



May 4, 2011

ADDENDUM #2

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 #2 to the Teen ACTION Program RFP Request for Proposals (RFP) PIN: 26012CESLRFP.

PROPOSAL DUE DATE

The proposal due date has been extended from May 13, 2011 to **May 20, 2011 at 2:00 P.M.**

ADDENDUM ITEMS

1. **The cover of the RFP, page 1, and Section I – Timetable, C. Proposal Due Date, Time, and Location, page 4.** The due date for proposal submission:

May 13, 2011

is deleted and replaced by:

May 20, 2011

2. **Addendum #1, Item 2: Section II – Summary of the Request for Proposals, B. Competitions, page 7.** The reference to

Footnote 21

is deleted and replaced by:

Footnote 22

3. **Section II – Summary of the Request for Proposals, E. Anticipated Payment Structure, page 9.** The following sentence is added to the paragraph under the heading, “Service Option 1”:

For school-based programs, the following school-related expenses are not reimbursable expenses under this RFP: custodial (opening fees), security, and space costs. DYCD anticipates that these expenses will be covered through in-kind or cash contributions, to be specified in the budget justification along with their sources.

4. **Section III – Scope of Services, B. Agency Assumptions Regarding Organizational Capability, page 11.** Under the heading, “Both Service Options,” the third bullet:

The contractor’s Board of Directors would remain free of conflicts and exercise active oversight of:

- *program management, including regular reviews of executive compensation, audits, and financial controls; and*
- *program operations and outcomes.*

is deleted.

5. **Section III – Scope of Services, B. Agency Assumptions Regarding Organizational Capability, page 11.** Under the heading, “Service Option 1,” the following is added as the first bullet:

The contractor’s Board of Directors would remain free of conflicts and exercise active oversight of:

- **program management, including regular reviews of executive compensation, audits, and financial controls; and**
- **program operations and outcomes.**

6. **Addendum #1, Item 6: Section III – Scope of Services, Assumptions Regarding Program Approach, page 12.** The reference to

second bullet

is deleted and replaced by

third bullet

7. **Section III – Scope of Services Program Design, page 13.** Under the subheading, “Participants,” the following sentence is added at the end of the paragraph:

Youth enrolled in Transfer schools or other high schools that do not use traditional grades who have less than 20 academic credits at enrollment would be eligible participants.

8. **Section III – Scope of Services, Program Elements, page 14.** Under the subheading, “Structured Learning,” the following sentence is added at the end of the second bullet:

**The DYCD Curriculum can be accessed through the following web link:
http://www.nyc.gov/html/dycd/downloads/pdf/TeenAction_Curriculum_w-bookmarks_and_links.pdf**

9. **Section III – Scope of Services, page 16.** Under the subheading, “*Providers of Healthcare Services,*” the following sentence is added at the end of the second bullet:

Healthcare providers, and if applicable, Teen ACTION contractors, will be expected to comply with relevant state, federal and City laws regarding parental consent.

10. **Section IV –Format and Content of the Proposal, page 22.** Under the heading, “Both Service Options,” item iii

Describe the active oversight of the Board of Directors in (a) program management, including regular reviews of executive compensation, audits, and financial controls; and (b) program operations and outcomes. Provide examples of how past programs have been affected by Board Involvement. Complete Attachment 9, Corporate Governance Certification.

is deleted.

11. **Section IV –Format and Content of the Proposal, page 22.** Under the heading, “Service Option 1,” the following is added as item ix:

Describe the active oversight of the Board of Directors in (a) program management, including regular reviews of executive compensation, audits, and financial controls; and (b) program operations and outcomes. Provide examples of how past programs have been affected by Board Involvement. Complete Attachment 9, Corporate Governance Certification.

12. **Section IV –Format and Content of the Proposal, Service Option 1, page 23.** Under the subheading, “Program Facility/Service Placements,” the fourth bullet:

Describe how the proposer will ensure compliance with all security measures at the site, including emergency procedures.

is deleted.

13. **Section IV –Format and Content of the Proposal, B. Proposal Package Contents (“Checklist”), page 28.** Under the heading, “Both Service Options,” the reference to

Corporate Governance Certification (Attachment 9)

is deleted.

14. **Section IV –Format and Content of the Proposal, B. Proposal Package Contents (“Checklist”), page 28.** Under the heading, “Service Option 1,” there is added as an additional bullet under the subheading, “Attachments,” the following:

Corporate Governance Certification (Attachment 9)

15. **Section IV –Format and Content of the Proposal, B. Proposal Package Contents (“Checklist”), Both Service Options, page 28.** Under the bullet, “Program Proposal,” the following item is added:

Lease or other documentation demonstrating the availability of the program facility (Option 1) or training facility (Option 2) for use by the contractor (Option 1) or vendor (Option 2) by the contract start date and for the duration of the contract term, if this is not covered in one of the Linkage Agreements submitted with the proposal.

16. **Attachment 8, Proposal Budget Summary Form, page 45.** Under the category definition 3400 Space Costs, the first bullet:

Public School: Opening fees and room rentals paid to the Department of Education (DOE) or

is deleted.

CLARIFICATIONS

1. **Section III – Scope of Services, *Other Linkages*, page 16; Collaborative Relationships, page 25; and Attachment 7 General Linkage Agreement, page 42.**

Proposers are not required to submit a General Linkage Agreement with their proposals. It is to be submitted in the case where benefits provided through a collaborative relationship with another organization are distinct from the benefits covered under other Linkage Agreements.

2. **Section IV –Format and Content of the Proposal, page 23, item viii and page 26, item vii.**

DYCD is asking proposers to submit contact information for the listed references, not letters of support from them.



Michael Owah
Agency Chief Contracting Officer