

COMPASS Programs in Public Schools

EPIN: 26026P0003

Pre-Proposal Conference



Welcome

- This conference is **ONLY** for the **COMPASS Programs in Public Schools RFP**
- This conference is being recorded
- Please do not use any AI note taking or recording tools
- Everyone is being muted, please continue to remain on mute
- The chat is available – Please enter your questions. Be sure to include: Your Name, Organization's Name, Page number your question references if Applicable)



Proposed Addendum Items

Organizational chart: Chart attachment must demonstrate how each proposed program would be integrated into the contractors' overall operations. Proposers can only submit one PDF with this information

Community Partnerships Section- Language to be clarified to state that only Three (3) community partnerships will be accepted with the proposal.

Eligible Schools list Update - School Update:
Competition: Bronx 03- Middle School

NOTE: DYCD reserves the right to add or omit any items to the RFP. This slide represents the current proposed updates.



AGENDA

- Welcome and Timeline
- Program Overview
- Procurement Requirements
 - Minimum Requirements
 - Required Documents
 - Total Procurement Funding Amount
- Subcontracting
- Post Award Requirements
- Community Hiring Requirements
 - Office of Talent and Workforce Engagement
- PASSPort Resources
 - Mayor's Office of Contract Services (MOCS)
- Question and Answer Session



Timeline

Proposal Due Date: November 14, 2025, at 2:00 pm

Award Announcement: Spring of 2026

Contract Term: 08/01/2026 – 08/31/2032

- No options to renew



Program Overview

The Comprehensive After-School System (COMPASS) is the largest after-school system in the United States, serving over 100,000 students in grades K–8. COMPASS Elementary provides programming to students in grades K–5, while COMPASS SONYC (School's Out NYC) serves students in grades 6 through 8.

Program Goals: COMPASS Elementary and SONYC programs aim to strengthen the integration of youth development, social and emotional learning, and academic skill-building through the achievement of the following six overall goals:

- **Goal 1:** Foster social and emotional competencies and physical well-being in a safe, welcoming and nurturing environment
- **Goal 2:** Provide opportunities for youth to explore their interests and creativity
- **Goal 3:** Build skills that enhance expectations and confidence and support participants' academic efforts
- **Goal 4:** Cultivate youth leadership skills and foster community engagement
- **Goal 5:** Engage parents/other caretakers to support program efforts to achieve program goals
- **Goal 6:** Secure community partnerships that maximize resources for participants and families and help to ensure access to high quality engaging activities

Program Overview - *Organizational Experience and Capability – 21 Points*

This section corresponds to the Organizational Experience and Capability section of the PASSPort questionnaire. Proposers must describe:

- Relevant experience serving the target population
- Experience operating in the proposed community district
- Program monitoring and improvement practices

Proposers will be evaluated on demonstrated success and capacity to operate COMPASS Elementary or SONYC programs per the contractor expectations below.

Contractor Expectations: Minimum 3 years (within last 5) of experience providing after-school or similar services that:

- Serve Grades K–5 and/or 6–8
- Promote best practices in SEL and engaging activity design
- Operate in the proposed community district
- Effectively recruit, retain, and maintain high attendance
- Establish and maintain community partnerships
- Meet/exceed program goals via monitoring tools, funder assessments, or formal evaluations
- Use quantitative data to demonstrate effectiveness and drive quality improvement



Program Overview - *Service Requirements and Program Outcomes – 40 Points*

Proposal Section: Service Requirements This section corresponds to the Service Requirements section in the PASSPort questionnaire.

Proposers must address:

- Plans for recruiting and retaining participants
- Approach to selecting and implementing a SEL curriculum
- Proposed activities in each required content area

Evaluation Criteria

Proposals will be evaluated based on how well the proposer demonstrates the ability to meet service requirements, as defined in the contractor expectations and scope of work.



Program Overview - *Service Requirements and Program Outcomes – 40 Points*

Service Requirements

- COMPASS Elementary: 1,020 hrs/year (670 school-year, 350 summer)
- SONYC: 540 hrs/year (school-year only)
- School holidays: 130 hrs (Elementary only); weekends optional
- Remote programming may supplement but not replace in-person hours

Required Content Areas

- SEL: Weekly, curriculum-based
- Physical Activity: 90 mins/week
- STEAM & Literacy: 72 hrs/year
- College/Career & Life Skills: 15 hrs/year each
- Academic Support: 2 hrs/week (Elementary only)
- Leadership Development: 8 hrs/year (SONYC only)

Outcome & Evaluation Expectations

- Enrollment: 100% seats filled within 4 weeks
- Attendance: 80% ROP (Elementary), 75% ROP (SONYC)
- SEL Growth: Annual survey; Year 4+ accountability
- Content Hours: Meet weekly/yearly minimums
- Reporting: Timely data entry, secure file maintenance, cooperation with DYCD evaluations

Program Overview – *Additional Supports*

Mental Health, Inclusion & Outreach Supports

Mental Health & Crisis Response

- Train staff on depression, trauma, substance use, and urgent needs (e.g., suicide, grief)
- Share resources with families; refer participants to appropriate services
- Required DYCD training:
 - All staff: 1 hr (mental health, de-escalation, referrals)
 - Program Director: 2 hrs (crisis navigation)
- Recommended: Youth Peer Advocate (YPA) credentialed staff
- Annual Referral Plan & site-specific Crisis Navigation Plan required; track aggregate referral data

Inclusion & Accessibility

- Comply with ADA, SACC, and NYC/NYS Human Rights Laws
- Conduct individualized assessments; submit resource requests (e.g., paraprofessionals, nurses)
- Appoint Inclusion Coordinator; Program Director completes 1-hr DYCD accessibility training

Marketing & Outreach

- Implement multi-channel strategy (social media, print, trusted messengers)
- Tailor messaging by age, language, and community demographics
- Use translated and plain-language materials for non-English speakers

Program Overview – *Staffing, 20 points*

Staffing Plan Requirements

- Submit org chart, job descriptions, recruitment/retention strategy, and training plan
- Must meet SACC staff-to-student ratios:
 - Grades K–5: 1:10
 - Grades 6–8: 1:15

Required Roles

- **Program Director:** Meets credential criteria + 2 yrs exp. (1 yr supervisory); full-time if ≥ 90 participants
- **Content Specialist:** Bachelor's + 1 yr supervisory; ≥ 9 hrs/week; cannot double as Program Director
- **Activity Specialist:** Expertise in content area (e.g., STEAM, Literacy); teaching skills recommended
- **Group Leader:** Age ≥ 18 ; 2 yrs experience with children < 13 ; HS diploma required, Associate's preferred
- **Youth Worker (Optional):** Age ≥ 16 ; diploma or 1 yr experience; cannot supervise alone unless ≥ 18

Professional Development

- COMPASS Elementary: 129 hrs/year; SONYC: 108 hrs/year
- Includes start-up training, weekly meetings, DYCD Capacity Building
- May be in-person, remote, or asynchronous; external vendors allowed (with DYCD approval)
- Topics: SEL, youth development, safety, special needs, behavioral management

Staffing Standards

- Maintain qualified staff per required pattern
- Prioritize full-time roles for continuity and benefits
- Ensure cultural competency and relevant experience
- Hold regular team meetings and attend DYCD-sponsored sessions

Program Overview – *Community Partnerships, Subcontractors, and School Partnerships – 8 Points*

Community Partnerships

Proposers must submit three (3) signed Community Partnership Agreements Be with external entities providing specific services or resources

- Fall within DYCD's Strategic Partnerships Continuum (Coordinating, Cooperating, Collaborating)
- Reflect community needs and proposer's local connections
- Promote diversity, inclusion, and relevance—preferably with grassroots, emerging, and/or BIPOC organizations

Examples of Eligible Partners

- Basic needs providers
- Mental health referral agencies
- Specialist subcontractors expanding activity options
- Organizations attracting financial resources
- Public safety partners

Additional Expectations

- Leverage assets from host and feeder schools
- Engage libraries, museums, businesses, health providers
- Facilitate referrals to DYCD-funded programs (e.g., Beacon, RHY, SYEP, Healthy Families, ONS/YES)

Subcontractors DYCD encourages hiring subcontractors/consultants aligned with Required Content Areas.

Note: School partnerships do not count toward the three required community partnerships.

Program Overview – Approaches 6 Points

Proposers must describe how they will incorporate the following four agency-wide approaches:

Inclusion

- Enroll a diverse range of eligible participants
- Recruit harder-to-engage youth
- Provide direct/indirect supports for full participation (e.g., paraprofessionals, bilingual staff, referrals)

Safe & Welcoming Environment

- Foster dignity, respect, and belonging for all
- Prevent and respond to harassment or abuse
- Monitor staff and participant behavior to uphold standards

Strengths-Based Approaches

- Center participant “voice and choice” in program design
- Implement civic engagement projects led by youth
- Apply Positive Youth Development (PYD), Social Emotional Learning (SEL), and Youth Leadership (YL) principles

Holistic Approach

- Connect participants to additional services (e.g., mental health, benefits, internships, career readiness)
- Build provider networks and service hubs
- Ensure staff can share resource info and make referrals



Program Overview – *Facilities*

Charter School Sites

Must secure written confirmation of access during all program hours, including summer
Agreement must include access terms, storage use, communication protocols, shared responsibilities
Must ensure:

- Alternate space if site becomes unavailable
- Compliance with health/safety regulations and ADA
- Maintained building systems (Fire, HVAC, plumbing, electrical)
- Permanent Certificate of Occupancy
- No outstanding building violations

NYCPS Sites

NYCPS will provide eligible sites during initial term and renewals
Contractors will receive keys and access to required spaces (office, gym, cafeteria, storage)
Space must meet SACC slot capacity requirements
NYCPS will designate staff contacts for facility issue resolution



Program Overview – *Equipment, Systems & Application Access*

Participant & Staff Technology Access

- Computers must be available for participants to complete required activities
- Staff must have access to:
 - High-speed Internet
 - Supported Windows OS, browser, antivirus
 - Hierarchical password protection
 - Firewall (recommended)
- Notify DYCD within 24 hrs if staff with system access separates or loses access

DYCD Connect System Access

- Each user must have an individual account with:
 - Real name and contact info
 - Private email domain (e.g., @provider.org)
- Multi-Factor Authentication required

Participant Applications

- Accept via discoverDYCD and paper forms
- Assist families with tech/language barriers
- Provide translated materials via DYCD Connect
- Document enrollment policies in a family handbook
- Respond to applications within 5 business days
- Provide reason if applicant is not accepted
- Contractors must follow all current DYCD policies, which are subject to change.



Program Overview – *Budget Management – 5 Points*

Proposal Section: Budget Narrative

- Proposers must submit a budget summary for FY 27 that:
- Reflects costs aligned with program design, staffing pattern, and staff-to-student ratio
- Enables effective delivery of proposed services

Funding Structure

Total funding request must use DYCD's Price per Participant (PPP) × number of proposed slots

Indirect Costs

- Include NYC's Indirect Cost Rate (ICR):
 - Use accepted ICR if previously approved
 - Otherwise, apply a 10% indirect cost rate
- ICR Initiative updates will be communicated to the sector

Additional Funding Encouraged

- Proposers should leverage other funding sources and resources to enhance program impact
- This section is worth a maximum of 5 points in the proposal evaluation.

Program Overview – *Administrative Policies & Procedures*

Contractor Responsibilities

Comply with all DYCD policies and contract obligations

Cooperate with DYCD site visits and documentation reviews

Implement incident response procedures, including mental health crises

Submit monthly invoice reports via DYCD electronic systems

Maintain accounts in:

- Payee Information Portal (PIP) for financial transactions
- PASSPort to identify and track subcontractor payments

Additional Requirements

Adhere to DYCD's social media policy for staff-participant interactions

Implement child sexual abuse prevention and response protocols

Maintain safety and emergency plans

Notify DYCD:

- Within 24 hours of staff separation
- Within 1 hour of staff termination

Minimum Requirements

The proposer must be classified as a not-for-profit organization.

The proposer must have an approved Health and Human Services Prequalification Application (HHS PQL).

School selected must be within the eligible schools list

- See Attachment 5 for the full list of eligible schools

Proposer answers the School Community Based Organization (CBO) Partnership Profile questions, embedded in the proposal details section, for each school selected within each competition.



Required Documents

- Organizational Chart
- Job Descriptions
- Three (3) Community Partnership Agreements



Anticipated Procurement Funding

Public School	Fiscal Year 2027 School Year Funding Only		Fiscal Year 2028 - Fiscal Year 2032 Year Around (Annual Amount)		Fiscal Year 2033 Summer Funding Only		Total Funding (Contract Term)
	Funding	Slots	Funding	Slots	Funding	Slots	
Elementary	\$263,232,000	54,840	\$372,912,000	54,840	\$109,680,000	54,840	3,343,449,600
Middle	\$184,329,600	47,264	\$184,329,600	47,264			
Total Funding	\$447,561,600	102,104	\$557,241,600	102,104	\$109,680,000	54,840	

Price Per Participant	FY27 School Year	FY28 - FY32 Year Round	FY33 Summer
Public School			
Elementary	\$ 4,800.00	\$ 6,800.00	\$ 2,000.00
Middle	\$ 3,900.00	\$ 3,900.00	

Please note: This funding chart is for the entire COMPASS in Public School procurement; See attachment 6 for funding by competition.

Post Award

- Insurance
- Conflict of Interest Guidance
- Responsibility Determination
- Subcontractor Compliance
- MWBE Utilization
- Community Hiring Rider
- School Partnership



- **Commercial General Liability**
 - \$1 million per occurrence and \$2 million aggregate;
- **Workers' Compensation**
- **Employer's Liability Insurance**
- **Disability Benefits Insurance**
- **Motor Vehicle Liability (if applicable)**
 - \$1 million per occurrence and \$2 million aggregate;
- An **original** certificate of insurance naming the City of New York, including its officials and employees, as an additional insured.
- DYCD will not be able to proceed with processing an awarded contract until it's has obtained Proof of necessary insurance coverage

Conflict of Interest

Section 6.05

Board of Directors
Requirements

Section 6.06

Conflict of Interest
Policy Requirement

Section 4.06

Improper Related
Party Transactions

Questions : DYCDLegal@dycd.nyc.gov



No Nepotism! Board of Directors Requirements

Contractor's employees and members of their immediate families...may not serve on the Board or any committee with authority to order personnel actions affecting his or her job,

or which, either by rule or by practice, regularly nominates, recommends or screens candidates for employment in the program to be operated pursuant to this Agreement.

Conflict of Interest, Section 6.05 (B)

Exceptions to Board of Directors Requirements

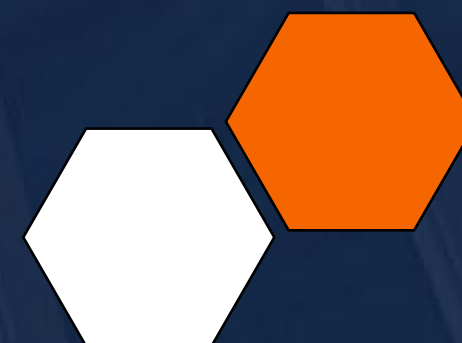
Contractor's employees and immediate family members may serve on the board or any committee with authority to order personnel actions when:

If the Board has more than five (5) members

Employees and immediate family members do not serve in the capacity of Chairperson or Treasurer (or equivalent titles).

Employees and immediate family members do not make up more than one-third of the board or committee.

Employees and immediate family members are prohibited from deliberating and/or voting and being present during deliberations and/or voting on such personnel matters



Conflict of Interest, Section 6.05(C) Conflicts of Interest within the Workplace

“Without the prior written consent of the Commissioner, **no person may hold a job or position with Contractor over which a member of his or her immediate family exercises any supervisory, managerial or other authority** whatsoever whether such authority is reflected in a job title or otherwise, unless such job or position is wholly voluntary and unpaid.”

An employee cannot supervise or manage an immediate family member, unless the family member holds a volunteer/unpaid position.

Who is an immediate family member?

Husband, wife, domestic partner, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, son, son-in-law, daughter, daughter-in-law, niece, nephew, aunt, uncle, first cousin, and separated spouse.

Relatives of a domestic partner are considered immediate family members in the same way that in-laws are.

Note: A member of the Board is deemed to exercise authority over all employees of Contractor.

Conflict of Interest, Section 6.06

Providers' Internal Conflict of Interest Policy

Policy must include, at a minimum, the following provisions:

- **Definition** of conflict of interest;
- **Procedures** for disclosing a conflict of interest;
- Requirement that person with conflict **not be present** at or participate in Board or committee deliberation/voting on the matter giving rise to the conflict;
- **Prohibition** against attempt by the person with the conflict to improperly influence the deliberation/voting on the matter giving rise to the conflict;
- Existence and resolution of the conflict must be **documented**, including minutes of meeting(s) at which the conflict was discussed/voted upon;
- **Procedures** for disclosing, addressing, and documenting Related Party Transactions;
- Requirement that each director annually submit to the Board Secretary or designated compliance officer a **written statement** regarding potential conflicts of interest.

COMPETING INTERESTS

(A) Directors, officers, members, partners, or employees may not have or acquire any interest that conflicts with the performance of this Agreement. No person having such an interest shall be employed by or connected with Contractor in the performance of this Agreement.

CONFLICTS WITH CITY EMPLOYEES/OFFICIALS

(B) No elected official or other officer or employee of the City, nor any person whose salary is payable, in whole or in part, from the City Treasury, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership or other entity in which he or she is, directly or indirectly, interest; nor shall any such official, officer, employee, or person have any such interest in, or in the proceeds of, this Agreement.

(C) Providers may not employ a person or permit a person to serve as a member of the Board of Directors as an officer if such employment or service would violate Chapter 68 of the Charter.

Contract Section 4.06 (C): Any cost found by the Department, the City or any auditing authority ... to be improperly incurred, including but not limited to Improper Related Party Transactions, shall be subject to reimbursement to the City.”

“Related party transaction” means any transaction with the corporation or affiliate in which a related party has a financial interest (New York Not-For-Profit Corporation Law (“NPCL”) 102(24)).

A related party is a person specially associated with Contractor, such as a director, officer or key person of the corporation or affiliate or certain family members thereof (NYPCCL 102(23)).

Conflict of Interest - Improper Related Party Transactions

Exclusions/Exceptions

An **Improper** Related Party Transaction violates the NPCL § 715.

Exceptions:

1. The transaction is of trivial value;
2. The related party's financial interest in the transaction is of trivial value;
3. The corporation's board determined that the transaction is fair, reasonable and in the corporation's best interest at the time of the determination.

Note: No related party may participate in deliberations or voting relating to a related party transaction in which he or she has an interest.

Responsibility Determination

Pursuant to Procurement Policy Board Rules 2-08(b), All prospective contractors must be determined responsible in the post award phase. Therefore, please make sure your Charities' filings are current and ensure that any outstanding liens or adverse information has been resolved. Unresolved issues often cause significant delays in the post award process.



Subcontractor Compliance

The selected vendor will be required to utilize the PASSPort system to identify all subcontractors in order to obtain subcontractor approval pursuant to PPB Rule section 4-13 and will also be required to enter all subcontractor payment information and other related information in such system during the contract term

Refer to Appendix A—General Provisions Governing Contracts for Consultants, Professional and Technical Services” for the applicable provisions and rules for subcontractors.

DYCD encourage all subcontractors create a PASSPort account and become a HHS pre-qualified provider.



Subcontracting

- DYCD greatly values the use of community partners to promote high quality programming. We strongly encourage the hiring of subcontractors or consultants whose expertise aligns with your organization's programming.
- No more than 30 percent of the total budget can be subcontracted
- Subcontractors are not required to be non-profit organizations

If you are interested in becoming a subcontractor or partnering with a subcontractor, please sign up using the below QR code.



DYCD will post the list on our website so that interested parties can reach out.

   @nycyouth

  @dycdnyc



MWBE Utilization

Contractors are encouraged to utilize businesses and individual proprietors on the NYC Online Directory of Certified MWBE Businesses, or the NYS Directory of Certified Firms, and business owned/operated by people with disabilities as sources for purchases of goods, supplies, services, and equipment using funds obtained through the Agreement.

NYS MWBE Registry: <https://ny.newnycontracts.com/Default.asp?TN=ny&XID=4671>

NYC MWBE Registry: <https://nyc-business.nyc.gov/nycbusiness/description/minority-and-womenowned-business-enterprise-certification-program-mwbe>



Affirmations

- Iran Divestment Act
- MacBride
- Tax affirmation

****Please read the Affirmations carefully located within the PASSPort questionnaire.**



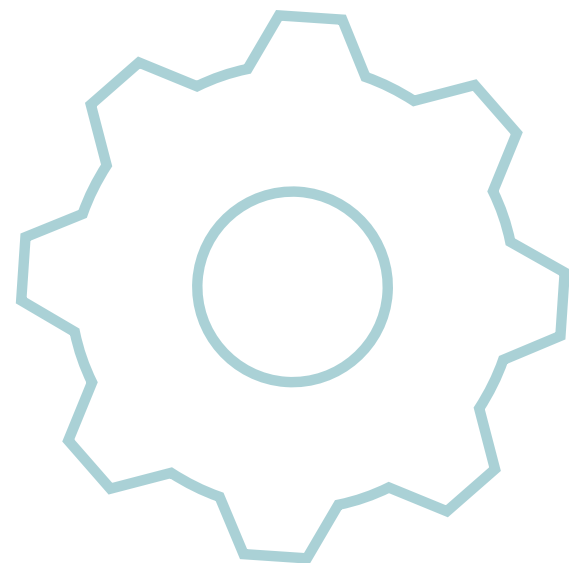
NYC COMMUNITY HIRING



Community Hiring Overview

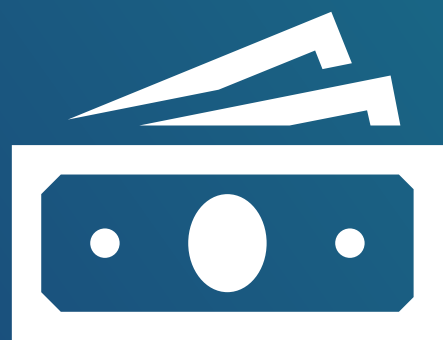


Community Hiring allows City agencies to include **workforce goals in their procurement contracts for vendors to provide employment and apprenticeship opportunities** to low-income individuals and those living in low-income communities.



The Office of Community Hiring's mission is to **leverage the City's purchasing power to drive economic mobility** by connecting City vendors with a pipeline of talent and creating pathways to careers for our community.

Income-Based Community Hires



An individual with an income that falls below 300% of the federal poverty guidelines

For professional services, human services, and standard services, the Community Hiring Goal is to employ one **Income-Based Community Hire** for every \$500K in contract value

The Federal Poverty Guidelines is updated every year in the Federal Register by the U.S. Dept of Health and Human Services (HHS)

300% of the 2025 Federal Poverty Guidelines	
Household/Family Size	Dollars Per Year
1	\$46,950
2	\$63,450
3	\$79,950
4	\$96,450
5	\$112,950
6	\$129,450
7	\$145,950
8	\$162,450

Source: [U.S. Department of Health and Human Services \(HHS\), Office of the Assistant Secretary for Planning and Evaluation, 2025.](#)

Community Hiring Goal Human Services

Vendors must make best efforts to employ **Income-Based Community Hires*** to meet the goal

Hire **1 Income-Based Community Hire for every \$500K** in cumulative contract value

* **"Income-Based Community Hire"** means an individual with an individual or household income that falls below 300% of the federal poverty guidelines

Vendor Responsibilities

The Vendor awarded a contract subject to Community Hiring agrees to comply with the requirements set forth in the Community Hiring Rules

The awarded Vendor, among other things, must:

- ✓ **Agree** to make best efforts to meet the Community Hiring Goal
- ✓ **Require** subcontractors, if any, to agree to make best efforts to help meet the prime's Community Hiring Goal
- ✓ **Publicly disclose** Employment Opportunities, unless work is subject to PLA
- ✓ **Notify** Referral Sources (union referrals) or Apprenticeship Programs of the goals and any vacancies to be filled by Residence-Based Community Hires
- ✓ **Enroll** in an electronic system designated by OCH
- ✓ **Monitor and document** compliance with Community Hiring

Referral Sources

Entity authorized to refer Community Hires to Vendors for purposes of filling employment needs and meeting Community Hiring Goals

Who Can Be a Referral Source?

Agencies that directly refer jobseekers to City vendors

City Vendors contracted for employment recruitment or workforce development services

Union Referral Systems

Entities selected through an OCH solicitation to connect Community Hire jobseekers to City vendors

Referral Source Responsibilities

Identify and certify jobseekers as Community Hires

Provide employment recruitment or workforce development services at no cost to Community Hires

Partner with City vendors to help fill their employment needs

Maintain records of certifications and services provided

OCH Responsibilities

Identify criteria for finding qualified entities to function as Referral Sources

Authorize in writing the approval of Referral Sources

Publish directory of Referral Sources on OCH website

Monitor performance of Referral Sources

How Is “Best Efforts” Determined?

Factors Considered:

- ✓ Review Community Hires' qualifications
- ✓ Advertise Employment Opportunities, as applicable
- ✓ Coordinate with Referral Sources or apprenticeship programs
- ✓ Review and organize work under the contract to eliminate obstacles to meeting the goal
- ✓ Monitor and document the Vendor's efforts
- ✓ Contact Office of Community Hiring
- ✓ Take all other commercially reasonable actions to meet the goal

Factors Not Considered:

- x Undertake undue financial burden
- x Terminate or reduce work levels of existing employees
- x Extend job offer to individuals whose labor is not commercially useful
- x Forgo requesting, employing or hiring individuals or assigning individuals to perform Construction Work in accordance with an agreement with a Referral Source to which the Vendor is a signatory

Reporting & Compliance



Enroll in the designated electronic tracking system



Use Referral Sources to connect with job seekers



OCH will monitor compliance and report on progress towards goals across all contracts subject to Community Hiring



Maintain records for at least 6 years

Vendor Non - Compliance

- 1. Demonstration of Best Efforts.** Vendors who do not meet the Community Hiring Goal must provide documentation demonstrating best efforts to meet it
- 2. Non-Compliance Determination.** A notice of Non-Compliance will be issued to allow such Vendor to respond within 45 days
- 3. Corrective Action.** Where the non-compliance can be remedied, the Vendor may be required to:
 - Take a specific action proscribed by the City or
 - Submit a corrective action plan
- 4. Final Determination.** The City makes the final determination assessing the civil penalty amount, if applicable



Thank You

School Partnership Agreement



The primary purpose of the SPA is to foster a productive and mutually beneficial relationship between the contractor and the school that maximizes resources for COMPASS Elementary and SONYC programs.

Contractors must obtain a signed School Partnership Agreement (SPA) with the host school after award and prior to the service start date.

The SPA will not be accepted during the proposal stage of the RFP process.



PASSPort Resources: DYCD COMPASS Public Schools RFP

EPIN 26026P0003

October 2025



- **Have an 'Approved' HHS Prequalification in PASSPort by Nov 7**
or renew your expired HHS Prequalification
- **Submit Your Proposal in PASSPort**
well before the due date
- **Make Sure You Don't Miss a Step – Review Our Guide:**
[COMPASS RFP: Five Steps to Submit Your Proposal in PASSPort](#)



Proposal Submission PASSPort

School Selections

Instructions

1. Select Schools:

In the School Selection field, choose the school(s) you propose to serve in this competition pool. Use the drop-down menu or type directly into the field. To learn more about eligible schools by competition pool, refer to the RFP.

2. Save Selections:

Click the Save button. PASSPort will refresh and display a grid with your school selections and required information for each school selected

3. Complete the Grid:

For each of the schools selected, enter the required information:

Preference Rank:

Rank your selected schools in order of preference by assigning a numerical value ("1" = your top choice, "2" = your second choice, etc.). Do not assign the same rank to multiple schools.

Maximum Supported Slots:

Enter the maximum number of slots your organization can support for each school selected.

School Community-Based Organization Partnership Profile Questions:

Your answers to the following two questions will be shared with New York City Public Schools (NYCPS) and considered as part of the evaluation and award determination process, as outlined in Attachment 02- Basis for Award and Evaluation Procedures:

Work Experience

(max 1,500 characters. Additional characters will be automatically truncated.): Describe your organization's experience working with the school or in the surrounding community. Include specific examples that support your described experience.

Partnership Approach

(max 1,500 characters. Additional characters will be automatically truncated.) Describe your organization's approach to partnering with school leadership, families, and students to support and align program activities with student needs. Include specific examples that support your described approach.

Note: If you wish to delete all entries and restart, click the orange Reset Competition Pool button.

Reset Competition Pool

Select School(s)*

P.S./I.S. 104 The Fort Hamilton School

P.S./I.S. 30 Mary White Ovington

The Christa McAuliffe School\I.S. 187

The Madeleine Brennan School

Select School(s)*

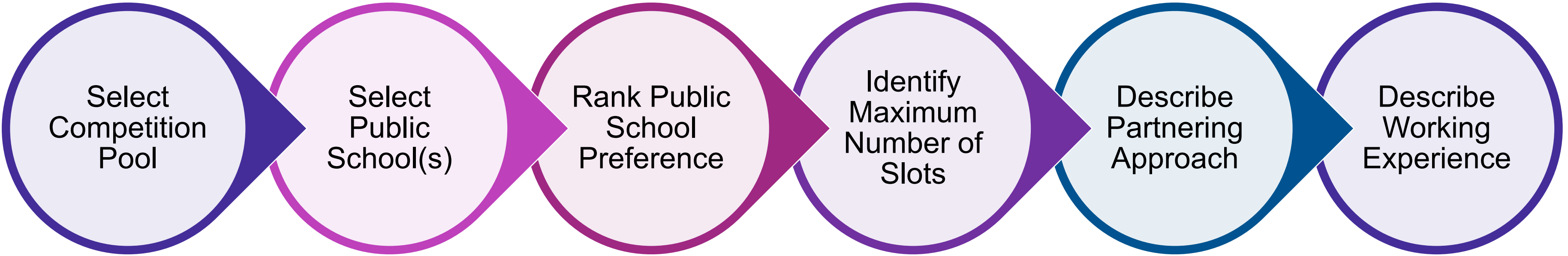
P.S./I.S. 104 The Fort Hamilton School

The Christa McAuliffe School\I.S. 187

DBN	School	Preference Rank*	Maximum Supported Slots*	School/CBO Partnership Profile - Working Experience*	School/CBO Partnership Profile - Partnering Approach*
20K104	P.S./I.S. 104 The Fort Hamilton School				
20K187	The Christa McAuliffe School\I.S. 187				

2 Result(s)

Selecting a competition pool for this RFP involves additional steps such as choosing and ranking Public Schools.



[Click Here to See a Demo Video](#)

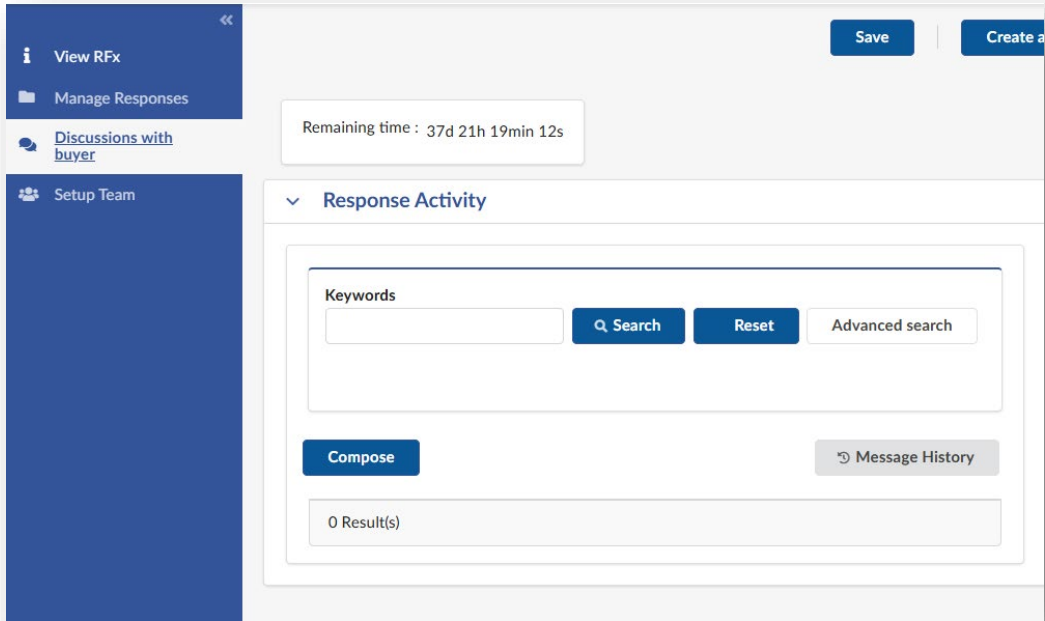
PASSPort Guides

- **COMPASS RFP: Five Steps to Submit Your Proposal in PASSPort**
- See all our proposal submission resources on our website: nyc.gov/learnpassport > **Respond to Contract Opportunities**

RFP Questions

For questions about the RFP, contact DYCD in PASSPort via the RFP [Discussion Forum](#).

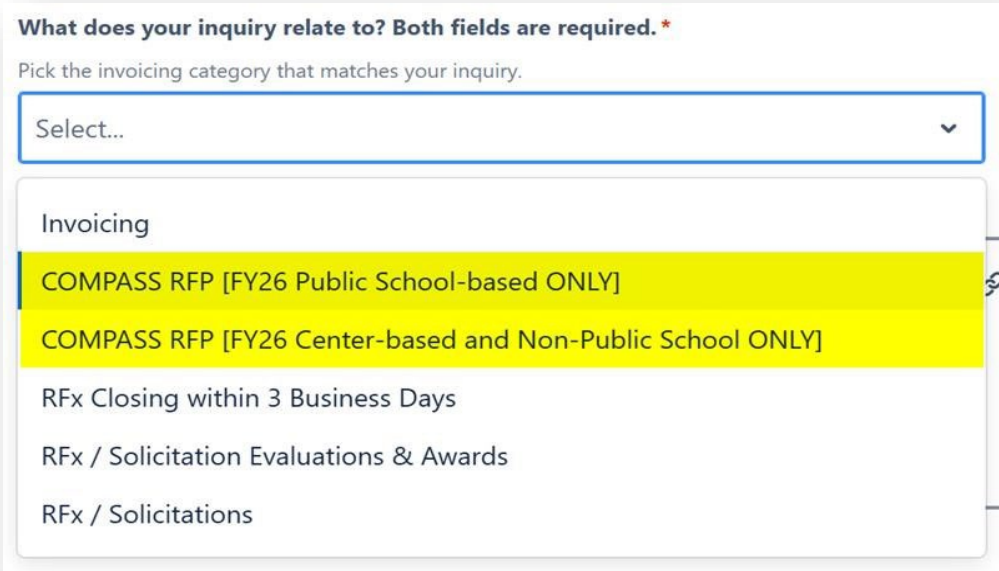
- Go to the **Discussion with buyer** tab of your proposal.



PASSPort Assistance

For help with PASSPort, visit nyc.gov/mocshelp and submit a ticket on the [MOCS Service Desk Portal](#).

- Select the correct COMPASS topic from the drop-down menu.



Questions and Answers Session

- Please Stay Muted
- Raise your hand if you have questions that were not already addressed.

Subcontracting



Transcript, presentation and attendance rosters will be posted to
DYCD website for viewing www.nyc.gov/DYCD

Reminders

- Due Date: November 14, 2025, at 2:00pm
 - It is strongly recommended that providers complete and submit their proposals which includes entering information, uploading documents, and entering log-in credentials, at least 72 hours in advance of the proposal Due Date and Time
- Questions must be received at least one week prior to the proposal due date. Please submit in the Discussion Forum in PASSPort
- An Addendum will be released in the PASSPort System



Take the DYCD Community Needs Assessment

Any New Yorker aged 14+ can take the anonymous Community Needs Assessment Survey!

DYCD uses these findings to help plan programming and allocate funding in your community.

Link to the survey:

<https://arcg.is/10zazj3>

Link to flyers and FAQs:

<https://bit.ly/DYCDCNAToolkit>



Your Voice. Your Community. Your Future.

Help shape the future of programs and services in your neighborhood by completing the Community Needs Assessment (CNA) survey. Your feedback helps guide where funding goes and what resources your community receives.

Take the survey today!

<https://arcg.is/10zazj3>

Use the QR code!

