



**NEW YORK CITY
DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT
SERVING NEW YORK CITY YOUTH, FAMILIES, AND COMMUNITIES**

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JEANNE B. MULLGRAV
Commissioner

May 30, 2008
ADDENDUM #1
Re: Technical Assistance
Request for Proposals
PIN: 260090TASRFP

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 Technical Assistance Request for Proposals (RFP) PIN 260090TASRFP.

I. ADDENDUM ITEMS

- 1. Section III, C, 4 – TA Design, page 11:** the second paragraph under “TA Modalities” is deleted and replaced with the following:

DYCD anticipates that most of the contract budget would be devoted to organizational consultations. DYCD would approve up to 90 percent of the contract budget for organizational consultations, which, while listed as a separate modality, can incorporate other modalities such as train-the-trainer workshops as part of the TA intervention for a single organization. In all cases, vendors would be prepared to assist contractors with organizational-level as well as program-level challenges. DYCD would review all requests for TA and determine priorities based on challenges facing contractors identified by DYCD and assessments conducted by the TA vendor.

- 2. Section IV, A, 2, c, v – TA Approach Exercise, page 18:** the second paragraph and third paragraphs are deleted and replaced with the following:

Using the headers set out at the top of Page 20 of the RFP, clearly describe the proposer’s design and approach to two different TA interventions. As indicated below, the topics and goals to be addressed are specified and they vary according to the service option to which the proposal relates and the targeted level (programmatic or organizational) of the intervention. **The proposer must address the topics and goals specified for the service option to which it is applying.** One narrative will address the specified *programmatic* topic; the other will address the specified *organizational* topic. For the purpose of this

exercise, assume ten (10) FDEs at a daily rate of \$1,300 for each intervention described.
Proposers must incorporate all the above specifications into their narratives.

- 3. Section IV, A, 2, c, v – TA Approach Exercise, page 19:** Delete the final bullet, “FDE rate” from the listing under points to be addressed in each TA intervention narrative.
- 4. Section IV, A, 2, c, v – TA Approach Exercise, page 20:** Add the following information regarding the FDEs in each header, “FDEs: 10 @ \$1,300 per FDE.”
- 5. Section IV, A, 3, a – Prepare and submit..., page 20:** Delete the “s” from “consultants” at the end of the sentence in the last bullet.
- 6. Attachment 3 (Acknowledgment of Addenda), page 30:** This attachment has been revised and is attached to this Addendum. The year listed for addendum dates is changed from “2005” to “2008.”



Daniel Symon
Agency Chief Contracting Officer

ACKNOWLEDGEMENT OF ADDENDA

Proposer: _____

PIN: **260090TASRFP**

COMPLETE PART I OR PART II, WHICHEVER IS APPLICABLE.

PART I: Listed below are the dates of issuance for **each addendum received** in connection with this RFP:

ADDENDUM #1 DATED: _____, 2008

ADDENDUM #2 DATED: _____, 2008

ADDENDUM #3 DATED: _____, 2008

ADDENDUM #4 DATED: _____, 2008

ADDENDUM #5 DATED: _____, 2008

ADDENDUM #6 DATED: _____, 2008

ADDENDUM #7 DATED: _____, 2008

ADDENDUM #8 DATED: _____, 2008

PART II: _____ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFP.

DATE ____/____/____

PROPOSER (NAME): _____

PROPOSER (SIGNATURE): _____