



Department of Youth & Community Development

Jeanne B. Mullgrav
Commissioner

March 7, 2011

ADDENDUM #1

Re: Adult Literacy Services/Young Adult Literacy Services
Request for Proposals
PIN: 26012ALITRFP

Dear Prospective Proposer:

- Pursuant to Sections 3-02 (i) and 3-03 (f) (2) of the Procurement Policy Board (PPB) Rules, the Department of Youth and Community Development (DYCD) is issuing **Addendum #1** to the Adult Literacy Services/Young Adult Literacy Services Request for Proposals (RFP) PIN 26012ATRFP.

ADDENDUM ITEMS

1. **Section II, Summary of the Request for Proposals, page 6, C, Service Options/Competitions:**
The following has been added to the end of the section:

The funds for direct instructional services under this RFP are intended to support community-based organizations' adult literacy and young adult literacy services. Government entities and their affiliates, including but not limited to the City's public library systems, the Department of Education, the City University of New York, the State University of New York, and other City agencies are not eligible to receive contract awards under Service Option I, Competitions 1 and 2 and Service Option II, Competition 1.

2. **Section II, Summary of the Request for Proposals, page 6, D, Anticipated Maximum Available Annual Funding:** After the first sentence of the second paragraph the following sentence has been added:

The \$50,000 allocated to the internship component is intended to cover both the internship stipends and the administrative costs. The expectation is that approximately half (\$25,000) would pay for stipend costs and the balance for an experienced staff person who would coordinate the internship component.

3. **Section III, Scope of Services, page 11, B2, Service Option I and Service Option II, Competition 1:** The second bullet

- *The contractor's internal monitoring system would be effectively used to identify program, personnel, and fiscal issues and provide corrective action procedures.*

is deleted and replaced with the following:

The contractor's internal monitoring system would be effectively used to identify personnel and fiscal issues and provide corrective action procedures.

4. **Section III, Scope of Services, page 14, C1d3), Provision of Instruction:** The beginning of the first bulleted point:

- *optimize literacy and language gains by providing opportunities to practice literacy skills as frequently as possible by offering classes that meet at least four times per week and for at least ten hours per week. Each class must meet a minimum of six hours per week; each program would provide a minimum of 150 hours of classroom instruction annually per student.*

is deleted and replaced by the following:

- **Each class must meet a minimum of six hours per week. However, to optimize literacy and language gains by providing opportunities to practice literacy skills as frequently as possible, DYCD recommends that each class meet at least four times per week and for at least ten hours per week. Each program would provide a minimum of 150 hours of classroom instruction annually per student.**

5. **Section III, Scope of Services, page 16, C1d6)i), Outcomes, Data Collection, and Reporting:** The second sentence:

For Core Indicator 1, contractors would be expected to meet or exceed the minimum achievement standards set by the NRS.

is deleted and replaced with the following:

For Core Indicator 1 only, contractors would be expected to meet or exceed the minimum achievement standards. Contractors would not be evaluated on meeting the achievement standards for Core Indicators 2 and 3.

6. **Section III, Scope of Services, page 21, C2d3), Internship Experience:** After the third bulleted item the following has been added:

The contractor would also complete the following required activities:

7. Section IV, Format and Content of the Proposal, page 26, A3a1), Service Option I and Service Option II, Competition 1: The last item under the third bulleted item:

- *achieving placement of youth in internships and community service projects (target levels vs. actual levels)*

is deleted and replaced with the following:

- **for Service Option II, Competition 1, achieving placement of youth in internships and community service projects (target levels vs. actual levels)**

8. Section IV, Format and Content of the Proposal, page 27, A3b1), All Competitions: The second bulleted item:

- *Demonstrate successful joint efforts with other organizations and agencies providing the proposed program services.*

is deleted and replaced with the following:

- **Demonstrate successful joint efforts with other organizations and agencies providing literacy or related services.**

9. Section IV, Format and Content of the Proposal, page 29, A3c1)iv): Program Design: the first bulleted item:

- *outreach and recruitment*

is deleted.

10. Section IV, Format and Content of the Proposal, page 30, A3c1)vii): Partnerships, Collaborations, and Linkages: The second sentence of the first item under the first bulleted item:

Demonstrate that the contractor would coordinate referral and intake procedures with RAEN.

is deleted.

11. Section IV, Format and Content of the Proposal, page 32, A3c2)iii)g): Other Educational Services: The following bulleted item is added:

- **Describe linkages with community organizations, government agencies, education providers, and other service providers which will help participants achieve outcomes through supportive services not directly provided by the program. Complete a Linkage Agreement Form (Attachment 7) for each linkage described.**

12. **Section IV, Format and Content of the Proposal, page 35, A4a1): Annual Budget Worksheet (Attachment 8):** The following sentence is added:

The Annual Budget Worksheet applies to DYCD funding only.

13. **Section IV, Format and Content of the Proposal, page 37, B1:** The first sentence:

*The Proposal package should include **one original set and eight duplicate sets** of the documents listed below in the following order:*

is deleted and replaced with the following:

The Proposal package should include one original set and four duplicate sets of the documents listed below in the following order:

14. **Attachment 1: Proposal Summary Form, page 46:** Attachment 1 is deleted and replaced with Attachment 1 Revised which is affixed to this addendum and posted on the DYCD website.
15. **Attachment 5A: Previous Program Performance for Adult Literacy Services Programs, page 51:** Attachment 5A is deleted and replaced with Attachment 5A Revised which is affixed to this addendum and posted on the DYCD website.
16. **Attachment 6A: Projected Program Performance for Adult Literacy Services Programs, page 53:** Attachment 6A is deleted and replaced with Attachment 6A Revised which is affixed to this addendum and posted on the DYCD website.
17. **Attachment 8: Annual Budget Worksheet, page 56:** The following is added at the top of the chart before “Complete for Service Option I only.”

The Annual Budget Worksheet applies to DYCD funding only.

CLARIFICATIONS

1. For the purposes of this RFP, cash and in-kind contributions are unrestricted nongovernmental funds or budget items paid for with unrestricted nongovernmental funds.
2. For the purposes of this RFP, high school diplomas include Individualized Education Plan (IEP) diplomas.



Michael Ow
Agency Chief Contracting Officer
Procurement Counsel

ATTACHMENT 1 REVISED: Proposal Summary Form

Proposing
Organization: _____ EIN: _____

Address: _____

City State Zip Code
Contact Name: _____ Title: _____

Contact E-mail: _____

Telephone: _____ Fax: _____

Proposed Service Option			
Indicate one service option/competition only; list DYCD funding request and rate			
<input type="checkbox"/>	Service Option I: Adult Literacy Services <i>Adult Basic Education/General Education Development (ABE/GED)</i>	DYCD funding request	In-kind /Cash Contribution
<input type="checkbox"/>	Service Option I: Adult Literacy Services <i>Basic Education in the Native Language/English to Speakers of Other Languages (BENL/ESOL)</i>	DYCD funding request	In-kind /Cash Contribution
<input type="checkbox"/>	Service Option II: Young Adult Literacy Services <i>Pre-GED Instruction</i>	DYCD funding request	
<input type="checkbox"/>	Service Option II: Young Adult Literacy Services <i>Technical Assistance</i>	Hourly Rate	DYCD funding request

Program Site Locations:	
Please complete the following for each site of the proposed program (Attach additional pages as necessary)	
Proposed Site 1:	Planned enrollment at site:
Address:	
Proposed Site 2:	Planned enrollment at site:
Address:	

Has the proposer submitted more than one proposal in response to this RFP? ☐ Yes ☐ No
If yes, complete Attachment 2, Multiple Proposals.

Is the response printed on both sides, on recycled paper containing the minimum percentage of recovered fiber content as requested by the City in the instructions to this solicitation? ☐ Yes ☐ No

Authorized Representative
Signature: _____ **Title:** _____
Date: _____

ATTACHMENT 5A Revised: Previous Program Performance for Adult Literacy Services Programs

Instructions: Complete for one program only; duplicate form as needed to report on other programs.

Indicate the program type included in the data below: ☐ ABE ☐ GED ☐ BENL ☐ ESOL

Indicate funding source for this program _____

INDICATOR	FY 10
a. Number and percent of students promoted from one instructional level to another	# _____ % _____
b. Number and percent of students post-tested	# _____ % _____
c. Number and percent of students who identified “entered employment” as a goal and achieved that goal	# _____ % _____
d. Number and percent of students who identified “retained employment” as a goal and achieved that goal	# _____ % _____
e. Number and percent of students who identified “earned secondary credential” as a goal and achieved that goal	# _____ % _____
f. Number and percent of students who identified “entered post-secondary education” as a goal and achieved that goal	# _____ % _____
g. Projected number of instructional hours and percent achieved	# _____ % _____
h. Projected number of contact hours and percent achieved	# _____ % _____

ATTACHMENT 6A Revised: Projected Program Performance for Adult Literacy Services Programs

INDICATOR	FY 12
a. Number and percent of students who will be promoted from one instructional level to another	# _____ % _____
b. Number and percent of students who will be post-tested	# _____ % _____
c. Number and percent of students who identify “enter employment” as a goal and will achieve that goal	# _____ % _____
d. Number and percent of students who identify “enter GED program” as a goal and will achieve that goal	# _____ % _____
e. Projected number of instructional hours and percent that will be achieved	# _____ % _____
f. Projected number of contact hours and percent that will be achieved	# _____ % _____