

May 29, 2009

**ADDENDUM #1**

Queens Beacon Community Centers  
Request for Proposals  
PIN: 260090QBCRFP

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 Queens Beacon Community Centers Request for Proposals (RFP), PIN 260090QBCRFP. Proposers should acknowledge receipt of Addendum #1 by using the Acknowledgement of Addenda (Attachment 9).

**ADDENDUM ITEMS**

**DYCD is not requiring a cash match. Addendum items 1-10 reflect this change.**

1. **Section II – Summary of the Request for Proposals, page 6:** Section E. Cash Match is deleted.
2. **Section II – Summary of the Request for Proposals, page 6:** Under the heading, “I. Minimum Qualification Requirements,” the third bullet is deleted.
3. **Section IV – Format and Content of the Proposal, page 20:** Under the heading, “A. Proposal Package Contents (Checklist),” item IV. C. is deleted.
4. **Attachment, page 31:** In the Proposal Summary, “b. Annual cash contribution” and “c. Annual Totals (a+b) = Total annual program costs” are deleted.
5. **Attachment, page 44:** Under the heading, “D. Price Proposal,” item 2.b. is deleted.
6. **Attachment, page 44:** Item E. is deleted.
7. **Attachment, page 45:** In Form 5a, column B, “Cash Contribution,” and column C, Total Program Cost,” are deleted.
8. **Attachment, page 45:** In Form 5a, column A is renamed “DYCD Funding Request” and the last row of the column A is renamed “Total DYCD Funding Request.”
9. **Attachment, page 50:** In Form 5b and under the heading, “Budget Fact Sheet Identifying Information – Page 1 of 4,” the bolded sentence beginning, “The budget is divided into three columns...” and the listed items A, B, and C are deleted and replaced with the following sentence: The budget has one column, DYCD Funding Request, to show the funding requested from DYCD for each line item.
10. **Attachment, page 50:** In Form 5b and under the heading, “Budget Summary by the Budget Categories,” the sentence beginning, “The Cash Contribution column...” is deleted.
11. **Section III – Scope of Services, page 10:** Under the heading, “B. Agency Assumptions Regarding Organizational Capability,” the second bullet is deleted and replaced with the following: The contractor would be

fiscally sound and capable of managing the program, with an average annual operating budget of at least \$1 million in the last three years (2006, 2007, and 2008).

12. **Attachment, page 32:** In the Proposal Summary, the “s” in the expression “Additional proposals” and the question “If yes, how many?” are deleted.
13. **Attachment, page 34:** Under the heading, “B. Organizational Capability,” item 1 is deleted and replaced with the following:
  1. Complete the Corporate Governance Certification (Form 7) and describe below, the Board of Directors’ oversight of program management (including regular reviews of executive compensation, audits, and financial controls) and program operations and outcomes. (Preferable page limit: 1 page)
14. **Attachment, page 34:** Under the heading, “B. Organizational Capability,” item 7 is deleted and replaced with the following:
  7. Attach federal 990 forms for calendar years 2006, 2007, and 2008.
15. **Attachment, page 44:** The following two headings are added:

E. Other Required Documents

The Doing Business Data Form (Form 8) is to be completed and submitted with the proposal.

F. Acknowledgement of Addenda

The Acknowledgement of Addenda (Form 9) serves as the proposer’s acknowledgement of the receipt of addenda to this RFP, which may have been issued by DYCD prior to the Proposal Due Date and Time. The proposer should complete this acknowledgement as instructed on the form.

16. **Attachment, page 51:** In Form 5b, the Helpful Hints section is deleted and replaced with the following:

Helpful Hints

To calculate the annual salary for FY 2010 multiply the hourly rate by 1827 hours per year (35 hours per week).

To calculate the number of hours per year multiply the number of hours worked per day by the number of days per year. (FY 2010=261 days)

To calculate the annual salary for FY 2010, multiply the hourly rate by 2088 hours per year (40 hours per week).

**It is anticipated that the minimum wage will increase to \$7.25 on July 24, 2009.** Part Time salaries should be calculated by consolidating same titles with the maximum hourly rate. The Sub-Total of all salaries should be calculated and transferred to Page 1, Salaries and Wages (1100) both boxes.

**NOTE:** DYCD has posted on its website at [www.nyc.gov/dycd](http://www.nyc.gov/dycd) , the following revised RFP documents:

Revised Proposal Summary (Form 1)  
Revised Proposal Narrative  
Revised Budget Form 5a



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Daniel Symon  
Agency Chief Contracting Officer