

Contracts Agenda for the Meeting of the Panel for Educational Policy - Tuesday, February 28, 2017

Request for Proposals				
Description	Estimated Highest Annual Spending	Estimated Total Spending	Contract Term	Agenda Item
Labor Support Unit consultants, team leaders and related support for school supervisors	\$300,000	\$900,000	3 Years	1

Multiple Task Award Contract Process				
Description	Estimated Highest Annual Spending	Estimated Total Spending	Contract Term	Agenda Item
Arts Education Services (RA 25)	\$90,000	\$450,000	5 Years	2
Professional development for Multiple Pathway and Career and Technical Education schools (RA 1)	\$3,912,335	\$19,561,675	5 Years	3

Competitive Sealed Bid				
Description	Estimated Highest Annual Spending	Estimated Total Spending	Contract Term	Agenda Item
Repair and maintenance of backflow prevention devices	\$512,581	\$2,562,905	5 Years	4

Negotiated Services				
Description	Estimated Highest Annual Spending	Estimated Total Spending	Contract Term	Agenda Item
Diesel mechanic training for D79 students	\$94,384	\$94,384	1 Year	5
Recruitment, placement and professional development of graduate level candidates for fellowship programs.	\$117,525	\$117,525	1 Year	6
Vision screening services for Community School Students.	\$800,000	\$800,000	8 Months	7

Amendment				
Description	Estimated Highest Annual Spending	Estimated Total Spending	Contract Term	Agenda Item
Amendment to the United Way contract for AIDP to cover consolidations with renewal schools during summer 2016.	\$235,910	\$471,820	2 Years	8
COLA adjustments for related services providers	\$75,582.44	\$75,582.44	1 Year	9
Universal Pre-Kindergarten class size increase (2015-2016).	\$172,560	\$345,120	2 Years	10
Universal Pre-Kindergarten expansion start-up costs for additional classes (2016-2017).	\$202,346	\$202,346	1 Year	11
Universal Pre-Kindergarten salary enhancement amendments (2015-2016).	\$299,928.38	\$485,074.28	2 Years	12
Universal Pre-Kindergarten salary enhancement amendments commencing 7/1/16.	\$96,371	\$147,149	2 Years	13

Extension 4-07(a)				
Description	Estimated Highest Annual Spending	Estimated Total Spending	Contract Term	Agenda Item
Student Enrollment Management System - extension	\$4,323,374	\$4,323,374	1 Year	14

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Extension 4-07(b)				
Description	Estimated Highest Annual Spending	Estimated Total Spending	Contract Term	Agenda Item
Professional development at Transfer and similar schools to meet the needs of over-age and under-credited students	\$345,701	\$345,701	1 Year	15
Recruitment, selection, training and hiring support of non-traditional candidates to become teachers under the New York City Teaching Fellows Program	\$4,186,158	\$4,186,158	1 Year	16

Listing Application				
Description	Estimated Highest Annual Spending	Estimated Total Spending	Contract Term	Agenda Item
Educational software	\$96,000	\$672,000	7 Years	17

Sec1-03(c) City Council				
Description	Estimated Highest Annual Spending	Estimated Total Spending	Contract Term	Agenda Item
The Children's Health Fund will provide the Healthy and Ready Learn Program, to elementary schools throughout the City.	\$750,000	\$750,000	1 Year	18

Sec 1-03(b) Vendor Named in Grant				
Description	Estimated Highest Annual Spending	Estimated Total Spending	Contract Term	Agenda Item
Evaluation services for 21st Century Community Learning Centers	\$117,140	\$117,140	1 Year	19

City Contract (Other than Intracity)				
Description	Estimated Highest Annual Spending	Estimated Total Spending	Contract Term	Agenda Item
Use of NYC Department of Information Technology and Telecommunications contracts to upgrade the DOE's Special Education Student Information System	\$8,253,245.04	\$16,506,490	2 Years	20

REQUEST FOR AUTHORIZATION TO CONTRACT WITH LABOR SUPPORT UNIT CONSULTANTS AND TEAM LEADERS

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$300,000 / \$900,000	Tax Levy	Three Years	None	Request for Proposals (RFP)	No	Requirements

Vendor Name & Address	See list below.
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Contract Manager	Lead Contracting Officer	Division of Contracts and Purchasing Contact
Karen Sardoff Administrative Education Analyst Office of Labor Relations	Naeemah Lamont Director Teacher Performance Unit	Denesia Stroom-Blair Procurement Analyst Central Office Procurement

PURPOSE

Authorization is requested to contract with the vendors listed below to serve in the Labor Support Unit (LSU) and provide ongoing assistance to principals and assistant principals in the evaluation and discipline process for tenured pedagogues. This authorization will result in multiple requirements contracts. All of the contracts will be active for approximately three years, commencing on or around March 1, 2017 and terminating on or around February 29, 2020.

DISCUSSION

A Request for Proposals (RFP) was the preferred procurement method because the service requires vendors to have a working knowledge of the discipline process for pedagogues and prior experience with supervising classroom instruction and improving underperforming pedagogues. Since there is an ongoing need for additional providers, this RFP was open-ended, thus allowing candidates the opportunity to submit proposals upon receiving the required supervisory certification.

The RFP was divided into two components: (1) Labor Support Unit Consultants, and (2) Labor Support Unit Team Leaders. Consultants are assigned to cases involving teachers and other pedagogues who were rated unsatisfactory, and they prepare documentation related to the underperforming personnel. Team Leaders act as liaisons who offer support among the attorneys, Labor Support Consultants, and school administrators. Team Leaders must also have knowledge of New York State Education Law Section 3012-c, passed in May 2010, that reflects changes in how educators throughout New York State are evaluated and supported. Vendors were able to propose for either or both components.

Proposals were evaluated by a three-member committee drawn from the Teacher Performance Unit and the Office of Labor Relations, all of whom have experience working with the LSU Consultants and extensive knowledge of the teacher evaluation process delineated in the teachers' collective bargaining agreement, as well as the New York State Education Law Section 3020-a (3020-a) disciplinary process for tenured pedagogues. Proposals for both LSU Consultants and Team Leaders were scored using the following evaluation criteria: Communication/Interpersonal Skills (50 points), which factored in interview performance, and Demonstrated Effectiveness (50 points). All proposers were required to have a supervisory certificate and submit a writing sample.

Of the 10 candidates who submitted proposals, five vendors are recommended here and five are still being evaluated. In addition, two candidates submitted proposals via email and were instructed to resubmit paper copies of their proposals in accordance with the RFP's specifications. No protests were received from these proposers. Additional recommendations for awards will be covered in subsequent RAs.

All the candidates recommended for award clearly articulated their relevant experience and demonstrated knowledge of the collective bargaining agreement. All have also had extensive experience as a school supervisor.

Awarded vendors will be compensated a daily rate of \$350 for seven consultant work hours or a pro-rated hourly rate of \$50 as specified in the RFP. The rate will remain in effect for the entire term of the contract. The estimated annual amount for each vendor is \$60,000 annually, \$180,000 for the term of the contract. Vendors' pricing fell within the

range of prices paid through competitively procured contracts for comparable services. Accordingly, pricing has been determined to be fair and reasonable.

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

VENDOR	COMPONENT	ESTIMATED ANNUAL AMOUNT
Joseph D. Cantara	1	\$60,000
Myron B. Rock	1	\$60,000
Saul D. Brodsky	1	\$60,000
Joseph F. Belesi	1	\$60,000
Mark Bronstein	1	\$60,000

VENDOR RESPONSIBILITY

A background check of the vendors listed above, performed by the New York City Department of Education, including various DOE files, VENDEX, and federal and State databases, found no significant adverse information. The vendors have therefore been determined to be responsible.

REQUEST FOR AUTHORIZATION (RA#25) FOR ARTS EDUCATION SERVICES (MTAC R0891)

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$90,000 / \$450,000	Various	Five Years	None	Multiple Task Award Contract (MTAC)	No	Requirements

Vendor Names & Addresses	Component(s)*	Estimated Annual / Total Amount
Circle in the Square Theatre School, Inc. 1633 Broadway New York, NY 10019	3-Theatre	\$30,000 / \$150,000
Flushing Council on Culture and the Arts, Inc. 137-35 Northern Boulevard Flushing, NY 11354	1-Dance 4-Visual Arts	\$30,000 / \$150,000
Franklin Furnace Archive, Inc. Pratt Institute 200 Willoughby Avenue Brooklyn, NY 11205	1-Dance 2-Music 3-Theatre 4-Visual Arts 5-Moving Image	\$30,000 / \$150,000

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Paul King Executive Director Office of Arts & Special Projects	Morayo Tracey Oyemade Deputy Senior Executive Director Finance & Procurements Division of Teaching and Learning	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 vendors named above to provide Arts Education Services in various disciplines. 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

Vendors will deliver services that support and advance teaching and learning by building on the *Blueprint for Teaching & Learning in the Arts* and the New York State Learning Standards (NYSL) 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. Services provided by awarded vendors will incorporate the guidelines established in the *Blueprint* while enhancing studies in other areas.

Proposals were distributed to an evaluation committee that included Arts Coordinators and Directors from OASP, all of whom are knowledgeable about the *Blueprint* and the NYSL for the Arts. They have participated in developing the *Blueprint*, are currently implementing arts programming, and possess years of experience within the New York City 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.

Contract awards have previously been made to 120 proposers and three are recommended in this RA.

Circle in the Square Theatre School offers long-term playwriting and acting residencies in which students craft unique, original plays based on personal experiences. Using improvisation, acting, voice characterization, and other theatre skills, students develop the characters, conflicts, and resolutions which they, professional actors, or Circle in the Square Theatre School graduates then act out. Performances are directed by theatre professionals. Young adult Circle graduates also return to serve as guest speakers, share professional training and early career experiences at HS assemblies, and conduct theatre workshops with students.

Flushing Council on Culture and the Arts offers residencies in which council staff teach a variety of dance forms and styles, and their musical accompaniment, including hip-hop, Native American, Mexican, Latin social, and line dances. Dance vocabulary, composers, choreographers, and respective cultures are also covered. Story Mosaics is a visual arts residency for English Language Learners (ELL), in which students create mosaics, collages, and puppets, culminating with a puppet show to improve their English language comprehension in a variety of curriculum areas.

Franklin Furnace Archive's SEQ ART KIDS invites students in grades K-5 to create, perform, and participate in various art disciplines. Students build musical instruments from recycled materials, create graphic novels, choreograph and dance original works, learn the various roles in making a film, and analyze and respond to different works of art. SEQ ART KIDS workshops aid students in developing vocabulary, writing, discussion, and decision-making skills.

The negotiated average hourly rates of \$81 for Circle in the Square Theatre School, \$95 for Flushing Council on Culture & the Arts, and \$117 for Franklin Furnace Archive have been determined to be fair and reasonable based on comparison with hourly rates for similar services provided by vendors contracted under this solicitation.

The estimated annual contract amounts are based on expenditures under a prior contract for similar services.

It is necessary to contract for these services because the DOE does not possess the capacity of 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.

VENDOR RESPONSIBILITY

A background check of Circle in the Square Theatre School, Flushing Council on Culture & the Arts, and Franklin Furnace Archive, performed by the New York City Department of Education, including various DOE files, VENDEX, and federal and State databases, found no significant adverse information. These vendors have therefore been determined to be responsible.

***Component Services:**

1. Dance – ballet, modern, hip-hop, ballroom, African, Caribbean, dances of other countries & 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.

**REQUEST FOR AUTHORIZATION (RA #1) FOR PROFESSIONAL DEVELOPMENT
FOR MULTIPLE PATHWAY SCHOOLS AND CAREER AND TECHNICAL EDUCATION (CTE) SCHOOLS - MTAC
R1109**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$3,912,335 / \$19,561,675	Tax Levy / Grant Funding	Five Years	None	Multiple Task Award Contract (MTAC)	No	Requirements

Vendor's Name & Address	Component	Estimated Annual / Total Amount
Jobs for the Future 88 Broad Street, 8 th Floor Boston, MA 02110	1	\$505,424 / \$2,527,120
Eskolta School Research & Design 50 Broad Street, Ste. 1615 New York, NY 10004	1	\$3,406,911 / \$17,034,555

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Tom Pendleton Executive Director Office of Postsecondary Readiness Division of Teaching & Learning	Morayo Tracey Oyemade Deputy Senior Executive Director Finance & Procurements Division of Teaching & Learning	Christie Williams Procurement Analyst Central Office Procurement

PURPOSE

Authorization is requested on behalf of the Office of Postsecondary Readiness (OPR) to contract with the vendors named above to provide professional development and technical support services for educators and administrators working with over-age and under-credited students at Multiple Pathways and Career and Technical Education (CTE) schools in New York City.

DISCUSSION

To build teacher capacity while developing a high-quality, collaborative, and professional learning culture at Multiple Pathways and Career and Technical Education (CTE) schools and/or networks of schools, the DOE must acquire professional development services for its teachers, leaders, coaches, administrators, and support staff.

Respondents to this solicitation proposed for one or both of the following components: 1) professional development for multiple pathways schools, and 2) professional development for career and technical education schools.

Vendors awarded contracts for Component 1 will offer professional development services and program and curriculum design services to school leaders and staff working with over-age and under-credited students at Multiple Pathways schools. Those awarded for Component 2 will offer professional development services and program and curriculum design services to Career and Technical Education (CTE) programs while implementing new and innovative models and/or practices to enrich student learning in new and emerging fields. Awardees for each component will help ensure that students are better prepared to meet tomorrow's postsecondary education and employment opportunities.

Within each component, vendors could propose for any or all categories A through G, which include:

- A. Instructional Coaching
- B. Leadership Development
- C. Curriculum and Assessment Design
- D. Design Master-Based Learning Systems
- E. Design Programs, Institutes or Initiatives
- F. School Design
- G. Dissemination and Documentation

Proposals for Component 1 were evaluated by a committee consisting of three experts in career and college-access readiness programs and in managing operations of transfer school conference and cross-site professional development events for transfer schools. The evaluation committee for Component 2 consisted of three evaluators with functional expertise in CTE services and measures of student learning design. Proposals were scored based the following categories, each worth 25 points each: 1) Program Plan / Narrative, 2) Organizational Capacity, 3) Demonstrated Effectiveness, and 4) Price.

To date, 16 vendors have submitted proposals; of these, ten proposals were received for Component 1 and 11 proposals for Component 2. Two vendors are recommended for award in this RA, both for Component 1.

Jobs for the Future (JFF) proposed only for Category F, School Design, and is recommended for award on the basis of its expertise in creating or redesigning over 280 early college high schools. JFF implements instructional strategies to enable students to successfully transition to college courses and guides teachers to design lessons that help students gain the knowledge and skills outlined in the Common Core State Standards.

Eskolta proposed for Categories B-E and G and is being recommended for award for all of these categories based on its experience working with more than 40 transfer schools, high schools, and middle schools in New York City. Eskolta specializes in designing structures and systems to support formerly at-risk youth, customizing research to the needs of district leaders, and documenting and codifying education practices that have been developed in schools through the use of its unique four core project elements: Work Plan, Observations and Analysis, Collaborative Inquiry Meetings, and Product Design.

Negotiations reduced Jobs for the Future's average hourly rate from \$157 to \$153. Eskolta's average hourly rate is \$111 per hour. Pricing for both vendors fell within the range of prices paid through competitively procured contracts awarded for comparable services under R1077 (Professional Development for Instructional Technology). Accordingly, pricing has been determined to be fair and reasonable.

It is necessary to contract for these services because the DOE does not have the expertise or the capacity to perform them.

The Multiple Task Award Contract (MTAC) was the preferred method of procurement 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.

VENDOR RESPONSIBILITY

Jobs for the Future and Eskolta School Research & Design and their principal owners and officers were subject to a full comprehensive background check and no significant adverse information was found. Therefore, both vendors were determined to be responsible.

**REQUEST FOR AUTHORIZATION FOR REPAIR AND MAINTENANCE OF BACKFLOW PREVENTION DEVICES
- B2899**

Estimated Annual / Total Contract Amounts	Funding Source	Contract Term	Options	Estimated Option Amount	Procurement Method	Is Contract Retroactive?	Contract Type
\$512,581 / \$2,562,905	Tax Levy	Five Years	270-Day Extension	\$384,436	Request for Bids (RFB)	No	Requirements

Vendor	Address	Annual Amount	Total Contract Amount
Genuine Plumbing & Heating LLC	40 D Marble Loop Staten Island, NY 10309	\$163,571	\$817,855
Superior Plumbing, Heating & Mechanical LLC	101-06 94 th Street Ozone Park, NY 11416	\$152,460	\$762,300
TriStar Plumbing & Heating, Inc.	2860 Richmond Terrace Staten Island, NY 10303	\$196,550	\$982,750

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
David Lewis Deputy Director Contracts & Technical Services Division of School Facilities	Stephen Valente Director Contracts & Technical Services Division of School Facilities	Marissa L. Procope Director

PURPOSE

Authorization is requested to contract with the three vendors listed above to provide the labor, material, and supervision necessary to inspect, test, and file for the New York City Department of Environmental Protection (DEP) certification of the Double Check Valve (DCV) and Reduced Pressure Valve (RPZ) at the water service entrance or other locations for designated DOE buildings and sites. These contracts will replace an expiring contract.

DISCUSSION

This Request for Bids (RFB) was advertised for seven days in the City Record and on the DCP web site. The RFB consisted of three geographically defined aggregate classes: Class 1 – The Bronx/Manhattan, Class 2 – Queens, and Class 3 – Brooklyn/Staten Island. Classes 1 and 2 received seven bids and Class 3 received six bids.

Genuine Plumbing & Heating LLC (Genuine Plumbing), the low bidder for all three Classes, has the capacity to service only one class and is recommended for award of Class 1. Superior Plumbing, Heating & Mechanical LLC (Superior Plumbing) and TriStar Plumbing & Heating Inc. (TriStar Plumbing), the second low bidders for Classes 2 and 3, have the capacity to service one class each and are recommended for award of Class 2 and 3, respectively. All awards were assigned to achieve the lowest possible overall cost to the DOE.

Qualification meetings with Genuine Plumbing, Superior Plumbing, and TriStar Plumbing determined that all have satisfied the requirements of the RFB and all have the organizational capacity to service their respective classes. Genuine Plumbing and Superior Plumbing have not had any prior contracts with the DOE or other City agencies but reference checks indicated satisfactory performance. TriStar Plumbing has had prior contracts with the DOE and has provided satisfactory service. DSF is confident that these vendors will provide satisfactory service.

Contract estimates are based on previous usage. Unit prices on this contract are approximately 24 percent higher than under the previous competitively awarded contracts (adjusted for CPI), which were bid in 2011. The increases can be partially attributed to an increase of approximately 15 percent in the prevailing wage rates for these services. Based on the receipt of several bids and the competitive nature of the procurement, these prices have been determined to be fair and reasonable.

VENDOR RESPONSIBILITY

A background check of Genuine Plumbing, Superior Plumbing and TriStar Plumbing performed by the New York City Department of Education, including various DOE files, VENDEX, and federal and State databases, found no significant adverse information. These vendors have therefore been determined to be responsible.

**REPAIR AND MAINTENANCE OF BACKFLOW PREVENTION DEVICES – B2899
AGGREGATE CLASS 1 – THE BRONX / MANHATTAN (Districts 1-12)**

Contractor Name	Annual Contract Value	Total Contract Value / 5 Years
Genuine Plumbing & Heating	\$163,571	\$817,855
Superior Plumbing, Heating	\$197,340	
Charles A. Dimino Inc	\$208,100	
Tri-Star Plumbing & Heating	\$259,800	
Leviathan Mechanical Corp	\$308,100	
1st Heating Solutions LLC	\$525,870	
Revision Construction II Inc	\$555,950	

AGGREGATE CLASS 2 – QUEENS (Districts 24-30)

Contractor Name	Annual Contract Value	Total Contract Value / 5 Years
Genuine Plumbing & Heating	\$136,066	
Superior Plumbing, Heating	\$152,460	\$762,300
Tri-Star Plumbing & Heating	\$168,900	
Charles A. Dimino Inc	\$177,600	
Leviathan Mechanical Corp	\$259,160	
1st Heating Solutions LLC	\$477,580	
Revision Construction II Inc	\$509,234	

AGGREGATE CLASS 3 – BROOKLYN / STATEN ISLAND (Districts 13-23, 31, & 32)

Contractor Name	Annual Contract Value	Total Contract Value / 5 Years
Genuine Plumbing & Heating	\$163,571	
Tri-Star Plumbing & Heating	\$196,550	\$982,750
Charles A. Dimino Inc	\$197,600	
Superior Plumbing, Heating	\$222,840	
Leviathan Mechanical Corp	\$308,100	
Revision Construction II Inc	\$555,950	

REQUEST FOR AUTHORIZATION TO CONTRACT WITH AUTOMOTIVE AND DIESEL INSTITUTE, LLC TO PROVIDE DIESEL MECHANIC TRAINING TO DISTRICT 79 STUDENTS

Annual / Total Contract Amount	Funding Source	Contract Term	Options	Option Amount	Procurement Method	Is Contract Retroactive?	Contract Type
\$94,384	U.S. Department of Labor (USDOL)	One Year	One 1-Year Option to Extend	\$94,384	Negotiated Services	Yes	Full Value

Vendor Name & Address	Automotive and Diesel Institute, LLC dba New York Automotive and Diesel Institute 1931 Mott Avenue Far Rockaway, NY 11691
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
TaNitra Watson Workforce Development Administrator Pathways to Graduation, District 79	Mateusz Zacharski Director of Finance & Administration Office of School Support & Supervision	Denesia Stroom-Blair Procurement Analyst Central Office Procurement

PURPOSE

Authorization is requested to contract with Automotive and Diesel Institute, LLC dba New York Automotive and Diesel Institute (NYADI) to provide diesel mechanics training to approximately 40 District 79 students per year.

DISCUSSION

NYADI offers diesel mechanics training for individuals seeking Automotive Service Excellence (ASE) National Automotive Technicians Education Foundation certification and to begin an entry-level career as a diesel technician, parts counterperson or service advisor. The following three areas of certification will be offered to students in D79:

- Certified Truck and Diesel Technician
- Master Truck and Diesel Technician
- Master Automotive and Diesel Technician

Students who participate in NYADI's program are required to complete coursework and/or projects involving civic engagement and leadership development components outside of the diesel mechanic curriculum. Program participants who struggle academically are connected with a tutor and provided the extra time needed to understanding the coursework. Counseling is also available if outside challenges prevent students from completing their coursework.

Program participants receive assistance in all aspects of the job placement process, from creating a resume to setting up job interviews. NYADI maintains relationships with local and national companies such as Mercedes-Benz, Infiniti, and New York Bus Service. These employers and others have recruited NYADI students.

Research performed by the DOE has determined that this program does not exist in any City school and only in one New York State postsecondary institution, SUNY Cobleskill (three hours from New York City by car), making attendance by students at the City's public schools impractical. Developing a similar, wholly new program would not be practical due to the cost involved and the lack of space.

This contract is retroactive because notification of the grant award was not received in time to conduct research of similar and potential programs.

New York Automotive and Diesel Institute (NYADI) proposed a total price of \$516,768 to train two cohorts of 16 students over the two-year contract term. The price includes costs for tuition, books, uniforms, and student ID cards. This translates to a cost per student of \$16,149, which represents an 8.1 percent discount off NYADI's list price of \$17,578. Negotiations led to a further reduction of \$8,000, or 1.5%, off the total price, resulting in a final total price of \$508,768 and a \$15,899 cost per student, which represents a 9.6 percent discount off the list price. Moreover, NYADI offered each student a \$5,000 scholarship and a \$5,000 Pell Grant for a total of \$10,000 in financial aid. This financial aid package reduces the cost to the DOE by \$320,000, resulting in a final total contract price of \$188,768 for two years, including the optional one-year extension. NYADI has further advised the DOE that,

should any student fail to receive the maximum Pell Grant amount of \$5,000, any shortfall would be covered by an increase in NYADI's in-kind contribution. Accordingly, pricing has been determined to be fair and reasonable.

VENDOR RESPONSIBILITY

A background check of New York Automotive and Diesel Institute performed by the New York City Department of Education, including various DOE files, VENDEX, and federal and State databases, found no significant adverse information. The vendor has therefore been determined to be responsible with respect to this contract.

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH EDUCATION PIONEERS, INC.
FOR THE RECRUITMENT, PLACEMENT, AND PROFESSIONAL DEVELOPMENT
OF GRADUATE-LEVEL CANDIDATES FOR FELLOWSHIP PROGRAMS**

Estimated Annual / Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$117,525	Tax Levy	One Year	None	Negotiated Service	No	Requirements

Vendor Name & Address	Education Pioneers, Inc. 360 22 nd Street, Suite 220 Oakland, CA 94612
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Yvonne Soto Director, Organizational Development Organizational Services Division of Human Resources	Stacey A. Frazier Deputy Director, Budgets & Grants Budgets, Grants & Personnel Division of Human Resources	Lisvett Jaen Director Central Office Procurement

PURPOSE

Authorization is requested to contract with Education Pioneers, Inc. (EP) for the recruitment, placement, and professional development of administrative professionals working in data analysis, operations, finance, and human resources, among other areas.

DISCUSSION

Education Pioneers (EP) recruits and develops students and professionals from diverse backgrounds to work for K-12 school districts, charter schools, and other educational organizations. EP offers three fellowship programs:

- A Summer Track Fellowship Program (10 weeks) that recruits and provides leadership and professional development opportunities during short-term summer work experience programs to graduate-level administrative applicants working in data analysis, operations, finance, and human resources, and other areas;
- A Career Track Fellowship Program (10 or 12 months) that recruits and provides leadership and professional development opportunities during longer-term temporary work experience programs to graduate-level administrative applicants working in data analysis, operations, finance, and human resources, and other areas; and
- A Visiting Fellowship Summer Program (10 weeks) that provides a leadership development opportunity for existing high-performing/high-potential DOE staff.

Over the past 10 years, the DOE has engaged EP Fellows to provide support on critical projects in a wide variety of divisions and offices while participating in leadership development opportunities. Fellows average five to seven years of professional experience and come from a variety of academic and non-academic programs including business, education, law, policy, and social work.

Through this contract, the DOE gains access to:

- Short-term consultant talent, recruited nationally from top-tier business, policy, law, and education programs to support key strategic initiatives;
- Professional learning sessions covering a variety of topics; and
- Key speakers in the education field, including teachers, principals, and civil rights and education leaders.

EP has partnered with the creators of the medical residency matching system to create an algorithm for use in matching Fellows with requesting offices.

The cost for each Summer Track and Career Track participant consists of a participant fee, which will be covered under this negotiated service agreement, plus a stipend or salary, which will be covered under a separate contract for professional consultants. The one-time participation fees will be paid by each office hosting an EP Fellow. The

stipend or salary paid to the EP Fellow, also covered by the hosting office, will be paid bi-weekly through the DOE's consultant contract with School Professionals. The cost for Visiting Fellows, however, only includes a participant fee, since they are DOE employees and are therefore ineligible for a stipend or salary. This requirements contract includes the following partnership fees:

- Summer Track: \$3,325 per participant
- Career Track: \$10,000 per participant
- Visiting Fellowship: \$1,450 per participant

From FY12 - FY16, the DOE has had 82 fellows: 62 Summer Track Fellows; 12 Career Track Fellows; and eight Visiting Fellows. The projections for the estimated number of participants during the term of the contract include 19 Summer Fellows, five Career Fellows, and three Visiting Fellows, as listed in the following table:

Fellowship	Est. No. of Fellows	Originally Proposed Cost per Participant	Originally Proposed Estimated Total Cost	Negotiated DOE Cost per Participant	Negotiated Estimated Total Cost to DOE
Summer Track	19	\$ 3,500	\$66,500	\$ 3,325	\$ 63,175
Career Track	5	\$10,500	\$52,500	\$10,000	\$ 50,000
Visiting Fellow	3	\$ 1,500	\$ 4,500	\$ 1,450	\$ 4,350
Total Estimated Contract Cost		--	\$123,500	--	\$117,525

EP originally proposed a total price of \$123,500, including per participant prices for three participant categories: \$3,500, \$10,500, and \$1,500 for the Summer Track, Career Track, and Visiting Fellows, respectively, but negotiations led to a reduction in these unit prices of \$175, \$500, and \$50, for a total reduction of \$5,975 (4.8%) and a final total price of \$117,525.

It is also noteworthy that Harvard University offers a similar program at an annual cost of \$28,500, almost double the cost (\$14,800) of the career track offered by EP. Considering that the DOE will only pay a portion of the program costs, that EP has attested that no other client is currently paying less for these services, and that the costs compare favorably with Harvard's similar program, prices have been determined to be fair and reasonable.

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

Individual divisions, offices, and units within the DOE have historically used purchase orders to pay EP for these services on a non-contracted basis. The proposed contract instead seeks to streamline the process through a new centralized contract. In order to gauge vendor interest in the marketplace to provide future services on a contracted basis, the DOE will release a Request for Information (RFI) to identify qualified potential vendors.

VENDOR RESPONSIBILITY

A background check review of Education Pioneers, Inc. performed by the New York City Department of Education, which include various DOE files, VENDEX and Federal and State databases found no significant adverse information. The vendor has therefore been determined to be responsible.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH VENDORS TO PROVIDE VISION SCREENING SERVICES TO STUDENTS IN COMMUNITY SCHOOLS AND STUDENTS IN TEMPORARY HOUSING

Estimated Contract Amount	Funding Source	Contract Term	Options	Total Estimated Options Amount	Procurement Method	Is Contract Retroactive?	Contract Type
\$800,000	Tax Levy	Eight Months	One 1-Year Extension	\$1,200,000	Negotiated Service	Yes	Requirements

Vendor Name & Address	Estimated Contract Amount
Helen Keller International 352 Park Avenue South, 12 th Floor New York, NY 10010	\$300,000
Optical Academy LLC 1430 Main Avenue Clifton, NJ 07011	\$500,000

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Bahram Fathi Director of Operations Office of School Health	Roger Platt Chief Executive Officer Office of School Health	Samantha L. Cora Procurement Analyst Central Office Procurement

PURPOSE

Authorization is requested to contract with the vendors listed above to provide vision screening, optometric exams, and glasses to Community School students and Students in Temporary Housing (STH), expanding on a Mayoral program aimed at providing eyeglasses to all Community Schools students in need by the end of the 2016-2017 school year.

DISCUSSION

In July 2015, OSH was awarded approximately \$2 million per year for four years to provide vision screening to all students in the DOE's 130 designated Community Schools and optometric exams and eyeglasses to students who need them. In August 2016, OSH received additional funding so that these services could be expanded to include both Community School students and Students in Temporary Housing (STH) for the 2016-2017 school year.

To perform these expanded services, OSH will operate a model in which vision screening services are provided by DOHMH employees, optometry services are provided by DOE-contracted optometrists, and eyeglasses are donated through a one-year agreement between City Hall and Warby Parker, an eyewear company committed to donating 20,000 frames. It is expected that through the DOE's vision screening program, approximately 10,000 Community School students and 40,000 STH will receive screening for the purpose of detecting students' inherent vision abnormalities. Subsequently, the program will provide remedial action through optometric exams and glasses to an estimated 15,000 students who fail the screen, and eyeglasses are expected to be provided to students by the end of the 2016-2017 school year.

Helen Keller International (HKI) and Optical Academy (OA) were selected because they are the only vendors known by the vision screening program to have an existing operation and readiness to offer these specific services in school settings. We note that while Ageless Eye Care P.C of Chicago submitted a letter of intent in response to the previous negotiated service, they could not provide sufficient evidence of their capacity to offer services on a larger scale; the vendor has been advised to propose in response to a future Request for Proposals (RFP) for this program.

This contract is retroactive because services were anticipated to commence in the fall of 2016 and conclude in June 2017. The budget allocation for this program was received later in the current school year than expected; therefore, OSH was unable to process the service request according to the original timeline established for the program.

Due to the time constraints associated with the program deliverables, it was not feasible to bid out the services to other vendors. Moreover, other vendors would have to develop an operation model for these services, whereas the selected vendors are able to leverage their long-standing relationships with both DOHMH's vision program and the DOE, which enable the timely and efficient implementation of the program. An RFP is currently being developed to procure contracts for these services in the future.

It is necessary to contract for these services because the DOE does not possess the expertise and the resources necessary to meet the objectives of this program. The DOE advertised its intent to negotiate contracts with the above-named vendors, inviting others to note any expressions of interest to provide these services in the future.

Optical Academy (OA) proposed a total contract price of \$500,000 to provide universal vision services including screening, exams, and eyeglasses for 25,000 students in temporary housing at a cost of \$20 per student. Negotiations led OA to accommodate 5,000 more students free of charge for a total of 30,000 students for the same total contract price (\$500,000). Helen Keller International (HKI) proposed to serve 20,000 students, including 10,000 students in temporary housing and 10,000 Community School students, for a total contract price of \$500,000 based on a cost per student of \$25 to provide the same services though it is not required to provide eyeglasses for community school students. Negotiations led HKI to reduce the cost per temporary housing student to \$20 and the cost per community student to \$10, reducing the total contract price by \$200,000 (40%) to \$300,000. Overall, the final price of \$16 per student (\$800,000 for 50,000 students) is 28 percent lower than the original price per student of \$22.22 (\$1,000,000 for 45,000 students). Accordingly, pricing has been determined to be fair and reasonable.

VENDOR RESPONSIBILITY

Helen Keller International and Optical Academy LLC and their principal owners and officers were subject to a full comprehensive background check and no significant adverse information was found. Therefore, both vendors have been determined to be responsible.

REQUEST FOR AUTHORIZATION TO AMEND A CONTRACT WITH THE UNITED WAY OF NEW YORK CITY, INC.

Not to Exceed Total Annual / Total Contract Increase	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$235,910 / \$471,820	Tax Levy	7/01/16 -6/30/18	None	Amendment	Yes	Full Value

Vendor Name & Address	United Way of New York City, Inc. 2 Park Avenue New York, NY 10016
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Contract Manager	Lead Contracting Officer	Division of Contracts and Purchasing Contact
Catherine Lee Director of Sustainability and Budget Office of Community Schools	Christopher Caruso Executive Director Office of Community Schools	Denesia Stroom-Blair Lead Procurement Analyst Central Office Procurement

PURPOSE

Authorization is requested by the Office of Community Schools (OCS) to amend a contract with United Way of New York City (UWNYC) to allow for services to students added to the rosters of community schools as a result of the consolidation with renewal schools. These enrichment and academic services are delivered by Community Based Organizations (CBO) subcontracted by UWNYC.

DISCUSSION

The original contract provided for four years at \$13,050,000 per year. Additional funding in the amount \$4,154,508 per year was added in FY16 to support mental health services and expanded learning through CBOs already subcontracted by UWNYC as lead agencies in the 45 community schools. The contract was further amended in October 2016, to cover services provided as part of the Summer in the City (SITC) program during the summers of 2016 and 2017.

This amendment provides funding for students at sites previously classified as renewal schools that were closed and consolidated into community schools. The additional funding will support the following services to the additional students:

- Expanded Learning Time: Extending the traditional school day or offering after-school and/or summer enrichment programs will provide additional learning time—and is at the core of the NYC community schools model.
- Early Childhood Education: Community schools at the elementary level will provide universal pre-Kindergarten programming wherever possible. Partnerships with local Early Education Centers will facilitate student transition between organizations and ease space constraints.
- Health Services: Health services will vary from school to school depending on students’ needs and individual schools’ partnerships. These services may include medical, dental, and vision care. Some services may be provided on-site, while others may be referred to off-site partner providers.
- Mental Health: Mental health is of equal importance as physical health and will be prioritized and supported by NYC community schools. Clinical services, as well as more preventive services, will be provided on-site whenever possible and appropriate in order to ensure student and family participation.
- Parent and Family Engagement: Successful parent engagement, in which parents are recognized as valued members of the school community, will ensure that parents are enlisted as partners in their child’s education and in developing and implementing the community school vision.
- Community Engagement: Engagement that includes the broader community – local businesses, senior groups, and neighboring schools – will build relationships and expand support and resources for the school, transforming the school building into a natural hub of local activity, vitality, culture, support, and education for the broader community.

- Guidance and Social Services: School and CBO staff will collaborate on key efforts such as attendance improvement, school transition planning, and college preparation. Guidance and social services will also be provided to promote a positive school culture and address instances of bullying and harassment.
- Adult and Family Services: Housing assistance, immigration services, legal assistance, job training, and adult educational programs will be provided based on local needs. Family services may include supports for young people with special challenges, whether related to health, foster care, homelessness, or other barriers to optimal wellness and learning.

The DOE recognizes CBOs as key partners in the effort to deliver high-quality Attendance Improvement and Dropout Prevention (AIDP) programs and services. Accordingly, funds have been set aside annually since 1990 to maximize local CBO engagement in schools with high-needs populations through contracts under which CBOs are subcontracted and managed by an external entity. UWNYPC collaborates with the OCS to solicit, select, replace, monitor, manage, pay, evaluate, and provide technical assistance to CBOs. UWNYPC also advises CBOs about service changes, identifies common reasons students are missing school and ways to address the underlying issues, encourages CBOs to try innovative strategies to bolster attendance, and provides reports on CBOs' performance.

The Division of Contracts and Purchasing (DCP) reviewed the budget submitted by UWNYPC, including its management fee of \$943,195. This fee will not be increased with the additional funding, thus decreasing the percentage UWNYPC's management fee represents as a portion of the overall program's cost. Prices have, therefore, been determined to be fair and reasonable.

This contract is retroactive because the amendment to include mental health services conducted in FY16 was not adopted until June 2016. OCS, a newly established office within the DOE, then worked on finalizing the UWNYPC budget as it built capacity by increasing staff and knowledge of these programs.

VENDOR RESPONSIBILITY

Noteworthy information was identified in the background check for United Way of New York City (UWNYPC). VENDEX indicates that in 2013 UWNYPC was investigated by the Department of Investigation (DOI) regarding its administration of the Combined Municipal Campaign (CMC) program. DOI audited the program, which is overseen by DCAS, and concluded that UWNYPC's management and tracking of the contributions were impaired by unclear procedures, resulting in a failure to distribute funds appropriately. UWNYPC worked with DCAS and DOI to appropriately distribute the funds and transfer the operation of the program to another entity. DOI confirmed that the case is closed as unsubstantiated in that no wrongdoing was uncovered on the part of UWNYPC. In that the matter was closed without any findings of wrongdoing, the vendor has been determined to be responsible.

**REQUEST FOR AUTHORIZATION TO AMEND RELATED SERVICES CONTRACTS
TO ACCOMMODATE FOR WAGE ADJUSTMENTS (RA #4)**

Estimated Total Contract Increase	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$75,582.44	Tax Levy	B2298 – Thru 8/31/16	None	Amendment	Yes	Requirements

VENDOR	CONTRACT NO. / RFP NO.	AMENDMENT AMOUNT
AssistCare Home Health Services LLC d/b/a Preferred Home Care of New York	9672276 / B2298	\$ 52,093.47
DRJK LLC (formerly known as New York Occupational Therapy)	9674316 / B2298	\$ 23,488.97
TOTAL NUMBER OF CONTRACTS AMENDED / TOTAL INCREASE	2	\$ 75,582.44

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Charles Stamm Director of Procurement, Planning & Analytics Office of Related Services	Michael Van Biema Executive Director Office of Related Services	Denesia Stroom-Blair Procurement Analyst Central Office Procurement

PURPOSE

Authorization is requested to amend the Related Services contracts listed above to accommodate increases in employee salaries in amounts consistent with the Cost of Living Adjustment (COLA) initiative implemented in 2015, by Mayor de Blasio.

DISCUSSION

The City of New York Executive Budget for Fiscal Year 2016 included provisions for COLA adjustments for roughly 35,000 full-time workers in agencies providing human services, effective July 1, 2015. This provision accounted for a 2.5 percent increase in wages and ensured that employees in human service agencies made at least \$11.50 per hour.

DOE Related Services programs were among the services deemed eligible for COLA. These services are mandated by federal and state law, as well as by judgments in the federal court case of *Jose P. v. Sobol*, to evaluate students and to provide special education related services where indicated, including monolingual or bilingual related services. In cases where the DOE is unable to meet this mandate with in-house staff, contracted service providers are used. Services provided include, but are not limited to, speech therapy, physical therapy, occupational therapy, and counseling.

These contract amendments only apply to contracts already in place before July 1, 2015, and does not cover new awards made after that date. The amendments will provide additional funding for increases in wages and wage related fringe benefits that do not include administrative overhead or other costs not automatically increased along with wages.

To enhance student outcomes and improve delivery of services to students, school staff, schools and families, the vendors agree to make a good faith effort to maintain pairings of direct-service staff with individual clients during the course of the program cycle.

After determining what changes were required by the vendors identified for increases, DOE moved forward with the review and approval of the increases proposed by each of the vendors deemed eligible. Due to the revisions and resubmissions required from the vendors, as well as DCP's review of the contracts in question, these amendments are retroactive.

VENDOR RESPONSIBILITY

A background check review for AssistCare Home Health Services LLC d/b/a Preferred Home Care of New York and DRJK LLC, which included various DOE files, VENDEX, and Federal and State databases, found no significant adverse information. Both vendors have therefore been determined to be responsible.

**REQUEST FOR AUTHORIZATION TO AMEND CONTRACTS
FOR UNIVERSAL PREKINDERGARTEN SERVICES IN HIGH-NEEDS SCHOOL DISTRICTS WITHIN NEW YORK
STATE**

Contract Increase	Funding Source	Contract Term	Procurement Method	Is Contract Retroactive?	Contract Type
\$345,120.00	New York State Education Department (NYSED), Tax Levy	7/1/15 through Remainder of the Contract	Contract Amendment per Section 4-08 of DOE Procurement Policy & Procedures	Yes	Requirements

Vendor Name & Address	See attached table.
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Jacqueline Chu Executive Director, Field Operations Division of Early Childhood Education	Sophia Pappas Chief Executive Officer Division of Early Childhood Education	Angela Edwards Chief Administrator Central Office Procurement

PURPOSE

Authorization is requested to amend Universal Prekindergarten (UPK) contracts with the vendors listed below to provide an increase in the number of students in their classrooms to more than 18 beginning July 1, 2015 through the remainder of the their contract terms. The overall term of the contracts remains unchanged.

DISCUSSION

In 1997, the New York State Education Department (NYSED) established the Universal Prekindergarten program (UPK), which entitles eligible four-year-olds to receive two hours and 30 minutes of instructional programming for 180 days at no charge to families. In March 2014, the State legislature approved a \$300 million grant to expand full-day pre-kindergarten access in New York City.

As part of the UPK program, each classroom was contracted with a capacity of 18 students. In order to supply more homes with UPK services, providers in designated high-needs districts (10, 20, 24 and 27) were given an opportunity to increase the number of students in their classrooms from 18 to 20. This increase requires an additional staff person to serve as an assistant teacher or teacher's aide and, thus, raises the cost per child in their programs. The Division of Early Childhood Education (DECE) has confirmed that these providers can accommodate the additional students in accordance with classroom capacity permits issued by the New York City Department of Health and Mental Hygiene (DOHMH) and, using the Basic Educational Data System (BEDS), has collected school student enrollment and staff counts to confirm that student enrollment at these sites exceeds 18 students per classroom.

These contracts are retroactive due to a delay in processing the list of vendors qualified for the amendment.

DECE has attested to these vendors' satisfactory performance of UPK services provided for in their current contracts. The vendors have therefore been determined to be responsible.

VENDOR RESPONSIBILITY

A background check review of the vendors listed below performed by the New York City Department of Education, which included various DOE files, VENDEX and Federal and State databases found no significant adverse information. The vendor has therefore been determined to be responsible.

OLS#	Site ID	Vendor Legal Name	FY15 FD Cost Per Child	FY16 FD Cost Per Child	FY16 Supplemental Cost Per Child	FY15 FD Seats	Annual FY16 Supplemental Amount	FY16 Increased # of FD seats	FY16 FD Cost Per Child	FY16 Supplemental Increase Amount	FY16 Annual Contract Change	Remaining Years (Effective 7/1/15)	Total Contract Change (Effective 7/1/15)	Total Contract Change for Multisite Contracts (Effective 7/1/15)
29242	QABS	Holy Child Jesus Catholic Academy	\$ 8,860.00	\$ 9,780.00	\$ 920.00	54	\$ 49,680.00	6	\$ 9,780.00	\$ 58,680.00	\$ 108,360.00	2	\$ 216,720.00	
29069	XAOM	Belmont Community Day Care Center Inc	\$ 9,700.00	\$ 9,800.00	\$ 100.00	54	\$ 5,400.00	6	\$ 9,800.00	\$ 58,800.00	\$ 64,200.00	2	\$ 128,400.00	

**REQUEST FOR AUTHORIZATION TO AMEND CONTRACTS
FOR UNIVERSAL PREKINDERGARTEN SERVICES IN HIGH-NEEDS SCHOOL DISTRICTS WITHIN NEW YORK
STATE TO PROVIDE EXPANSION START-UP FUNDING**

Contract Increase	Funding Source	Contract Term	Procurement Method	Is Contract Retroactive?	Contract Type
\$202,346.00	New York State Education Department (NYSED), Tax Levy	7/01/16 6/30/17	Contract Amendment per Section 4-08 of DOE Procurement Policy & Procedures	Yes	Requirements

Vendor Name & Address	See attached table.
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Jacqueline Chu Executive Director Division of Early Childhood Education	Sophia Pappas Chief Executive Officer Division of Early Childhood Education	Angela Edwards Chief Administrator Central Office Procurement

PURPOSE

Authorization is requested to amend Universal Prekindergarten (UPK) contracts with the vendors listed below to provide expansion start-up funding to support the addition of classrooms in areas of high need from July 1, 2016 through June 30, 2017. The overall term of the contracts remains unchanged.

DISCUSSION

In 1997, the New York State Education Department (NYSED) established the Universal Prekindergarten program (UPK), which entitles eligible four-year-olds to receive two hours and 30 minutes of instructional programming for 180 days at no charge to families. In March 2014, the State legislature approved a \$300 million grant to expand full-day pre-kindergarten access in New York City.

In order to supply more homes with UPK services, providers in designated high-needs community school districts (10, 11, 15, 19, 20, 22, 24, 28, 30, and 31) were given an opportunity to receive extra funding for the purpose of adding classrooms to their sites. Interested providers requested start-up funding for these additional classrooms by submitting start-up budgets to the Division of Early Childhood Education (DECE). DECE recommends start-up funds as follows:

- \$2,000 maximum per child for facilities and permits; and
- \$15,000 maximum per classroom for materials and furniture.

The per child fee for educational services will remain as provided for in each vendor’s base requirements contract.

These contracts are retroactive due to a delay in processing the list of vendors qualified for the amendment.

VENDOR RESPONSIBILITY

A background check review of the vendors listed below performed by the New York City Department of Education, which included various DOE files, VENDEX and Federal and State databases found no significant adverse information. The vendor has therefore been determined to be responsible.

OLS#	District	SITE ID	Vendor Legal Name	# of New Classrooms	Recommended Start-up Materials/Furniture Requested	Recommended Facilities/Permitting Start-up Requested	FY17 Expansion Start-up funding
29308	30	QBBL	ABC KIDDIELAND, INC.	2	\$26,545.00	\$ 45,600.00	\$72,145.00
29309	19	KCHT	BAYBEE LOUNGE DAYCARE	1	\$5,801.00	-	\$5,801.00
29310	28	QAOO	BETH JACOB JEWISH ED.	3	\$39,700.00	\$ 24,700.00	\$64,400.00
29311	10	XADH	CATHOLIC SCHOOL REGION OF THE NORTHWEST	3	\$45,000.00	-	\$45,000.00
29312	10	XACY	CATHOLIC SCHOOL REGION OF THE NORTHWEST	1	\$15,000.00	-	\$15,000.00

**REQUEST FOR AUTHORIZATION TO AMEND CONTRACTS
FOR UNIVERSAL PREKINDERGARTEN SERVICES IN HIGH-NEED SCHOOL DISTRICTS WITHIN NEW YORK
STATE**

Contract Increase	Funding Source	Contract Term	Procurement Method	Is Contract Retroactive?	Contract Type
\$485,074.28	New York State Education Department (NYSED), Tax Levy	7/1/15 through Remainder of the Contract	Contract Amendment per Section 4-08 of DOE Procurement Policy & Procedures	Yes	Requirements

Vendor Name & Address	See table below.
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Xanthe Jory Executive Director, Expansion Planning Division of Early Childhood Education	Sophia Pappas Chief Executive Officer Division of Early Childhood Education	Angela Edwards Chief Administrator Central Office Procurement

PURPOSE

Authorization is requested to amend Universal Prekindergarten (UPK) contracts with the vendors listed below to provide salary enhancements for certified teachers beginning July 1, 2015 through the respective remaining contract terms. The overall term of the contracts remain unchanged.

DISCUSSION

In 1997, the New York State Education Department (NYSED) established the Universal Prekindergarten program (UPK), which entitles eligible four-year-olds to receive two hours and 30 minutes of instructional programming for 180 days at no charge to families. In March 2014, the State legislature approved a \$300 million grant to expand full-day pre-kindergarten access in New York City.

The proposed contract enhancements are a result of Mayor de Blasio’s commitment to increase the salary for certified teachers as part of his vision for full-day PreKindergarten expansion. Providers were given an opportunity to increase certified teachers’ salaries as follows:

- Teachers with a bachelor’s degree and initial certification funded by the DOE up to \$44,000 per year
- Teachers with a master’s degree and initial certification funded by the DOE up to \$50,000 per year

UPK teachers contracted or employed by these providers will be required to attend three days of paid summer professional development sessions. In addition, UPK teachers and teacher’s assistants are required to share an hour of preparatory time each day, thus increasing the work day to 7 hours and 20 minutes, and the week to 36.67 hours.

Full-day UPK providers (i.e., those providing 6 hours and 20 minutes of classroom services) were contacted to assess whether they wanted to participate in the salary increase for certified teachers. The vendors listed below responded to DECE’s request for enhancements and are recommended here for amendment of their current contracts.

The Division of Early Childhood Education (DECE) reviewed vendors’ existing 2015 budgets and requested that vendors enhance their certified teachers’ salaries, as well as account for additional funding for summer professional development. These enhancements resulted in an increase to their contracts’ cost per-child rate for the remainder of the contract term, effective from the start of the 2015-2016 school year.

These contracts are retroactive due to a delay in processing the list of vendors qualified for the amendment.

DECE has attested to the vendors’ satisfactory performance for the UPK services provided in their current contracts. The vendors have therefore been determined to be responsible.

VENDOR RESPONSIBILITY

A background check review of the below vendors performed by the New York City Department of Education, which includes various DOE files, VENDEX, and Federal and State databases found no significant adverse information. The vendors have therefore been determined to be responsible.

OLS#	SITE ID	Vendor Legal Name	FY15 FD Cost Per Child	FY16 FD Cost Per Child	FY16 Estimated # of FD seats	FY16 Supplemental Cost Per Child	Annual Contract Change	Remaining Years (Effective 7/1/15)	Total Contract Change (Effective 7/1/15)	Total Contract Change for Multisite Contracts (Effective 7/1/15)
29229	KBUV	University Settlement Society Of New York	\$ 10,000.00	\$ 11,186.00	50	\$ 1,186.00	\$ 59,300.00	2	\$ 118,600.00	
29065	KAIN	Phyl's Day Care Center, Inc. DBA Phyl's Academy	\$ 9,618.00	\$ 9,948.00	144	\$ 330.00	\$ 47,520.00	1	\$ 47,520.00	
29066	KBON	The Children's Center at SUNY Brooklyn Inc.	\$ 8,370.63	\$ 9,770.00	16	\$ 1,399.37	\$ 22,389.92	1	\$ 22,389.92	
29087	QAPD	The New York League for Early Learning, Inc.	\$ 8,990.00	\$ 10,265.00	16	\$ 1,275.00	\$ 20,400.00	2	\$ 40,800.00	
29228	KAFB	THE EVANGELICAL LUTHERAN CHURCH OF THE EPIPHANY OF BROOKLYN, N.Y.	\$ 9,978.67	\$ 11,112.00	30	\$ 1,133.33	\$ 33,999.90	2	\$ 67,999.80	
29068	KBPK	United Community Centers, Inc.	\$ 9,571.54	\$ 10,432.00	36	\$ 860.46	\$ 30,976.56	1	\$ 30,976.56	
29165	QAXL	Laurelton Child Care, Inc.	\$ 8,520.00	\$ 9,115.00	58	\$ 595.00	\$ 34,510.00	2	\$ 69,020.00	
29167	MAXP	Washington Heights Hellenic Orthodox Church	\$ 9,300.00	\$ 9,493.00	72	\$ 193.00	\$ 13,896.00	1	\$ 13,896.00	
29166	KBPZ	Star America, Inc.	\$ 9,165.00	\$ 9,678.00	72	\$ 513.00	\$ 36,936.00	2	\$ 73,872.00	

**REQUEST FOR AUTHORIZATION TO AMEND CONTRACTS
FOR UNIVERSAL PREKINDERGARTEN SERVICES IN HIGH-NEED SCHOOL DISTRICTS WITHIN NEW YORK
STATE**

Contract Increase	Funding Source	Contract Term	Procurement Method	Is Contract Retroactive?	Contract Type
\$147,149	New York State Education Department (NYSED), Tax Levy	7/01/16 through Remainder of the Contract	Contract Amendment per Section 4-08 of DOE Procurement Policy & Procedures	Yes	Requirements

Vendor Name & Address	See table below.
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Jacqueline Chu Executive Director, Field Operations Division of Early Childhood Education	Sophia Pappas Chief Executive Officer Division of Early Childhood Education	Angela Edwards Chief Administrator Central Office Procurement

PURPOSE

Authorization is requested to amend Universal Prekindergarten (UPK) contracts with the vendors listed below to provide salary enhancements for certified teachers beginning July 1, 2016 through the respective remaining contract terms. The overall term of the contracts remain unchanged.

DISCUSSION

In 1997, the New York State Education Department (NYSED) established the Universal Prekindergarten program (UPK), which entitles eligible four-year-olds to receive two hours and 30 minutes of instructional programming for 180 days at no charge to families. In March 2014, the State legislature approved a \$300 million grant to expand full-day pre-kindergarten access in New York City.

The proposed contract enhancements are a result of Mayor de Blasio's commitment to increase the salary for certified teachers as part of his vision for full-day PreKindergarten expansion. Providers were given an opportunity to increase certified teachers' salaries as follows:

- Teachers with a bachelor's degree and initial certification funded by the DOE up to \$44,000 per year
- Teachers with a master's degree and initial certification funded by the DOE up to \$50,000 per year

UPK teachers contracted or employed by these providers will be required to attend three days of paid summer professional development sessions. In addition, UPK teachers and teacher's assistants are required to share an hour of preparatory time each day, thus increasing the work day to 7 hours and 20 minutes, and the week to 36.67 hours.

Full-day UPK providers (i.e., those providing 6 hours and 20 minutes of classroom services) were contacted to assess whether they wanted to participate in the salary increase for certified teachers. The vendors listed below responded to DECE's request for enhancements and are recommended here for amendment of their current contracts.

The Division of Early Childhood Education (DECE) reviewed vendors' existing 2016 budgets and requested that vendors enhance their certified teachers' salaries, as well as account for additional funding for summer professional development. These enhancements resulted in an increase to their contracts' cost per-child rate for the remainder of the contract term, effective from the start of the 2016-2017 school year.

These contracts are retroactive due to a delay in processing the list of vendors qualified for the amendment.

DECE has attested to the vendors' satisfactory performance for the UPK services provided in their current contracts. The vendors have therefore been determined to be responsible.

VENDOR RESPONSIBILITY

A background check review of the below vendors performed by the New York City Department of Education, which includes various DOE files, VENDEX, and Federal and State databases found no significant adverse information. The vendors have therefore been determined to be responsible.

OLS#	SITE ID	Vendor Legal Name	FY16 FD Cost Per Child	FY17 FD Cost Per Child	FY17 Estimated # of FD seats	FY17 Supplemental Cost Per Child	Annual Contract Change	Remaining Years (Effective 7/1/16)	Total Contract Change (Effective 7/1/16)	Total Contract Change for Multisite Contracts (Effective 7/1/16)
30026	QAOO	Beth Jacob Jewish Educational Center, Inc.	\$9,635.00	\$9,667.00	146	\$ 32.00	\$ 4,672.00	1	\$ 4,672.00	
30027	QAXQ	Evangelical Lutheran Church Of Our Saviour	\$9,760.00	\$10,283.00	45	\$ 523.00	\$ 23,535.00	1	\$ 23,535.00	
29974	KCPM	High Definition Kids DayCare Center LLC	\$9,075.00	\$10,928.00	18	\$ 1,853.00	\$ 33,354.00	2	\$ 66,708.00	
30028	QABC	New Generation Kids LLC	\$10,150.00	\$10,209.00	94	\$ 59.00	\$ 5,546.00	1	\$ 5,546.00	
30029	KAIN	Phyl's Day Care Center, Inc.	\$9,948.00	\$10,069.00	144	\$ 121.00	\$ 17,424.00	2	\$ 34,848.00	
30030	QBJV	Rainbow Child Development Center Inc.	\$9,580.00	\$9,631.00	48	\$ 51.00	\$ 2,448.00	1	\$ 2,448.00	
30031	KBPY	Smart Start Early Childhood Center, Inc.	\$11,573.00	\$11,717.00	48	\$ 144.00	\$ 6,912.00	1	\$ 6,912.00	
30032	QAFC	St. Camillus R.C. School	\$9,960.00	\$10,022.00	40	\$ 62.00	\$ 2,480.00	1	\$ 2,480.00	

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

Contract Amount	Funding Source	Contract Term	Procurement Method	Is Amendment Retroactive?	Contract Type
Original: \$ 9,723,472 Prior Amendments: \$25,864,440 This Extension: \$ 4,323,374 New Contract Total: \$30,187,814	Tax Levy, Capital, & Reimbursable (This Change: Tax Levy and Reimbursable only.)	Original: 7/1/08-6/30/13 Option 1: 7/1/13 - 6/30/15 Option 2: 7/1/15 - 6/30/17 Chancellor's Extension: 7/1/17-6/30/18	Contract Extension (Section 4-07a of DOE Procurement Policy and Procedures)	Partially (See below)	Full Value

Vendor Name & Address	Vanguard Direct 519 8 th Avenue, 23 rd Floor New York, NY 10118
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Contract Manager / Lead Contracting Officer	Division of Contacts & Purchasing Contact
Kathryn Lattimer Executive Director Operations & Customer Service Office of Student Enrollment	James McBride Central Procurements

PURPOSE

Authorization is requested on behalf of the Office of Student Enrollment to extend a contract with Vanguard Direct for the provision of the Student Enrollment Management System (SEMS) for one additional year. A replacement solicitation was released on October 14, 2016. In order to successfully complete a new contract with a new vendor, build the successor system to SEMS and accurately implement the Gale-Shapley Deferred Acceptance Algorithm for admissions, this task must be achieved without a disruption to the current level of service for NYC families. It is for this reason that this extension is being requested.

DISCUSSION

Originally procured through a RFP in 2008, this contract provides for the development and maintenance of a data management system and algorithm to help assign students to DOE school programs, along with various supports for the administration of DOE enrollment processes. The contract has two significant and distinct parts: (1) development, maintenance, and operation of the SEMS, which is a computer system for the management of student enrollment processes, and (2) printing and distribution of student enrollment forms and retrieval of completed forms, as well as entering of application data and choice information into the system.

The original base contract amount of \$9,723,472 built a data systems architecture for the High Schools Admissions process. This gave DOE the ability to capture all high school choices for more than 80,000 students to over 700 high school options, and utilize the Gale-Shapley Algorithm for a more equitable, transparent and streamlined admissions process. The response from the community was overwhelmingly positive such that the expansion the of original vision of the procurement evolved into a growth plan to use this, SEMS—to include Middle School, Gifted & Talented (G&T), Kindergarten, and most recently with the Universal Pre-Kindergarten Pre-K for All Initiative, SEMS is now used to place students outside of public schools managed by DOE, the NYC Early Education Centers (NYCEECs).

In addition to the growth plan, the cost to develop this expanded system for admissions management included the integral needs of NYC families discovered during development. This included expanded capacity to handle a P311 call center, a parent-facing website/interface (Parentsite), a system to streamline translations in all 9 supported DOE languages, and adapting the algorithm to account for non-High School admissions policies.

Parents can now submit applications for Pre-K, Kindergarten and Gifted & Talented Admissions in person at a Family Welcome Center, by calling 311 to apply over the phone or online at Parentsite. All documents and websites are translated for those NYC communities that require communication in their native languages. This scope expanded the costs of building and maintaining this system to approximately \$26 million over the term of the contract.

SEMS now serves families by handling over 160,000 direct online applications per year for Pre-Kindergarten, Kindergarten and G&T applications as well as G&T Requests for Testing (RFT), over 6,500 school staff and counselors to support admissions and 400 DOE central staff who operationalize and review the process.

SEMS facilitates the transparency and disclosure of High School screened program criteria that students are judged by. It is capable of adapting admissions around a fast-paced changing policy environment, whether it be de-prioritizing state test scores that cannot be the majority deciding factor in admissions, or in determining strategies towards addressing NYC school segregation via the Diversity Initiative recently piloted by DOE. SEMS also increases collaboration between the central DOE offices, superintendents and the new Borough Field Support Centers staff.

The cost for the extension period includes \$610,000 for the ongoing maintenance of offer letters and elementary school waitlists, as well as the cost for annual maintenance (\$3,713,714) for FY17 and FY18. The FY17 cost for annual maintenance (\$1,856,687) was inadvertently left out of the previous renewal request.

The table below further details the costs associated with the extension period, FY17 annual maintenance and maintenance on new developments and enhancements for FY16 & FY17:

Category	Description	Cost
Extension Period (7/1/17 – 6/30/18)	Annual maintenance cost for SEMS	\$1,856,687
FY17 Annual Maintenance	Annual maintenance cost for SEMS not calculated in the total contract value for previous contract renewal.	\$1,856,687
FY18 New Developments/Enhancements Not Calculated Into Previous Amendment Costs	Maintenance of translations for Pre-k, Kindergarten and Gifted & Talented Admissions offer letters and Elementary school waitlist.	\$610,000
Total		\$4,323,374

The unit prices (hourly rates) for the work described above are the same as those in the base contract; on this basis, it has been determined to be fair and reasonable.

VENDOR RESPONSIBILITY

Vanguard Direct and its principal owners and officers were subject to a full comprehensive background check and no significant adverse information was found. Therefore, the vendor has been determined to be responsible.

REQUEST FOR AUTHORIZATION TO EXTEND CONTRACTS FOR PROFESSIONAL DEVELOPMENT AT TRANSFER SCHOOLS AND SCHOOLS SERVING TRANSFER STUDENTS

Estimated Extension Amount	Funding Source	Extension Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$345,701	Tax Levy	3/01/17 – 2/28/18	None	Extension per DOE Procurement Policy and Procedures, Section 4-07(b)	No	Requirements

Vendor Name & Address	Estimated Extension Amount
IDE Corporation 545 Island Road, Suite 3A Ramsey, NJ 07446	\$27,798
Redesign LLC 209 Chestnut Avenue, Unit #2 Jamaica Plain, MA 02130	\$317,903

Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Tom Pendleton Executive Director Office of Postsecondary Readiness (OPSR) Division of Teaching and Learning	Morayo Tracey Oyemade Deputy Senior Executive Director Finance & Procurements Division of Teaching & Learning	Christie Williams Procurement Analyst Central Office Procurement

PURPOSE

Authorization is requested to extend two Multiple Task Award Contracts (MTACs) for professional development at transfer schools and programs at non-transfer schools that serve transfer students. These services are necessary to meet the complex technical and learning needs of over-age and under-credited students.

DISCUSSION

These MTACs were awarded to provide coaching and training programs to support practitioners in the implementation of the DOE’s comprehensive professional learning model for rigorous and relevant instruction for transfer students. Such instruction is particularly vital to the success of transfer students since many of them lack a history of academic success.

The MTACs include two components: professional development at transfer schools and professional development for Career and Technical Education (CTE) Schools.

The requested extensions would provide for continuity of services until awards are completed pursuant to a new MTAC solicitation for Professional Development for Multiple Pathways and CTE Schools. The new procurement was delayed because proposal evaluators required more time than anticipated to complete their evaluations of each vendor, which resulted in delays awarding new contracts.

It is necessary to contract for these services because the DOE does possess neither the expertise nor the resources necessary to meet the objectives of this program.

Three vendors were originally awarded for a five-year term pursuant to the competitive MTAC solicitation. Under a prior extension, all three were notified of the DOE’s intent to extend their contracts, but only the two above-listed vendors agreed to the extension. These contracts commenced on March 1, 2010 and their one-year extensions are due to expire on February 28, 2017.

These extensions have the same pricing as the original contract, whose pricing was determined to be fair and reasonable. Moreover, as part of the MTAC process, central offices and individual schools will conduct a mini-solicitation among the awarded vendors that may result in lower prices than those under contract. On this basis, pricing for this extension has been determined to be fair and reasonable.

Services are purchased by central offices and schools based on their requirements on an “as-needed” basis. The contract extension amounts were calculated based on average annual contract expenditures over the term of the base contract and are aligned with the actual usage during the contract term as depicted in the table below.

Vendor	Contract Expenditure**	Annual Extension Amount
IDE Corporation	\$138,991	\$27,798
Redesign LLC*	\$2,225,319	\$317,903

*Assigned from Center for Urban Education due to a name change.

**From inception through 12/15/16.

Redesign’s estimated extension amount is greater than the original contract estimate because the Office of Postsecondary Readiness received several funding allocations related to the Mayor’s Office Equity and Excellence Initiative that resulted in unexpectedly high demand for these services.

VENDOR RESPONSIBILITY

A background check review of IDE Corporation and Redesign LLC performed by the New York City Department of Education, which includes various DOE files, VENDEX and Federal and State databases found no significant adverse information. Both vendors have therefore been determined to be responsible.

REQUEST FOR AUTHORIZATION TO EXTEND A CONTRACT WITH THE NEW TEACHER PROJECT TO PROVIDE RECRUITMENT, SELECTION, TRAINING, AND HIRING SUPPORT OF NON-TRADITIONAL CANDIDATES TO BECOME PUBLIC SCHOOLS TEACHERS

Estimated Contract Amount	Funding Source	Contract Term	Procurement Method	Is Contract Retroactive?	Contract Type
\$4,186,158	Tax Levy	One Year 3/01/17 – 02/28/18	Extension per DOE Procurement Policy and Procedures Section 4-07 (b)	No	Requirements

Vendor Name & Address	The New Teacher Project, Inc. 186 Joralemon Street, Suite 300 Brooklyn, NY 11201
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Amy Way Executive Director Office of Teacher Recruitment and Quality	Stacey A. Frazier Deputy Director, Budgets & Grants Budgets, Grants & Personnel Division of Human Resources	Christie Williams Procurement Analyst Central Office Procurement

PURPOSE

Authorization is requested to extend a contract with the New Teacher Project (TNTP) for the recruitment, selection, training, and hiring support of non-traditional candidates to become public school teachers. The contract would otherwise expire on February 28, 2017.

DISCUSSION

The NYC Teaching Fellows program was launched in the spring of 2000 to help staff high-needs subject area classrooms in hard-to-staff schools by recruiting top-tier, dedicated individuals without education backgrounds to become teachers. The Teaching Fellows program includes a rigorous recruitment and selection process and an intensive pre-service training program. Nearly 16,000 candidates have become teachers in New York City schools since the program’s inception. The NYC Teaching Fellows program is currently the largest local alternative teacher certification program in the country and has been nationally recognized as an exemplary model of teacher recruitment and training. The program is designed to support Teaching Fellows early in their careers as they obtain Transitional B certification from the State of New York.

This contract extension is necessary to prevent a gap in services and allow time for the award of a new contract through a Request for Proposals (RFP) currently under evaluation. This extension will allow for TNTP to provide ongoing support in the recruitment, selection, training, and hiring of a cohort of Fellows who are anticipated to begin teaching in DOE schools in September 2017.

A contract for these services is necessary because the DOE does not have the expertise, personnel, and resources to meet the program’s objectives. Contracting out allows the DOE to leverage the TNTP’s specialized skills and expertise to bring in the highest quality non-traditional candidates to serve in schools with the greatest need.

This extension will have the same terms, conditions, and unit prices as the original, competitively awarded contract, which was award in 2010. The estimated contract amount of \$4,186,158 is based on program expenditures for FY2016. Since the original contract’s unit prices have not changed, pricing has been determined to be fair and reasonable.

VENDOR RESPONSIBILITY

The New Teacher Project, Inc. and its principal owners and officers were subject to a full comprehensive background check and no significant adverse information was found. Therefore, the vendor has been determined to be responsible.

**REQUEST FOR AUTHORIZATION TO PURCHASE CONTRACT WITH LEARNING ALLY
FOR THE PURCHASE OF EDUCATIONAL SOFTWARE**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$96,000 / \$672,000	Tax Levy / Reimbursable	Seven Years	None	Listing Application	No	Requirements

Vendor Name & Address	Learning Ally 20 Roszel Road Princeton, NJ 08540
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Raelene Stroom Director, Vendor Management Office of Curriculum, Instruction and Professional Development Division of Teaching and Learning	Marayo Tracey Oyemade Deputy Senior Executive Director, Finance & Procurement Division of Teaching and Learning	Kay Robbins Procurement Analyst

PURPOSE

Authorization is requested to contract with Learning Ally for the purchase of educational software.

DISCUSSION

Learning Ally is a library collection of over 80,000 audio textbooks and literature for students in K-12. Recorded by actors and subject matter experts, Learning Ally's titles include a broad variety of specialty and academic subjects. The collection helps students who cannot effectively read standard print because of visual impairment, dyslexia, learning disabilities, or other physical disabilities. Learning Ally's software also includes reporting functions for teachers to create individual learning pathways for their students.

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

Learning Ally is offering the DOE a discount of 20 percent off list prices and has guaranteed that no customer will receive better pricing than the DOE. Prices have therefore been determined to be fair and reasonable.

The estimated contract amount is based on the request of future usage of the contract.

VENDOR RESPONSIBILITY

A background check of Learning Ally performed by the New York City Department of Education, including various DOE files, VENDEX, and federal and State databases, found no significant adverse information. The vendor has therefore been determined to be responsible.

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH THE CHILDREN’S HEALTH FUND
TO PROVIDE HEALTHY AND READY LEARN PROGRAM**

Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$750,000	City Council	7/01/16 – 6/30/17	None	City Council Allocation per Section 1-03 (c) of DOE Procurement Policy & Procedures	Yes	Full Value

Vendor Name & Address	The Children’s Health Fund 215 W 125 Street, Suite 301 New York, NY 10027
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Roger Platt Senior Operations Manager Office of School Health	Bahram Fathi Director of Operations Office of School Health	Rosana Liadis Procurement Analyst Central Office Procurement

PURPOSE

Authorization is requested to contract with The Children’s Health Fund (CHF) to provide support in the development and implementation of programs designed to reduce health barriers to student learning in elementary schools throughout the City.

DISCUSSION

CHF develops and provides resources, protocols, and training materials that are made available online through its Healthy and Ready to Learn (HRL) Resource and Training Center (RTC). CHF also provides expertise and support in planning, developing, and launching school-based health-related services that improve academic performance. HRL promotes awareness of the damaging effects of untreated health issues on children’s ability to learn and improves interventions that mitigate health barriers to learning in Pre-K through fifth grade. The RTC trains and supports parents, educators, and others working with children up to age 12.

CHF also conducted an innovative set of coordinated activities designed to improve poor, medically underserved children’s academic performance by identifying and managing multiple health barriers to learning in three elementary schools: PS 36 in District 5 in Harlem, PS 49 in District 7 in the Bronx, and PS 140 in District 8 in the Bronx.

This contract is retroactive because of delays in the vendor’s submission of work plans and budget documents.

The City Council granted The Children’s Health Fund (CHF) an annual amount of \$750,000 to develop a program for school-based health-related services that improve academic performance. While negotiations resulted in a 4.9 percent (\$36,817) reduction, the total cost remained the same because the City Council discretionary grant naming the vendor allocated a specific amount to be paid for these services under a full value contract. After using \$13,500 to compensate for an increase in web design costs that it had originally underestimated, CHF reallocated \$23,317 to expand the scope of work to provide at least seven more promotional events, including disseminating marketing materials such as brochures, bookmarks, and magnets to further increase awareness of its programs among key stakeholders. Moreover, labor rates are within the range of rates for similar job titles and services received under contracts pursuant to Requests for Proposals (RFPs) for Mental Health Services and Related Health Services. Accordingly, pricing has been determined to be fair and reasonable.

VENDOR RESPONSIBILITY

A background check of The Children’s Health Fund performed by the New York City Department of Education, including various DOE files, VENDEX, and federal and State databases, found no significant adverse information. The vendor has therefore been determined to be responsible.

REQUEST FOR AUTHORIZATION TO CONTRACT WITH DAH CONSULTING, INC. TO PROVIDE PROGRAM EVALUATION SERVICES TO 21ST CCLC SITES

Not to Exceed Annual / Total Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$117,140	New York State Education Department (NYSED)	7/01/16 – 6/30/17	None	Vendor named in Grant, per Section 1-03(b) of DOE Procurement Policy & Procedures	Yes	Full Value

Vendor Name & Address	DAH Consulting, Inc. 243 5 th Avenue, Suite 656 New York, NY 10016
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Catherine Lee Director of Sustainability and Budget Office of Community Schools	Christopher Caruso Chief Executive Director Office of Community Schools	Rosana Liadis Procurement Analyst Central Office Procurement

PURPOSE

Authorization is requested to contract with DAH Consulting, Inc. to provide program evaluation services to program managers awarded through the 21st Century Community Learning Centers (21st CCLC) Grant.

DISCUSSION

DAH Consulting provides evaluation services to schools in District 2 and 30 in Manhattan. These services follow guidelines set forth in the New York State Education Department (NYSED) Evaluation Manual and comply with all New York State and federal reporting and accountability mandates for the 21st CCLC programs. DAH Consulting assists program staff at schools in collecting required student and grant-level information, thereby reducing the burden of data collection on program staff. Information provided to DAH Consulting includes students' test performance data, demographic information, attendance and other information for students whose parents have provided consent. DAH Consulting uses site visits, quarterly advisory meetings, and mid-year and final evaluations to document each organization's gains and areas in need of improvement. At the end of the school year, DAH Consulting will also issue an annual performance report.

This contract is retroactive because notification of the grant award was not received until after the term of this extension had begun. As the prices, terms, and conditions of the base contract will remain the same under the proposed extension, prices have therefore been determined to be fair and reasonable.

A competitive sealed bid was not done for this procurement and a contract for these services is necessary because the 21st Century Community Learning Centers Grant specifically named this vendor for the amount stated above. To have the services provided by another party would be contrary to the grant. Pricing for the contracted services was established as part of the grant submission and award.

VENDOR RESPONSIBILITY

A background check of DAH Consulting Inc. performed by the New York City Department of Education, including various DOE files, VENDEX, and federal and State databases, found no significant adverse information. Moreover, the Office of Community Schools has experience with the vendor providing these services and confirms that they have performed satisfactorily. DAH Consulting has therefore been determined to be responsible.

REQUEST FOR AUTHORIZATION TO USE DOITT’S INFORMATION TECHNOLOGY SERVICE CONTRACTS

Annual Estimate/ Total Estimated Amount	Funding Source	Contract Term	Contract Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$8,253,245 / \$16,506,490	Tax Levy	Two Years	None	City (DoITT) Contract, per DOE Procurement Policy & Procedures Section 3-11	No	Requirements

Vendor Names and Addresses	See table below
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Contract Manager	Lead Contracting Officer	Division of Contracts & Purchasing Contact
Nadia Molinari Assistant Director Division of Instructional & Information Technology (DIIT)	Mark Spencer Senior Director Division of Instructional & Information Technology (DIIT)	James McBride Chief Administrator Technology & Instructional Material Procurement

PURPOSE

Authorization is requested to use the New York City Department of Information Technology and Telecommunications (DoITT) contracts for Information Technology professional services, ITCS 4, to upgrade the DOE’s Special Education Student Information System (SESIS).

DISCUSSION

Department of Education’s (DOE) Information Technology Consultant Services (ITCS) contracts that were previously used to obtain IT consultants expired on June 30, 2016. Since that time, the DOE has sought to hire staff internally wherever possible, however, complex project analysis and application development requiring advanced IT skills, certification and knowledge, and some short term needs, require the continued use of consultants. In this instance, by using the ITCS 4 contracts, the DOE will be able to efficiently onboard resources to carry out the task of upgrading SESIS.

Fixing SESIS is a top priority for this administration and we are dedicated to ensuring the needs of students with disabilities are met.

Led by DoITT, a multi-agency working group conducted an in-depth technical assessment of SESIS, in cooperation with the DOE, Office of Management and Budget (OMB), Law Department and the mayor’s office for the purpose of identifying functionality issues and areas that require immediate remediation. The technical assessment sought to investigate and document challenges, and identify opportunities for improving the system. Major issues include application performance and user experience/ease of operations. In addition, SESIS, along with other IT systems, with which SESIS interfaces, does not fully support certain critical reporting and data management functions.

The multi-agency working group outlined high-level findings, recommendations, implementation plans and improvements needed such as SESIS technology improvements, improved system to system integration, installation of a data warehouse and business intelligence platform (which will provide a platform for DOE to efficiently, accurately and consistently provide critical special education reporting), training tracks and requirements, and updates to the SESIS standard operating procedure manual (SOPM).

The Division of Instructional and Information Technology (DIIT) is already working on development of a SESIS Tienet Upgrade (including improvements to the Provider Assignment platform) and Data Warehouse, all of which will require considerable efforts on the part of various internal resources. Other departments involved in these efforts include the Business Technology Support Group, Financial Systems and Business Operations, and the Special Education Office. These efforts will be accomplished through:

- Scope 1 - Tienet Upgrades that move us from the existing, unsupported version 13 to the more up-to-date, supported version 16.x and complete additional system maintenance and enhancements, as well as improving related platforms (Provider Assignment); and, simultaneously
- Scope 2 - Data Warehouse/DataMart which will allow for increased and more efficient levels of reporting on the Special Education student population.

Scope 1 – Tienet Upgrade v16.x & Provider Assignment

Scope 1 of this project is to ensure operability between the necessary DOE applications to feed into the new platform for launch on or before the start of School Year 2017-18 and complete subsequent enhancements and remediate critical SESIS usability issues.

Division	DoITT ITCS Labor Category	ITCS Hires	Resource Justification & Responsibilities
BTSG	Analyst III	2	Business Analyst resources are required for the development of new features and functions within SESIS and that are compliments to SESIS but are not part of the core TIENET framework. Provider assignment delta process, case management improvements, archiving and assessment planning are examples of such features and functions.
BTSG	Project Manager III	1	A Project Manager is required for the project management of SESIS and SESIS-related work streams. This includes the TIENET framework and related upgrades and integrations, Provider Assignment, Medicaid, data warehouse/marts and reporting, and other related work streams.
BTSG	Specialist III	1	A Data Architect is required to define and develop database solutions supporting data analysis and reporting requirements as it relates to SESIS and related work streams. Ensure scalability, compatibility, and performance of the data environment for platform upgrades, new reporting requirements, and new development efforts.
DIIT	Analyst II	1	A QC Analyst is required to conduct software testing efforts in response to required system changes.
DIIT	Programmer II	2	.Net Developer resources are required for the development of new features and functions that are compliments to SESIS but are not part of the core Tienet framework.
DIIT	Programmer II	1	A Model 204 Developer is required to implement removing of non-public school student enrollment from SESIS.
DIIT	Programmer II	2	Developer resources are required to support migration of reports to the non-transactional environment, provide development expertise that may be required to optimize report execution
DIIT	Specialist II	1	A Data Architect is required to define and ensure scalability, compatibility, and performance of the data environment for platform upgrades, new reporting requirements, and new development efforts.
DIIT	Specialist III	1	A Data Modeler is required to define & model databases to support new development, enhancements, and reporting requirements. Also responsible for ensuring existing data structures are compatible with these new efforts.
FSBO	Programmer II	1	A .Net Developer is required to support new development, enhancements.
SEO	Project Manager III	1	A Project Manager is required to create and implement a comprehensive work breakdown structure detailing all required work products, including upgrading to Tienet 16.X. and DataMart development activities.
Total		14	

Scope 2 – Data Warehouse

At the same time, additional resources will be needed to build a Data Warehouse and also ensure that this functionality meets the needs of those requesting information data and that data is sufficiently accurate to be used for a range of management functions, as well as Medicaid claims. Additional resources will also ensure a smooth transition for users, enhancements as issues arise during the initial launch scope, and user-focused training.

In collaboration with DoITT the DOE (BTSG, DIIT, FSBO and SEO) created a project plan for both scopes (Tienet Upgrade v16.x and Data Warehouse). This included an analysis of all necessary steps and resources needed to complete the enhancements and platform launch through to Data Warehouse reporting needs. When completing the resource management analysis, DOE looked across the bandwidth of internal staff and reviewed the estimated number of hours per year for each scope and function required. This allowed the DOE to assess the number of functions and resources needed to complete the project (Scopes 1 & 2) within the allotted time constraints.

Division	DoITT ITCS Labor Category	ITCS Hires	Resource Justification & Responsibilities
DIIT	Analyst II	1	Business Analyst resource is required for the development of the new Enterprise Data Warehouse and DataMart.
DIIT	Project Manager III	1	Project Manager Resource is required that will be necessary for planning the design, development, and deployment of the new Enterprise Data Warehouse and DataMart. Responsibilities will creating and tracking project tracking artifacts, managing risk assessment and mitigation, and overseeing project change management.
DIIT	Specialist II	2	Data Modeler Resources are required to define & model data structures required to implement and support new data warehouse and DataMart, including initial deployment, enhancements, and reporting requirements. Also responsible for ensuring existing data structures are compatible with these new efforts.
SEO	Specialist III	1	A Data Analyst is required for undertaking complex data analysis, creating data models and support complex data mapping efforts between disparate systems in order to improve overall effectiveness of the SESIS project.
SEO	Specialist III	1	A Data Architect is required to design structural requirements the DataMart, and assess data integration/migration with other DOE wide operational data stores.
SEO	Specialist III	1	A Data Manager is required to create data structures, formulate, implement and enforce proper data collection policies and procedures for the DataMart.
SEO	Specialist III	1	An ETL Manager is required to design, create and implement the extraction, transformation and load procedures associated with populating the DataMart.
SEO	Specialist III	3	Lead Trainer resources are required to oversee the entire SESIS training program and curriculum for SESIS users at the Borough Field Support Centers, Committee on Special Education, and schools.
SEO	Specialist III	3	Reporting Analyst resources are required to convert all existing SEO reports to accommodate the upgrade to Tienet 16.x.
Totals		14	

The DOE does not have staff with the technical skills necessary to complete the changes necessary to improve the system as required in time for the start of next year’s school term. As such, we are proposing to use the ITCS contracts to onboard resources with the necessary expertise to complete this project by September 2017.

DOITT VENDORS

The DoITT ITCS contracts include eight pre-qualified vendors that were selected on the basis of their experience, technical ability, and cost. Use of these contracts requires the conduct of mini-bids through which the resources are selected to do the work. Thus, the department will conduct mini-bids in a manner that is consistent with DoITT’s requirements and create task order awards based on the highest rated candidates offered for each task order. Since the amount of work that will go to each vendor is an unknown at this time, the contract estimates are the same for each vendor.

Below is the list of titles which DOE is expected to require for this project, but which may fluctuate depending on the progress of the project.

Title	Level	Quantities	Maximum Annual Total Cost (12 Months)	Maximum Total Cost (24 months)
Analyst	Levels II & III	4	\$929,474	\$1,858,948
Programmer	Levels II & III	6	\$1,201,200	\$2,402,400
Project Manager	Level III	3	\$989,625	\$1,979,250
Specialist	Levels II & III	15	\$5,132,946	\$10,265,892
Total		28	\$8,253,245	\$16,506,490

Maximum annual total cost is based on 12 months of service associated with the highest ITCS4 contracted rate for the skill level requested. Resource cost are based on max DoITT rate x 1,820 hours per year (260 work days @ 7 hours).

Prices may be considered fair and reasonable based on DoITT having already conducted a competitive procurement that resulted in its own determination that pricing was fair and reasonable and, hence, the award of these contracts.

Vendor Names and Addresses	Estimated Contract Amount
Experis US, Inc. – 100 Manpower Place, Milwaukee, WI 53212	\$2,063,311.25
Spruce Technology, Inc. – 1149 Bloomfield Ave., Clifton, NJ 07012	\$2,063,311.25
GCOM Software, Inc. – 24 Madison Ave. Ext, Albany, NY 12203	\$2,063,311.25
InfoPeople Corporation – 450 Seventh Ave. Suite 1106, New York, NY 10123	\$2,063,311.25
Kforce, Inc. – 1001 E. Palm Ave., Tampa, FL 33605	\$2,063,311.25
Teksystems, Inc. – 757 third Ave., Suite 1202, New York, NY 10017	\$2,063,311.25
Universal Technologies, LLC. – 28 Madison Ave. Ext, Albany, NY 11203	\$2,063,311.25
Rangam Consultants, Inc. – 270 Davidson Ave. Ste. 103, Somerset, NJ 08873	\$2,063,311.25

VENDOR RESPONSIBILITY

DoITT has determined all of these vendors to be responsible and to be in good standing, hence they are all determined to be responsible for purposes of these awards as well.