

September 18, 2009

ADDENDUM #1

**Re: Cornerstone Initiative
Request for Proposals**

PIN: 26010CORNRFP

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 Cornerstone Initiative Request for Proposals (RFP), PIN 26010CORNRFP. Proposers should acknowledge receipt of Addendum #1 using the Acknowledgement of Addenda (**Attachment 7**).

ADDENDUM ITEMS

Section II – Summary of the Request for Proposals

1. **Page 6.** Under the heading, “Anticipated Payment Structure,” the first two sentences are deleted and replaced with the following:

For the first 6 months of the contract term, January 1 to June 30, 2010, it is anticipated that the payment structure of contracts awarded from this RFP will be based solely on line item budget reimbursement pursuant to a budget approved by DYCD. **Beginning July 1, 2010**, DYCD reserves the right to retain up to 10 percent of the value of the contract pending achievement of the performance targets specified on page 13, Section III – Scope of Services.

2. **Page 6.** Under the heading, “Subcontracting,” the third bullet is deleted and replaced with the following:

All proposed subcontractors must be identified in the proposal and be tax-exempt, not-for-profit organizations incorporated in New York State as evidenced prior to the conclusion of contract negotiations by submission of a copy of the exemption certificate demonstrating that the subcontractor is classified as a tax-exempt organization under Section 501 (c)(3) of the Internal Revenue Code, and a copy of the Certificate of Incorporation issued by the State Department of State.

3. **Page 7.** Under the heading, “Facilities/ADA Requirements,” in the fourth bullet, the phrase “HVAC and/or individual A/C units” is deleted and replaced with the following: **“individual heating or air conditioning units”**.

Section III: Scope of Services of the Request for Proposals

4. **Page 10.** Under the heading, “Community Center Operating Hours,” the hours for either Saturday or Sunday are revised as follows:

Either Saturday or Sunday <u>school year</u> (44 days)	10am to 5pm	308 hours
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5. **Page 10.** Under the heading, “Contractor and Staff Qualifications/Experience, the first bullet is deleted and replaced with the following:

The contractor, and, if applicable, any subcontractor would be a tax-exempt, not-for profit organization incorporated in New York State.

6. **Page 10.** Under the heading, “Contractor and Staff Qualifications/Experience,” an additional bullet is added after the first bullet, as follows:

The contractor or, **if applicable, the contractor and the subcontractor combined** would have at least 5 years experience providing services to youth and families and at least 3 years providing such services in the neighborhood where the proposed Cornerstone Initiative site is located.

7. **Page 11.** Under the heading, “Facility Management,” in the second bullet, the phrase “HVAC and/or individual A/C units” is deleted and replaced with the following: **“individual heating or air conditioning units”**.

8. **Page 12.** Under the heading, “Facility Management,” from page 11, the final bullet is deleted and replaced with the following:

NYCHA would be responsible for payment of utility bills including electricity, heat, and water. The contractor would be responsible for payment of telephone, cable, and Internet services.

9. **Page 13.** The paragraph under the heading, “Youth,” is deleted and replaced with the following:

Performance targets would vary according to the age of participants, as follows:

Younger youth 5 through 12 years

The program achieves an average daily attendance rate of 80 percent of enrolled youth.

Youth ages 13 through 15 years

Program participants achieve 75 percent (= 150 hours) of the minimum annual contact hours of 200.

Youth ages 16 through 21 years

Program participants achieve 70 percent (= 115.5 hours) of the minimum annual contact hours of 165.

10. **Page 13.** Under the bolded statement that begins, “The above performance targets would...,” the second bullet is deleted and replaced with the following:

July 1, 2010 to June 30, 2011: DYCD reserves the right to withhold up to 10 percent of the value of the contract pending achievement of an **average daily attendance rate** of 80 percent for younger youth 5 through 12 years and the specified minimum enrollment numbers for older youth ages 13 through 21 years and adults.

11. **Page 14.** Under the heading, “Activities for Older Youth (ages 13 through 21),” the following sentence is added after the final sentence of the first paragraph:

Subject to space and safety limitations and to DYCD’s prior approval, the contractor may also schedule programming outside these times.

Section IV – Format and Content of the Request for Proposals

12. **Page 16.** Under the heading, “Instructions,” the fourth bullet is deleted and replaced with the following:

Proposals should preferably not exceed **22 pages (11 sheets front and back)**, excluding requested attachments.

13. Page 16. Under the heading, “Organizational Capability,” an additional bullet is added, as follows:

Indicate the dollar value of proposer’s annual operating budgets for each of the calendar years 2006, 2007 and 2008.

14. Page 16. Under the heading, “Experience,” the words in parentheses next to the heading, are deleted and replaced with the following:

Preferable page limit is **6 pages** excluding requested attachment.

15. Page 16. Under the heading, “Experience,” the first bullet is deleted and replaced with the following:

Describe the successful, relevant experience of the proposer, and, **if applicable, of any proposed subcontractor** providing services to youth ages 5-21, including experience providing such services in the neighborhood where the proposed Cornerstone Initiative site is located. Where possible, provide quantitative data relating to enrollment and performance targets demonstrating outcomes that met or exceeded funders’ expectations.

Appendix A – Cornerstone Initiative Sites: Funding and Service Levels

16. Page 23. The first sentence in Footnote14 is deleted and replaced with the following:

Service levels for younger youth ages 5 through 12 are within the *maximum* levels allowed under the SACC regulations and indicate the number that can be served given available funding. Service levels for older youth and adults indicate the *minimum* numbers to be served.

CLARIFICATIONS

1. The DYCD Cornerstone Initiative is separate from and unrelated to any other City or private program, including the Department of Housing Preservation and Development Cornerstone Program of new mixed-income multifamily housing construction.

2. Additional Site Visits

Proposers who wish to arrange additional site visits should contact: Pete Trifoli, Deputy Director of Physical Compliance, NYCHA, (212) 571-4565.

Section III: Scope of Services of the Request for Proposals

3. Page 9. Under the heading, “DYCD’s Assumptions Regarding Organizational Capability,” the first bullet is deleted and replaced with the following:

The contractor would be a tax-exempt organization **under Section 501 (c) (3) of the Internal Revenue Code** and incorporated as a not-for-profit in New York State.

4. Page 10. Under the heading, “Hours of Operation,” the word “safely” in the penultimate sentence is deleted and replaced by the word “**safety**”.

Section IV – Format and Content of the Request for Proposals

5. **Page 16.** Before the sub-heading, “Organizational Capability,” the following heading is added:

2. Proposal

6. **Page 19.** Under the heading, “Acknowledgment of Addenda,” the reference to “Attachment 8” is revised to read “**Attachment 7.**”

7. **Page 23.** In Appendix A, the entry for the Bronx site, Dr. Ramon E. Betances VI, the shading is removed and the address is amended to read, “465 St. **Ann’s** Avenue”.

8. **Page 33.** Attachment 1, Proposal Summary Form, the items below have been added and the revised Attachment 1 is posted on DYCD’s website.

Proposer’s overall annual operating budget:

2006:	\$	_____
2007:	\$	_____
2008:	\$	_____

If yes (*services are being subcontracted*), percentage of DYCD funding request:_____

9. **Pages 38-40.** In Attachment 5, Proposal Budget Summary Form, word “personal” is deleted and replaced by “personnel” throughout. The Revised Attachment 5 is posted on DYCD’s website.



Daniel Symon
Agency Chief Contracting Officer