bids were received.

DDS was the lowest bidder and met all requirements of the RFB. Given the competitive nature of this solicitation, and that DDS's pricing for this contract is lower than that of previous contracts for the same services, these prices have been determined to be fair and reasonable.

The table below lists the annual amount for the bids in each of the four categories:

VENDOR	PAYROLL DELIVERY	INTEROFFICE DELIVERY	CSE DELIVERIES	SPECIAL DELIVERIES	ESTIMATED ANNUAL COST
Deluxe Delivery Systems	**$192,640**	**$286,552**	**$207,088**	**$399,289**	**$1,099,867**
Lasership	$298,562	$328,440	$474,720	$465,469	$1,567,192
Mitchell's N.Y. AM Newspaper Delivery Service	$255,500	$309,400	$481,600	$587,736	$1,634,236
A-1 International, Inc.	$236,225	$317,868	$ 491,900	$974,399	$2,020,411
Moveway Transfer & Storage, Inc.	$864,250	$1,142,400	$825,600	$700,673	$3,532,931
Network Global Logistics	$841,822.50	$714,000	$833,856	$1,293,632	$3,683,311

DCP has performed a background check of DDS, including the City's VENDEX, reference feedback, and the VCIP database. No significant adverse information was found. Furthermore, the vendor performed these services satisfactorily for the past five years under the previous contract, and is therefore deemed responsible.

Item: 7

Description:

Apple software and related products.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH APPLE, INC. FOR SOFTWARE, ACCESSORIES, AND RELATED PRODUCTS

Estimated Contract Amount	Funding Source	Contract Term	Renewal Options	Procurement Method	Retroactive?	Contract Type
$971,591	Tax Levy	9 Month (10/1/11 - 6/30/12)	NONE	Sole Source	Yes	Requirements

Vendor Name & Address	Apple Inc. One Infinite Loop Cupertino, CA 95014

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Joe Iacoviello Division of Instructional and Information Technology	Charles Blair Division of Contract of Purchasing (DCP)

STATEMENT OF PURPOSE

Authorization is requested to contract with Apple, Inc. to provide software and related products. The contract will commence on October 1, 2011 and expire on June 30, 2012.

DISCUSSION

In recent years, DOE has purchased nearly $30 million of Apple hardware, software, and accessories annually. Apple products are in high demand from schools and the demand is expected to grow in the future. Currently, DOE purchases Apple products through the New York State Office of General Services (OGS) contract. Under that contract, software can only be purchased at the time hardware is purchased. However, schools do not always know what software products they will want at the time they are purchasing hardware, and Apple is continually introducing new software products.

Numerous mini-software programs or applications ("apps") have been created for the various Apple devices, all running on Apple's mobile operating system, iOS. These apps will not run on other hardware devices, as they are specifically designed for the Apple system by third party vendors. They include a variety of educational apps for student use, including apps from NASA, the American Museum of Natural History, Dictonary.com, and others. Because those products are not available under the OGS contract, authorization is requested to enter a sole source agreement with Apple for these products.

The estimated contract amount is based on past purchases of like products, which were offered under the former State contract but left out of the new one, commencing July 2011. Apple is offering DOE discounts equal to or greater than those offered to any other educational entity. Consequently, DOE deems the pricing to be fair and reasonable.

DCP reviewed the City's VENDEX, Vendor CIP Report, and EPLS – Fed Debar List. No cautions were listed. Apple self-reported one issue concerning an overseas factory in which 137 workers involved in he manufacture of Apple products were exposed to n-hexane, a chemical in cleaning agents. The factory had reconfigured operations without changing the ventilation system. Apple required the company to stop using n-hexane, to provide evidence that they removed the chemical from their production lines, and to fix their ventilation system. No workers have suffered difficulties from chemical exposure since the changes were implemented. Apple has verified that all affected workers have been treated successfully, and will monitor their medical reports until full recuperation.

No other significant adverse information was revealed. Apple has provided acceptable services under prior contracts to the DOE. Therefore, they are deemed responsible.

Item: 8

Description:

Pre-K/EI pupil transportation contract for special needs student transportation.

REQUEST FOR AUTHORIZATION
TO AMEND CONTRACT WITH SELBY TRANSPORTATION

Estimated Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$57,120	Tax Levy	One Year (9/1/11-8/31/12)	No	Contract Amendment	Yes	Requirement
Vendor Name & Address	Selby Transportation Corp. 935 Garrison Ave. Bronx, NY 10474					

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Eric Goldstein Chief Executive Officer Nutrition and Transportation	Linda Rodriguez Director Transportation, Food & Facilities Division of Contracts and Purchasing

PURPOSE

Authorization is requested to amend a contract with Selby Transportation to provide pupil transportation for a pre-kindergarten (pre-k) special education student who requires limited travel time. The proposed amendment is for one year from September 1, 2011 through August 31, 2012.

DISCUSSION

The contract with Selby for transportation of pre-k students stipulates that the vendor has up to 90 minutes to transport out-of-borough students, but an impartial hearing modified the Individualized Education Program (IEP) for a special student to a limit of 45 minutes of travel time. The DOE is required by law to comply with all provisions in a student's IEP, so the contract must be amended to compensate the vendor for the additional cost associated with the requirement.

Selby has tried to meet the travel limit for this student and can do so during the morning commute from home in Queens to the school in Manhattan. However, the trip home presents logistical problems because a different group of students are transported at that time. In fact, the only way to comply with the IEP is to use a dedicated bus to transport the student home. The cost to add a bus in the afternoon is $272 per day, so it will cost $57,120 for the 210 days of the FY'12 school year, including the summer term. The pricing has been determined to be fair and reasonable based on a review of the company's costs to transport this student and a voluntary price reduction of 14.5 percent.

The contract is retroactive because it was necessary to wait until the school year began to determine if another student would be traveling in the close proximity, in which case a dedicated bus would not have been required.

Selby is in good standing with the DOE, having provided satisfactory service, and OPT is confident they will continue to provide good service in the upcoming year.

Item: 9

Description:

Professional development training for kindergarten and grade 1 teachers to manage disruptive classroom behavior.

REQUEST FOR AUTHORIZATION FOR PROFESSIONAL DEVELOPMENT

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$ 250,000	City Council	10/01/11 - 6/30/12	None	City Council Allocation Section 1-03 (c) of DOE Procurement Policy	No	Full Value

Vendor Name & Address	Child Mind Institute 445 Park Avenue New York, NY 10022

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Paul Forbes Director, Office of Youth Development Programs	Maxine Needle Director of Grants

PURPOSE

Authorization is requested to contract with Child Mind Institute (CMI) to provide kindergarten and grade one teachers with skills to manage disruptive classroom behavior.

DISCUSSION

In partnership with the DOE, CMI seeks to implement Teacher-Child Interaction Training (TCIT), to provide teachers with skills to manage disruptive classroom behavior. Teachers will be provided with necessary classroom behavior management skills to help decrease disruptive behavior.

This is a pilot program that will be conducted over ten months in general education kindergarten and first grade classes at PS 142, PS 198, and PS 007, all schools selected by the DOE. Three licensed clinical psychologists will be the primary trainers, focusing on two sets of skills: Child-Directed Interaction (CDI), which provides teachers with skills that reinforce students' positive classroom behaviors and prevent negative classroom behavior, and Teacher-Directed Interaction (TDI), which provides teachers with effective methods of intervening and setting limits when disruptive behavior occurs.

Training will occur in a total of six randomly selected classrooms (two at each of the three participating schools). Data will be collected both for classes that receive the TCIT intervention and classes that will be used for comparison. Teacher training will be on-site, during the school day, beginning as soon as the informed consent process is complete. Teacher coaching will occur weekly.

A competitive sealed bid was not done for this procurement and a contract for personal 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.

DCP reviewed information regarding the vendor's background in the VENDEX system and found no significant adverse information that should preclude an award. The vendor is deemed responsible.

The total price for the contract services was established by the City Council.

Item: 10

Description:

Dropout prevention and intervention initiative services at Legacy High School for Integrated Services in District 2 and Middle School 363 in District 10.

REQUEST FOR AUTHORIZATION FOR DROPOUT AND INTERVENTION SERVICES

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$250,000	City Council	One year (7/1/11 – 6/30/12)	None	City Council Allocation Section 1-03 (c) of DOE Procurement Policy	Yes	Full Value

Vendor Name & Address	ENACT, Inc. 630 Ninth Avenue, Suite 301 New York, NY 10036 Attention: Diana Feldman

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Toby Reyes Senior Operations Manager Office of School and Youth Development	Sophia Hargraves Procurement Analyst

PURPOSE

Authorization is requested to contract with ENACT to provide dropout prevention and intervention initiative services at Legacy High School for Integrated Services in District 2 and Middle School 363 in District 10. Both of these schools have high drop-out rates.

DISCUSSION

ENACT will help students learn social-emotional and crucial life skills through creative drama and drama therapy techniques. Workshops will be provided for over 150 students. ENACT's teaching artists will provide students with interactive classroom-based activities and specialized role-play. Through these drama-based 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 40-week program includes group counseling, school integration services, attendance and social services, family outreach, individual counseling sessions, small-group counseling, and after-school programs culminating in a final performance event.

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

This contract is retroactive because notification of the allocation was not released until June of 2011and because the vendor did not provide the work plan and budget until after a planning phase which began in July, when schools were out of session.

DCP reviewed information regarding the vendor's background in the VENDEX system and found no information that should preclude and award. The vendor is deemed responsible.

The contract amount and pricing was established by the City Council.

Item: 11

Description:

Dropout prevention and intervention services for six programs in five New York City public schools located in District 15 in Brooklyn and Districts 7 and 8 in the Bronx.

REQUEST FOR AUTHORIZATION FOR DROPOUT AND INTERVENTION SERVICES

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$167,000	City Council	7/1/11 – 6/30/12	None	City Council Allocation Section 1-03 (c) of DOE Procurement Policy	Yes	Full Value
Vendor Name & Address	Good Shepherd Services 305 Seventh Avenue, 9th Floor New York, NY 10001 Attention: Kristina Grammer					

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

PURPOSE

Authorization is requested to contract with Good Shepherd Services for dropout prevention and intervention services for six programs in five New York City public schools located in District 15 in Brooklyn and Districts 7 and 8 in the Bronx.

DISCUSSION

Good Shepherd will provide services to approximately 100 elementary, middle, and 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. In some instances, students are included for service because their school has a continuing history of a high risk of academic failure.

Good Shepherd Services will assess students who are referred to determine if they are at-risk and appropriate candidates for services that include case management, individual counseling, group counseling, and attendance outreach. Services will be provided Monday through Friday for the entire school year for a minimum of three hours of case management per day at each school.

This contract is retroactive because notification of the budget allocation was not released until June 2011. The planning phase of the program started in July.

A competitive sealed proposal was not done for this procurement and a contract for personal 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.

DCP reviewed information regarding the vendor's background in the VENDEX system regarding past performance 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 is thus determined responsible.

The total price for the contract services was established by the City Council.

Item: 12

Description:

Dropout prevention and intervention initiative services in 12 high schools.

REQUEST FOR AUTHORIZATION FOR DROPOUT AND INTERVENTION SERVICES

Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$167,000	City Council	7/1/11 – 6/30/12	None	City Council Allocation Section 1-03(c) of DOE Procurement Policy	Yes	Full Value

Vendor Name & Address	Institute for Student Achievement Once Old Country Road, Suite 250 Carle Place, NY 11514 Attention: Leslie Sussman

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

PURPOSE

Authorization is requested to contract with the Institute for Student Achievement for dropout prevention and intervention services in 12 New York City high schools.

DISCUSSION

The Institute for Student Achievement (ISA) provides school-based dropout prevention programs by restructuring large high schools into clusters of small learning communities (SLCs) with the belief that small, highly supportive, challenging learning environments promote valuable relationships between teachers and students, can improve student motivation, facilitate learning, and help students stay in school and attain higher levels of confidence and achievement.

ISA works with high school principals, assistant principals, teachers, counselors, and school-based coaches over a four-and-a-half-year period that includes:

- A planning year or half-year, and
- Four school development years during which the schools/SLCs grow one grade per year, beginning with a group of ninth grade students, until the schools serve students in grade 9-12.

After the four-and-a-half year period, all twelve schools may choose to remain in the ISA network as "five year and beyond schools" and continue to participate in professional development activities in order to educate an underserved population.

This City Council funded contract will provide partial funding to support this work. Additional funding is provided by other non-DOE organizations.

ISA's program consists of the following elements, which the partner schools implement:

- The college preparatory instructional program prepares all students for college admission and completion.
- A dedicated staff of teachers and a counselor (teachers, counselor, and school/SLC leader) provides consistency for students throughout the four years of the program.
- Continuous professional development provides teachers and counselors with customized training on an as-needed basis; regularly scheduled coaching targets program development and strategic planning.

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

This contract is retroactive because notification of the allocation was not released until June of 2011. The vendor did not provide the work plan and budget until after the planning phase of the program, which began in July when schools were out of session and many school personnel were on vacation. Once received, the work plan needed to be reviewed by the program office and revised by the vendor.

DCP reviewed information regarding the vendor's background in the VENDEX system and found no significant adverse information. The vendor is deemed responsible.

The total price for the contract services was established by the City Council.

Item: 13

Description:

Dropout prevention and intervention services to about 122 students with a history of poor attendance at PS 191; PS 153; PS 28; PS 7; Enterprise, Business and Technology High School; and Health Opportunities High School.

REQUEST FOR AUTHORIZATION FOR DROPOUT PREVENTION AND INTERVENTION SERVICES

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$183,000	City Council	7/1/11 – 6/30/12	None	City Council Allocation Section 1-03 (c) of DOE Procurement Policy	Yes	Full Value
Vendor Name & Address	United Way of New York City, Inc. 2 Park Avenue New York, NY 10016 Attention: Wanda Torres-Mercado					

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

PURPOSE

Authorization is requested to contract with United Way of New York to provide dropout prevention and intervention services to about 122 students with a history of poor attendance at the following schools: PS 191; PS 153; PS 28; PS 7; Enterprise, Business and Technology High School; and Health Opportunities High School.

DISCUSSION

United Way of New York City (UWNYC) will monitor attendance on a daily basis and conduct outreach for students with one or more absences. Staff will work with schools to develop plans that involve families in the academic lives of their children. In addition, UWNYC will council students so as to address causes of poor attendance and low academic achievement.

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

This contract is retroactive because notification of the allocation was not released until June of 2011. The vendor did not provide the work plan and budget until after the planning phase of the program, which began in July when schools were out of session and many school personnel were on vacation. Once received, the work plan needed to be reviewed by the program office and revised by the vendor.

DCP reviewed information regarding the vendor's background in the VENDEX system and found no adverse information. The vendor is determined responsible.

The contract amount and pricing was established by the City Council.

Item: 14

Description:

Manage and facilitate the delivery of a Technology Literacy Assessment Tool (TLA) for 10 New York City middle schools identified as participants associated with the Title II grant award.

REQUEST FOR AUTHORIZATION FOR ONLINE TECHNOLOGY LITERACY ASSESSMENT SYSTEM

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$700,000	NYSED	7/1/2011 – 6/30/2012	None	Competitive Grant Section 1-03 (b) of DOE Procurement Policy	Yes	Full Value

Vendor Name & Address	Eastern Suffolk BOCES 15 Andrea Rd. Holbrook, NY 11741 Attention: Jeanne Weber / Donna Cahill

Service Requestor / Contract Manager	Division of Contracts & Purchasing Contact
Stacey Frazier Director of Operations Office of Innovation Zone	Maxine Needle Director of Grants

PURPOSE

Authorization is requested to contract with Eastern Suffolk BOCES, acting on behalf of the New York State Education Department (SED) to organize a statewide online Technology Literacy Assessment (TLA) system for middle school grades under the Enhancing Education Through Technology grant award program, known as Title IID. Only funded LEAs are participating in this assessment, which is required by the federal legislation.

DISCUSSION

Eastern Suffolk BOCES will manage and facilitate the delivery of a Technology Literacy Assessment Tool (TLA) for 10 New York City middle schools identified as participants associated with the Title II grant award. Said services will be provided by Generation YES, operating under a contract with Eastern Suffolk BOCES. Teachers from the 10 pilot schools will receive professional development this year and serve as turnkey trainers for future implementations, when all schools across New York City will have the opportunity to participate.

The Technology Literacy Assessment tool will assess students in technology literacy and application skills using a project-based model, provide a framework for curriculum and instructional materials development, and provide opportunities for professional development in technology assessment for teachers.

Twelve Lead Educational Agencies (LEAs), drawn from the awarded grants under Title IID throughout New York State, collaborated with the SED to select the vendor in January 2011. In the spring of 2011, the LEAs, the SED, the DOE program team, and the vendor determined that the pilot program would not begin until the 2011-12 school year. The work plan was finalized only in October 2011, which caused the contract to be retroactive.

The grantor's program is a NYSED Title IID grant program. A contract for personal services is necessary because the contract is funded by a grant. To have the services provided by another party would be contrary to the grant.

DCP reviewed information regarding the vendor's background and Generation Yes (as the subcontract contractor) in the VENDEX system and found no significant adverse information. The vendor and its subcontractor are deemed responsible.

The total price for the contract services was established by the grantor.

Item: 15

Description:

After school services in support of a 21st Century Community Learning Center grant for District 10.

REQUEST FOR AUTHORIZATION
FOR 21st CENTURY COMMUNITY LEARNING CENTER GRANT

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Estimated Options Amount	Procurement Method	Is Contract Retroactive?	Contract Type
$90,000	NYSED	9/13/10 - 6/30/11	Two 1-Year Renewal Options	Year 1: $90,000 Year 2: $90,000 Total: $180,000	Vendor Named in Grant, Per Section 1-03(b) of DOE Procurement Policy & Procedures	Yes	Full Value
Vendor Name & Address	Phipps Community Development Corporation 902 Broadway, 13th Floor New York, NY 10010						

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

STATEMENT OF PURPOSE

Authorization is requested to contract with Phipps Community Development Corporation to provide after school services in support of a 21st Century Community Learning Center grant for District 10.

DISCUSSION

Phipps Community Development Corporation offers services in academic areas and youth development for students to improve their academic achievement and behavior. It also provides literacy and parenting skills training for parents. Phipps provided daily after school programs for 30 weeks during the school year for 100 students in grades 6-8. These programs include homework assistance, activities designed to promote respectful behaviors and anger management skills, and special interest clubs, such as the Business of Music and Fashion, offered at MS 391.

The New York State Education Department (NYSED) requires all 21st Century grant recipients to have a program evaluator and, for this grant, the evaluation services were performed by DAH Consultants through another contract.

A contract for personal services is necessary because the contract is funded by a grant, and the grant award specifically named this vendor for the amount stated above. To have the services provided by another party would be contrary to the grant.

This contract is retroactive because the DOE did not receive the signed grant award notification from the State until mid-August and it then took several months for the vendor to submit the required documentation.

The contract manager's office has experience with the vendor providing these services and confirms that they performed satisfactorily. DCP reviewed information regarding the vendor's background and found the vendor received a poor evaluation from the NYC Department of Youth and Community Development (DYCD) for Timeliness and Performance. However, DYCD continues to contract with Phipps and the DOE contract manager's office has experience with the vendor providing these services and confirms that they have performed satisfactorily. The vendor is thus found to be responsible.

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

Item: 16

Description:

Published and copyrighted reference materials.

REQUEST FOR AUTHORIZATION TO PROVIDE PUBLISHED AND COPYRIGHTED REFERENCE MATERIALS

Estimated Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
$110,000 / $770,000	Reimbursable, Tax Levy, City Council	Seven Years	None	Listing Application	No	Requirements

Vendor Name & Address	Encyclopedia Britannica 331 N. LaSalle Street Chicago, IL 60654

Service Requestor/Contract Manager	Division of Contracts and Purchasing Contact
Jennifer Davilla Director, Instructional Materials Unit Division of Contracts and Purchasing	Susan Dick-McKeon Chief Administrator, School Based Procurement Division of Contracts & Purchasing

PURPOSE

Authorization is requested to contract with the above-referenced vendor to provide published and copyrighted textbooks and ancillary materials.

DISCUSSION

Encyclopedia Britannica is the sole publisher of various reference materials. These materials include the Encyclopedia Britannica 32-volume set of reference books covering areas that include art, history, and science that are appropriate for grades 6-12. Encyclopedia Britannica also has a set of reference books for grade levels Pre-K–5 entitled *My First Britannica*. They also publish supplemental materials, including *Compton's* by Britannica and *Discover America*, which provide detailed visual content, such as dramatic pictures and comprehensive diagrams that align with the *Encyclopedia Britannica* reference books' subject matter. Because these materials cannot be purchased in the open market, a competitive sealed bid process is impractical.

The vendor's "Most Favored Customer" contract clause ensures that no other institution, agency, school district, municipality, or organization will receive better pricing than that being offered to the DOE. Prices have therefore been determined to be fair and reasonable.

The contract amount established for the vendor is based on their prior contract's expenditures.

A background check conducted on Encyclopedia Britannica, including the Uniform Commercial Code, Excluded Parties List, and VENDEX, found no significant adverse information. The vendor is therefore deemed responsible.