

April 22, 2011

ADDENDUM #1

Re: Teen ACTION Program
Request for Proposals
PIN: 26012CESLRFP

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 Teen ACTION Program RFP Request for Proposals (RFP) PIN: 26012CESLRFP.

ADDENDUM ITEM(S)

1. **Section II – Summary of the Request for Proposals - B. Competitions, pages 7 and 8.** Following the words “The target community districts are as follows:” the list of community districts in the Bronx

Bronx: 1, 2, 3, 5 and 6

is amended to include Bronx CD 4, as follows:

Bronx: 1, 2, 3, 4, 5 and 6

2. **Section II – Summary of the Request for Proposals, B. Competitions, page 7.** Footnote 21

Data Sources: NYC Department of City Planning, ACS three year averages, 2006-8 for poverty and NYC Department of Health and Mental Hygiene, Bureau of Vital Statistics, 2008 for births per 1,000 females ages 15-19.

is deleted and replaced by the following :

The method used to determine the target Community Districts (CDs) for the Teen ACTION RFP is as follows. DYCD created an index of need based equally on poverty rates and teen birth rates (per 1,000 females ages 15-19) for Public Use Microdata Areas (PUMAs), which are roughly equivalent to and coterminous with CDs in NYC, and ranked them in order of highest to lowest need, resulting in a scale that ranged from 48.45 to 4.10 for all the PUMAs citywide. From this ranked listing, the CDs in the top third of PUMAs in each borough were selected as targeted CDs. In a second step, CDs in any PUMA, regardless of borough, whose index scores were above 40, were added as targeted CDs. Data Sources: NYC Department of City Planning, ACS three year averages, 2006-8 for poverty and NYC Department of Health and Mental Hygiene, Bureau of Vital Statistics, 2008 for births per 1,000 females ages 15-19.

3. **Section III –Scope of Services Agency Assumptions Regarding Organizational Capability page 11.** Under the heading “*Both Service Options*” an additional bullet is added, as follows:

The contractor under Service Option I would be capable of starting program operations on September 1, 2011; the vendor under Service Option II would be capable of starting services on August 1, 2011

4. **Section III –Scope of Services Agency Assumptions Regarding Organizational Capability page 11.** Under *Service Option 1*, an additional bullet is added before the fourth bullet, as follows:

The contractor would have an effective system for managing data collection and reporting for multiple funding sources.

5. **Section III –Scope of Services Assumptions Regarding Contractor Approach, page 12:**

To the left of the heading “*Assumptions Regarding Contractor Approach,*” capital letter “B” is deleted and replaced with capital letter **“C”**.

6. **Section III –Scope of Services Assumptions Regarding Program Approach, page 12.** In the second bullet:

Staff designated to deliver the SRH curriculum component would be at least 21 years old and have the necessary skills and experience to facilitate SRH workshops.

an additional sentence is added, as follows:

He/she would have a minimum of three years successful experience working with students in Grades 7 through 10 in a service learning program.

7. **Section IV –Format and Content of the Proposal Service Option 1, page 21.** Under section iv., in the second sentence of the second bullet:

He/she would also have a minimum of two years successful experience working with students in Grades 7 through 10 in a service learning program.

the word “two” is deleted and replaced with the word “three,” as follows:

He/she would also have a minimum of three years successful experience working with students in Grades 7 through 10 in a service learning program.

8. **Section IV –Format and Content of the Proposal Service Option 1, page 23.** Under the heading Program Facility/Service Placements, the third and fourth bullets:

- *Describe how the proposer will ensure compliance with all security measures at the site, including emergency procedures.*
- *Demonstrate that program staff will have access to PC computers with a current operating system for tracking enrollment and attendance of program participants and broadband internet access.*

are deleted.

9. Section V – Proposal Evaluation and Contract Award Procedures, page 30. Under Section C, under the heading Service Option 1, a fourth bullet is added as follows:

- **DYCD reserves the right to negotiate with any successful proposer to include additional targeted CDs if such proposer indicated in its proposal that it would be willing to provide services to a targeted CD for which it did not propose.**

10. Attachment 1: Proposal Summary Form, page 36: For Service Option 1, Attachment 1 is deleted and replaced with the Revised Attachment 1 - Revised Proposal Summary Form - that is affixed to this Addendum and posted on the DYCD website.



Michael Owh
Agency Chief Contracting Officer

Revised Proposal Summary Form

**REVISED
ATTACHMENT 1**

RFP Title: Teen ACTION Program

PIN: 26012CESLRFP

Proposing

Organization: _____

EIN: _____

Address: _____

City

State

Zip Code

Contact Name: _____

Title: _____

Contact E-mail: _____

Telephone: _____ Fax: _____

Proposed Service Option and Funding Request

<u>Service Option</u> (Select one only)	<u>Program Location</u> (Select one only)				
<input type="checkbox"/> Option I: School Year Teen ACTION Programs	<input type="checkbox"/> Bronx 1	<input type="checkbox"/> Brooklyn 3	<input type="checkbox"/> Manhattan 10	<input type="checkbox"/> Queens 3	<input type="checkbox"/> Staten Island 1
	<input type="checkbox"/> Bronx 2	<input type="checkbox"/> Brooklyn 4	<input type="checkbox"/> Manhattan 11	<input type="checkbox"/> Queens 4	
	<input type="checkbox"/> Bronx 3	<input type="checkbox"/> Brooklyn 5	<input type="checkbox"/> Manhattan 12	<input type="checkbox"/> Queens 9	
	<input type="checkbox"/> Bronx 4	<input type="checkbox"/> Brooklyn 7		<input type="checkbox"/> Queens 12	
	<input type="checkbox"/> Bronx 5	<input type="checkbox"/> Brooklyn 8		<input type="checkbox"/> Queens 14	
<input type="checkbox"/> Bronx 6	<input type="checkbox"/> Brooklyn 16				
	<u>Target Participants</u> (check all that apply)				
	<input type="checkbox"/> Grade 7	<input type="checkbox"/> Grade 9	<input type="checkbox"/> Male		
	<input type="checkbox"/> Grade 8	<input type="checkbox"/> Grade 10	<input type="checkbox"/> Female		
	<u>Funding Request</u>				
	Participants to be Served	Cost Per Participant	Annual DYCD Funding Request		
<input type="checkbox"/> Option II: Specialized Technical Assistance	<u>Funding Request</u>				
	Proposed Full Day Equivalent (FDE)		Annual DYCD Funding Request		

Site Information

Site Name: _____

Address: _____

Proposer is willing to additionally provide services to a targeted CD for which it did not propose. Yes No

How many proposals has the proposer submitted in response to this RFP? _____

If more than one, has the proposer filled out Attachment 2, Multiple Proposals as required? Yes No

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: _____