



**DEPARTMENT OF YOUTH AND COMMUNITY
DEVELOPMENT**
OFFICE OF PROCUREMENT
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JEANNE B. MULLGRAV
Commissioner

July 26, 2007

ADDENDUM #2

RE: Out of School Time (OST) Programs for
Youth Elementary School Expansion
Request for Proposals
PIN: 26007OSTERFP

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 Out-of-School Time (OST) Programs for Youth Elementary School Expansion Request for Proposals (RFP) PIN 26007OSTERFP. Proposers should acknowledge receipt of Addendum #2 by using Acknowledgement of Addenda (Attachment 7).

I. ADDENDUM ITEMS

1. Section II, Summary of the Request for Proposals, page 10, F, Program Facilities: The second sentence is amended to read as follows:

(For NYCHA and Parks sites, proposers may propose only for those sites listed in Appendix G-1 and G-2.)

2. Section II, Summary of the Request for Proposals, page 10, F, Program Facilities: The section is amended to add the following sentence after the first sentence of the first bulleted item to read as follows:

No more than 80 children would be accommodated at the Parks site.

3. Section II, Summary of the Request for Proposals, page 10, F, Program Facilities: The section is amended so that the first sentence of the final bulleted item reads as follows:

During school vacation periods during the school year and for the summer component, funding may be used to provide services at a sleep-away or day camp that is located outside the City. Services at a sleep-away or day camp outside the city must comply with all requirements of the RFP and regulations for camps, including staffing, safety regulations, and camp permit.

4. Section III, Scope of Services, page 19, E, Program Elements Duration/Hours of Operation: The section has amended the first two full paragraphs on page 19 to read as follows:

Proposers unable to meet the schedule above due to a religious observance in a particular week may make up the time on another day in that week, including Saturday and Sunday, as long as the total number of hours for the subject week equals the minimum required hours.

Proposers unable to meet the schedule above due to the target population's enrollment in a school (e.g., a charter school or religious school) with a **mandatory** extended day schedule (e.g., school closing is 4:00 p.m.) have the following options. Note that these options are available only for programs serving participants enrolled in schools with mandatory extended day schedules.

- Proposers may make up the time on another day or days in the week, as long as the total number of hours for each week equals the minimum required hours. In these circumstances, proposers may propose to make up the requisite time by offering programs on Saturdays and/or Sundays. This option is preferred.
- Reduced hours: While the option above is preferred, DYCD will consider proposals to serve participants for reduced hours of no fewer than 370 hours (i.e., 50 percent of the hours required for a full school-year component of the program) during the school year. Such reduced hours programs may, but are not required to, offer OST services on the 20 school closing days referenced above. Reduced hours programs must, however, offer the full summer component of 8 weeks of programming with a minimum of 50 hours per week. For programs offering reduced hours during the school year, the maximum price per participant will be reduced proportionately.

5. Section IV, Format and Content of the Proposal, page 22, C, Program Proposal: The section is amended so that the first bulleted item under Experience reads as follows:

- Describe the successful, relevant experience of the proposer and key staff within the past five years in providing services to youth in grades K through 6 during non-school hours.

6. Section IV, Format and Content of the Proposal, page 23, C, Program Proposal, Organizational Capacity:
The section is amended to add the following bullets:

- Indicate whether the organization receives public funding from sources other than DYCD to support other after-school programs (e.g., 21st Century Learning Center, Advantage After School, Extended School Day/Violence Prevention). If so, list the funding source, amount of annual funding, and whether the programs are operated at the proposed site.
- Indicate the organization's capacity to increase the number of participants served in the event additional funding is made available in the future.

7. Section V, Proposal Evaluation and Contract Award Procedures, page 30, C, Basis for Contract Award:
The section is amended so that that first bulleted item reads as follows:

- DYCD reserves the right to make contract awards to ensure: 1) appropriate distribution of necessary services and programs across geographic areas, taking into account the location of OST and Beacon Community Centers or other elementary level after-school programs, grade levels, and target populations; 2) program diversity (e.g., program type, size, and duration), and 3) capacity to increase the number of participants served.

8. Appendix B, page 45: The section is amended to delete the following site from the list:

Northside Center for Child Development, 1301 5th Avenue, New York, NY 10029

9. Appendix B, page 46: The section is amended to delete the following site from the list.

Public School 197, 2230 5th Avenue, New York, NY 10037

10. Appendix G, page 78: The section is amended to add the following two sentences to read as follows:

Principals' names may be inserted into the Department of Education's online directory to obtain their email addresses. The Department of Education's online directory may be accessed at: <http://www.nycboe.net/offices/diit/phonebook/Main.asp>

11. Appendix G, page 78: The section is amended to correct the follow address to read as follows:

The correct address for PS184M, Shuang Wen, is 327 Cherry Street.

12. Attachment 1, pages 84-87: Attachment 1 has been revised; **Attachment 1 Revised** is attached to this addendum.

Note: Attachments 1-7 are now posted separately on DYCD's website, www.nyc.gov/dycd.

Patricia Chabla (A3W)
Patricia Chabla
Agency Chief Contracting Officer

PROPOSAL SUMMARY FORM
(Submit for each proposal.)

RFP TITLE: OST PROGRAMS FOR YOUTH – ELEMENTARY SCHOOL EXPANSION
PIN: 26007OSTERFP

A. Proposer Information:

Proposer Name:		
Address:		
Borough	State	Zip Code

Tax Identification #:

Organization Contact Information:

Contact Name:	Title:
Telephone #:	E-mail:

Executive Director / CEO Contact Information (if different):

Contact Name:	Title:
Telephone #:	E-mail:

B. Organization Status (Check all that apply.):

- 501(c)(3)
 Applied for 501(c)(3)
 Not-for-profit
 Applied for not-for-profit

C. Organization’s total FY 2007 operating budget: \$

Program Information:

D. Competitions: (Check only one.)

- | | |
|--|--|
| <input type="checkbox"/> Bronx: Target Zip Codes | <input type="checkbox"/> Bronx: Non-Target Zip Codes |
| <input type="checkbox"/> Brooklyn: Target Zip Codes | <input type="checkbox"/> Brooklyn: Non-Target Zip Codes |
| <input type="checkbox"/> Manhattan: Target Zip Codes | <input type="checkbox"/> Manhattan: Non-Target Zip Codes |
| <input type="checkbox"/> Queens: Target Zip Codes | <input type="checkbox"/> Queens: Non-Target Zip Codes |
| <input type="checkbox"/> Staten Island: Target Zip Codes | <input type="checkbox"/> Staten Island: Non-Target Zip Codes |

E. Multiple Proposals

Has the proposer submitted more than one proposal in response to this RFP?

Yes No

If “Yes,” how many?

F. Program Costs and Resources (Enter the requested information in the space provided.)

Note: Participant and budget information should match the numbers on the Budget Calculator (available on DYCD’s website, www.nyc.gov/dycd). **To insure accuracy, the budget calculator must be used to complete this chart.**

SCHOOL YEAR	Number of Participants	Price per Participant	Total Cost	Notes
1. Proposed number of participants to be served during the school year (September - June)				The maximum price per school year is \$2,000.
2. Proposed number of youth with disabilities to be served during the school year (September – June)				Proposers may define the price for children with disabilities.
TOTAL SCHOOL YEAR				

SUMMER	Number of Participants	Price per Participant	Total Cost	Notes
3. Proposed number of participants to be served during the summer (July -August)				The maximum price for summer is \$800.
4. Proposed number of youth with disabilities to be served during the summer (July - August)				Proposers may define the price for children with disabilities.
TOTAL SUMMER				

1. DYCD funding:
(must match the Total DYCD Funding Request on the budget calculator) \$
2. Average price per participant
(must match the Average Price Per Participant on the budget calculator) \$
3. If applicable, additional cash contributions from private sources
(DYCD does not require that proposers have additional cash contributions.) \$

2. **Beacon Community Centers** Yes No
 If “Yes,” does Proposer operate the program? Yes No
3. **NYS Advantage After School** Yes No
 If “Yes,” does Proposer operate the program? Yes No
 If Proposer operates the program, please also specify annual funding: \$
4. **21st Century Community Learning Center** Yes No
 If “Yes,” does Proposer operate the program? Yes No
 If Proposer operates the program, please also specify annual funding: \$
5. **City Council Discretionary** Yes No
 If “Yes,” does Proposer operate the program? Yes No
 If Proposer operates the program, please also specify annual funding: \$
6. **Other** Yes No
 If “Yes,” please provide the name of the program(s), funding sources (private or public), and amount of annual funding: