

November 10, 2025

COMPASS RFPs Frequently Asked Questions

Re: COMPASS Center-Based and Non-Public School Site Request for Proposals,

EPIN: 26026P00004

Frequently Asked Questions

Eligible Sites

1. **Q:** I understand that a CBO needs to submit a Lease Agreement or Letter of Intent to lease space at a site where the CBO will conduct a COMPASS Program. Do you have a standard Lease Agreement or Letter of Intent or can we compose our own?

A: You may submit your own letter from the entity that has site control, confirming your access to the site, if awarded, for COMPASS programming.

2. **Q:** For the letter of intent to show site control, can it be with an entity that holds a lease with the landlord, such as a shelter provider, or must the letter come directly from the landlord?

A: The letter you submit should be from an authorized person representing the entity that is able to grant access to the site for the purposes of fulfilling contract services.

3. **Q:** We would like to apply for funding for a center-based program in a site that is undergoing renovation and will be available for use during the contract period. Will DYCD give consideration to proposals for sites that are not fully operational at the time the application is submitted?

A: If a proposer submits a letter of intent with their proposal, the letter of intent should demonstrate intent to access the program facility. The letter of intent does not need to be legally binding. By the contract start date, the contractor must have access to the proposed site for the purpose of program operations. Contract award will be subject to demonstration by a selected proposer that it has, or will have by the conclusion of contract negotiations, access to program facility. Documentary proof to this effect must be submitted (e.g., current standing lease, proof of ownership of the facility, a lease, or a letter of intent to access the proposed site if the proposer is awarded a contract). This is a minimum requirement for this RFP, as indicated in the Site Requirements section. (As reflected in Addendum #1)

Slots

4. **Q:** Can we ask for more slots than is stated in the Funding by Competition attachment? Is there a maximum number of slots that an organization is allowed to apply for?

A: There is no minimum or maximum number of slots for which an organization may apply.

Budget Management

5. **Q:** Is there a budget template? The RFP mentions budget preparation and the structured proposal form has a question related to budget contents. However, there does not appear to be a budget template.

A: DYCD is not including a budget template for proposers to complete in this RFP. Instead, proposers are asked to provide a narrative describing their FY 27 budget that includes total funding, number of slots, staffing lines, other than personnel costs and, if applicable, additional resources leveraged from other funding sources. Please see the Questionnaire for additional details on required content for the Budget narrative.

6. **Q:** The instructions say to use the FY27 PPP for budgeting purposes, but FY27 does not include a summer program. Will the final award include summer funding as well if our budget does not include it?

A: Per the Anticipated Funding, Contracts and Payment section on page 3, COMPASS Elementary contractors will only be awarded school year funding for FY 27 and only summer programming funding in FY33. Between FY 28-F32, contractors will receive funding for both school year and summer programming.

7. **Q:** Should the FY27 budget narrative describe the full year of programming and staffing, or only the school-year portion?

A: FY27 programming does not include summer programming. In turn, your budget narrative should only include school year programming.

8. **Q:** Please explain how an approved ICR of more than 10% will be applied to the PPP, and if funds above the PPP will be provided.

A: Proposal submissions should be based on the de minimis 10% rate and remaining funds allocated to direct services. If your organization has a higher City Accepted ICR, additional funding associated with Accepted ICR will be added to your awarded contract at a later date. (As reflected in Addendum #1)

9. **Q:** The RFP specifies the price per participant for non-public school-based programs. Can you also provide the price per participant for center-based COMPASS and SONYC programs?

A: The price per participant applies to all center-based and non-public school competitions included in this RFP (As reflected in Addendum #1)

10. **Q:** Both RFPs mention staff training related to mental health supports. Do organizations responding to the RFPs have to budget for the one-hour training sessions related to mental health and mental illness, engagement and de-escalation strategies, referral and crisis management protocols, and mental health resources? Do organizations have to pay for the two-hour mental health training sessions geared toward program directors?

A: Contractors are required to provide at least 129 hours annually of professional development for COMPASS Elementary programs (or 3 hours per week) and 108 hours annually for SONYC programs (or 3 hours per week). The required mental health trainings can be counted towards these hours. DYCD will be providing all the mental health trainings. Contractors will not need to purchase or create these trainings.

11. **Q:** Is there a minimum percentage of the budget that must be allocated for subcontractors? If so, what is that percentage?

A: No. There is no minimum percentage of the budget that must be used to hire subcontractors. DYCD encourages, but is not requiring, contractors to hire subcontractors.

Staffing

12. **Q:** For the professional development requirement, does prep time before programming begins count? (for example, lesson planning as a group or solo)?

A: No, prep time without training or professional development before programming

does not count towards the professional development requirements.

13. **Q:** Both RFPs note that organizations are required to provide at least 129 hours of training for COMPASS programming and 109 hours of training for SONYC programming. Does the training mandated by DYCD count toward these required hours?

A: Yes, the training mandated by DYCD counts towards these hours.

14. **Q:** We plan to submit proposals for multiple competitions. The instructions for the organizational chart state to “show how the proposed program will fit into existing operations.” Does DYCD want each proposal to only show how the program(s) in that competition will fit into our operations, or can we include all of the programs we are submitting proposals for in the organizational chart to provide better context?

A: Organizational Chart must demonstrate how each proposed program in the competition would be integrated into the contractors’ overall operations. Proposers can only submit one PDF with this information. (As reflected in Addendum #1)

15. **Q:** Can a content specialist double as an activity specialist/instructor?

A: A Content Specialist can double as an Activity Specialist, but only one of these roles may be undertaken at any given time in the program schedule. All education and experience requirements must be met for all positions listed in the RFP.

16. **Q:** Regarding staffing, both RFPs indicate that a given program must have a full-time program director if the program serves 90 or more children. Can one program director serve two or more programs whose enrollment is 89 children or less?

A: In both RFP’s, in programs serving fewer than 90 participants, the Program Director position may be part-time, but the Program Director must be onsite during all program activities. Therefore, it would not be possible to oversee more than one program.

17. **Q:** We noticed that resumes are not requested as attachments. Would it be acceptable to describe the qualifications and experience of individuals we have identified for these roles, if awarded the contract?...Or should we limit our response strictly to job descriptions as outlined by the City?

A: DYCD will not accept resumes in place of job descriptions. Proposers are not expected to have hired and/or retained staff prior to contract award and program start date. You should only submit job descriptions.

Community Partners

18. **Q:** When we put text in the boxes on the Community Partnership Agreement form, the form only shows what fits in the visible box, and not anything that overflows, even though a slider box and/or a plus sign appears at the bottom of the box. Will the form be revised to allow more text to show in the large box at the bottom of page 1 and the fill in lines at the top of page 1?

A: If responses exceed the text beyond the visible area of the text box in the Community Partnership Agreement narrative, proposers can attach a separate Word document with full responses. Proposers do not need to limit responses to the visible space provided. (As reflected in Addendum #1)

19. **Q:** Must community partners be restricted to providing either donated or referral (free) services, or can a community partner also be paid and included in our budget as a subcontractor?

A: Community partners are not limited to organizations that agree to provide in-kind services or resources that enhance program services. They may also be subcontractors whose services are paid for out of the program budget. Subcontractors can be counted towards the Community Partnership Agreement requirements. (As reflected in Addendum #1)

20. **Q:** Our partners are asking what is needed in the "Alternate Contact" field of the community partnership form. Their admin person? Another senior leader of the organization? May they put "N/A" if they themselves are the best person to reach out to about the work and community connection to us?

A: The alternate contact should be an individual who could undertake the roles and responsibilities of the primary contact if the primary contact is unavailable.

21. **Q:** How many school partnerships are required and where should we upload them?

A: School partnerships are not required and will not be accepted by DYCD as part of

your proposal. As indicated in the *School Partnerships* section (Page 29 of the RFP) contractors will be expected post-award to work develop relationships with local schools and others to encourage student participation and retention in the program and foster family engagement

Miscellaneous

22. **Q:** Will meals be available for Center-based sites through the DOE?

A: NYCPS does not provide meals for Center-based programs. Contractors operating in these settings are responsible for meeting the meal and snack requirements outlined in the New York State School-Age Child Care Regulations. To support this, they may seek reimbursement through the state's Child and Adult Care Food Program (CACFP), or they can opt to participate in the CACFP program administered by the Department of Youth and Community Development (DYCD).

23. **Q:** Will bussing be provided by the schools to get the participants to the center for programs awarded under the COMPASS Center Based and Non public Schools RFP?

A: No. Individual student bus routes for eligible students are developed between families and NYCPS. Proposed sites should be accessible to participants in order to be successful meeting enrollment targets.