



**Department of  
Youth & Community  
Development**

Jeanne B. Mullgrav  
Commissioner

**YOUTH EMPLOYMENT PAYROLL SYSTEMS  
REQUEST FOR PROPOSALS (RFP)**

**PIN: 26011YEPSRFP**

**RFP RELEASE DATE:** November 15, 2010

**DEADLINE FOR PROPOSALS:** **2:00pm, Friday, December 17, 2010**

**RETURN TO:** Office of Contract Procurement  
Department of Youth and Community Development (DYCD)  
156 William Street, 2<sup>nd</sup> Floor  
New York, New York 10038

**ATTENTION:** Michael Owh, Agency Chief Contracting Officer

**PRE-PROPOSAL CONFERENCE:** December 3, 2010, at 10:00am

**PRE-PROPOSAL CONFERENCE  
LOCATION:** Department of Youth and Community Development  
156 William Street, 2<sup>nd</sup> Floor Auditorium  
New York, NY 10038

This RFP must be obtained directly from DYCD in person or by downloading it from DYCD's Web site, [www.nyc.gov/dycd](http://www.nyc.gov/dycd). If you obtained a copy of this RFP from any other source, you are not registered as a potential proposer and will not receive addenda DYCD may issue after release of this RFP, which may affect the requirements and/or terms of the RFP.



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**YOUTH EMPLOYMENT PAYROLL SYSTEMS RFP**  
**PIN: 26011YEPSRFP**

<b>TABLE OF CONTENTS:</b>		<b>PAGE</b>
Authorized Agency Contact Persons		3
Section I	Timetable	4
Section II	Summary of the Request for Proposals	5
Section III	Scope of Services	7
Section IV	Format and Content of the Proposal	11
Section V	Proposal Evaluation and Contract Award Procedures	15
Section VI	General Information to Proposers	16
Appendix A	Technical Specifications	17
Attachment 1	Proposal Summary Form	42
Attachment 2	Price Proposal	43
Attachment 3	Notice to All Prospective Contractors	46
Attachment 4	Schedule B: Subcontractor Utilization Plan/Waiver Application	53
Attachment 5	Doing Business Data Form	57
Attachment 6	Acknowledgement of Addenda	61

## **AUTHORIZED AGENCY CONTACT PERSONS**

The authorized agency contact persons for all matters concerning this RFP are:

### **Procurement**

Michael Owh, Agency Chief Contracting Officer  
Office of Contract Procurement  
Department of Youth and Community Development  
156 William Street, 2<sup>nd</sup> Floor  
New York, New York 10038  
Telephone: (212) 513-1820  
Facsimile: (212) 676-8129  
E-mail: [RFPquestions@dycd.nyc.gov](mailto:RFPquestions@dycd.nyc.gov)

### **RFP Content**

Keith Walsh, Esq.  
Office of Legal Affairs  
Department of Youth and Community Development  
156 William Street, 2<sup>nd</sup> Floor  
New York, New York 10038  
Telephone: (212) 442-9284  
Facsimile: (212) 442-5997  
E-mail: [RFPquestions@dycd.nyc.gov](mailto:RFPquestions@dycd.nyc.gov)

**NOTE ON E-MAIL INQUIRIES: Proposers must enter “YEPS RFP” in the subject line of their email messages.**

DYCD cannot guarantee a timely response to phoned-in and written questions regarding this RFP that are received less than one week prior to the RFP due date.

Proposers should note that any telephone or written response that may constitute a change to the RFP will not be binding unless DYCD subsequently issues such a change as a written addendum to the RFP.

## SECTION I - TIMETABLE

**A. Release Date:** November 15, 2010

**B. Pre-Proposal Conference:**

**Date:** December 3, 2010  
**Time:** 10:00am  
**Location:** DYCD  
156 William Street, 2<sup>nd</sup> Floor Auditorium  
New York, NY 10038

Attendance by proposers is optional but recommended by DYCD.

**C. Proposal Due Date and Time and Location:**

**Date:** December 17, 2010  
**Time:** By 2:00 p.m.  
**Location:** Hand deliver proposals to:  
DYCD Office of Contract Procurement  
Attention: Agency Chief Contracting Officer  
156 William Street, 2<sup>nd</sup> Floor, New York, NY 10038

DYCD will not accept faxed proposals.

Proposals received at this location after the proposal due date and time are late and will not be accepted, except as provided under New York City's Procurement Policy Board Rules, Section 3-03 (f)(5).

DYCD will consider requests made to the Agency Chief Contracting Officer to extend the Proposal Due Date and Time prescribed above. Unless DYCD issues a written addendum to this RFP to extend the Proposal Due Date and Time for all proposers, however, the Proposal Due Date and Time prescribed above shall remain in effect.

**D. Anticipated Contract Start Date:** January 18, 2011

## **SECTION II - SUMMARY OF THE REQUEST FOR PROPOSALS**

### **A. Purpose of RFP**

The New York City Department of Youth and Community Development (DYCD) offers a variety of social services to youth and families in New York City (City) through contracts with community based, not-for profit organizations (Providers). Among these contracted services are several youth employment programs, which provide job-readiness training and place participants in paid internships for periods of 7 to 14 weeks, and for which funding may be provided by one or more of the City, New York State (State), or the federal government.

Currently the programs include the Summer Youth Employment Program (SYEP), the Young Adult Internship Program (YAIP), Ladders for Leaders (LfL), and Workforce Investment Act (WIA) In-School Youth (ISY) and Out-of-School Youth (OSY). Their common features are the following:

- Providers enroll participants, some of whom may have to meet income eligibility requirements, and place them at private or public sector worksites.
- Participants receive regular, typically biweekly, payment by debit cards of subsidized hourly wages based on weekly timesheets verified by the Providers.
- Funds for wages are disbursed by the City to a financial institution, identified by the payroll system vendor, that issues the debit cards to participants prepaid with the individual wage amounts earned.

The programs vary in the numbers of participants, the duration and scheduling of the internships, and the weekly hours worked.

- SYEP, the largest program, has ranged in size from 30,000 to over 50,000 participants annually in the past few years. It currently features a single annual 7-week work cycle beginning in early July. Additional payroll system features needed for that program are an online application system and the computerized selection of participants by lottery.
- LfL, the only program operated directly by DYCD, has enrolled about 200 participants annually and also features a single annual 7-week work cycle, which usually coincides with that of SYEP.
- YAIP, ISY, and OSY have each enrolled between 500 and 3,000 participants a year. These programs involve several work cycles of 12-14 weeks throughout the year.

DYCD is seeking an appropriately qualified vendor to provide a payroll system and support for its youth employment programs that will include the following services:

- delivery and administration of information technology that can supply the input, storage, and reporting of data required to:
  - administer an online application system for SYEP that can accept 150,000 applications annually and provide randomized selection from among them;
  - provide data processing of participant employment documentation and enrollment;
  - administer an online application for SYEP worksites that can accept over 8,000 applications annually and provide for the review and approval of them;
  - maintain a database of all participant and worksite records;
  - maintain a payroll system using debit cards for participants;
- delivery of W-2 forms for income tax reporting and other payroll statements to participants; and
- preparation and delivery of reports and files as requested by DYCD for audit and oversight purposes.

**B. Anticipated Contract Term**

It is anticipated that the term of the contract awarded from this RFP will be from January 18, 2011 through March 31, 2014, with the option of DYCD to renew for one three year renewal. DYCD reserves the right, prior to contract award, to determine the length of the initial contract term and each option to renew.

**C. Anticipated Maximum Award Amount**

The annual amount available for the contract is based on the size of the programs to be supported and the availability of funds and is subject to change. It is anticipated that the annual amount available will be approximately \$900,000.

**D. Anticipated Payment Structure**

It is anticipated that the payment structure of the contract awarded from this RFP will be based on a combination of time and material fees tied to a not-to-exceed lump sum amount. DYCD, however, will consider proposals to structure payments in a different manner and reserves the right to select any payment structure that is in the City's best interest.

**E. Subcontracting Requirements**

Subcontracting is permitted. Proposers who intend to subcontract a portion of the services should indicate in their proposals the names of the entities who will serve as subcontractors, the services to be subcontracted, and the estimated value of each proposed subcontract. All subcontracts and subcontractors are subject to the prior approval of DYCD.

## **SECTION III - SCOPE OF SERVICES AND MWBE REQUIREMENTS**

### **A. Goals and Objectives for this RFP**

DYCD's goals and objectives are to obtain the delivery and continuing administration of an information technology system for youth employment programs (System) that will encompass participant applications and enrollment, payroll services for participants based on timesheets and debit cards issued by a financial institution, and reports to participants on income, including preparation and delivery of W-2 forms.

### **B. Assumptions Regarding Organizational Capability and Experience**

- The vendor would be fiscally sound and have the technical and managerial capability to effectively provide the work as described, including effective help desk and training support.
- The vendor would have successful relevant experience providing the services described in this Section III and Appendix A: Technical Specifications., including relevant experience in the areas of accounting, finance, banking, and income tax reporting.

### **C. Assumptions Regarding Vendor Approach:**

DYCD's assumptions regarding the approach that will most likely achieve the goals and objectives above are the following:

- The vendor would keep confidential and not release for commercial purposes any information gathered about participants.
- The vendor would submit regular invoices for work done reflecting the costs of the items set forth in the Price Proposal (Attachment 2).
- The vendor would ensure that the system is ready to accept SYEP applications in April 2011.
- System Components:
  - The System would be Web based, capable of running without error on PC and MAC systems, compatible with IE6x/7x, Firefox 3x, Google Chrome, and Apple Safari.
  - If not already built, it would be built using Microsoft .Net and SQL Server technology.
  - Interfaces with DYCD and City technology would be XML driven.
  - Sufficient provision for business continuity would be maintained.
  - Conformance with City policy on security would be maintained.<sup>1</sup>
- License and Ownership:
  - Contractor would transfer, assign, and convey a nonexclusive, perpetual and irrevocable license for any and all materials delivered under any contract that is entered into as a result of this solicitation (the "Work Product") to the Department, free and clear of any liens, claims or other encumbrances. The Department may use any Work Product prepared by the contractor in such manner, for such purposes, and as often as the Department may deem advisable, in whole, in part or in modified form, in all formats now known or hereafter to become known, without further employment of or additional compensation to the contractor.
  - The Department may consider other licensing and/or ownership arrangements at its discretion.
  - DYCD would retain ownership of all data.

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<sup>1</sup> Please see the New York City Department of Information Technology & Telecommunications' website for more information on Citywide Information Security Policies and Standards: [http://www.nyc.gov/html/doitt/html/business/business\\_it\\_security.shtml](http://www.nyc.gov/html/doitt/html/business/business_it_security.shtml)

- Key Program Elements:
  - Participant Application and Selection: The System would allow DYCD, Providers, and participants to enter their applications directly into the System through the internet. DYCD would provide the data fields for the application. Each application would be assigned to a specific Provider. The System would also screen for and prevent duplicate applications from being entered for the same program in the same program year or cycle. The System would allow incomplete applications to be saved for future edits and for completed applications to be updated as needed. Completed applications would be eligible for selection and enrollment either through a computerized lottery process or through manual selection.
  - Participant Enrollment: Enrollment would include the collection of eligibility documentation and the completion of additional questions to supplement the application. DYCD would provide a list of acceptable proof documents and additional data elements required to complete the enrollment. The System would digitally scan all collected documentation and save it under the respective applicant's file. Enrolled participants would also be matched and assigned to Provider worksites.
  - Worksite Applications and Approval: The system would allow DYCD, Providers, and prospective worksites to submit applications through the internet. DYCD would provide the specific data fields and requirements for the worksite application. Each worksite application would be assigned to one or more Providers. The System would offer Providers a means to review and accept or reject a worksite application and to transmit accepted worksite applications to DYCD for approval. All DYCD approved worksite applications would be stored in the active worksites database under the specified Provider(s), so that participants could be assigned to the appropriate worksite. The System would also give DYCD and Providers the ability to enter monitoring reports which would document all visits made by DYCD and Provider staff to each worksite. DYCD would provide the specific data fields for this monitoring report.
  - Timekeeping: The System would allow users to transfer weekly hours for each participant from paper timesheets into the System. DYCD would provide specific guidelines on program duration, maximum weekly hours, and payroll schedule for each program. The System would also allow users to enter a reason for zero hours worked in a given week. The System would require users to verify and approve hours and would establish time entry deadlines as necessary to ensure that hours for each payroll date are entered, approved, reported, and paid by the scheduled pay date. The System would allow users to enter hours for prior weeks should a correction be necessary.
  - Payroll: The vendor would establish a debit card payment system through a card company or bank to facilitate the payment of wages to participants, through a variety of fee-free methods, including direct deposit of funds into participants' personal accounts, if requested. The System would compile timekeeping data entered by users, convert participant hours into gross wages, make necessary deductions for FICA, taxes, and other deductions, and direct the net wages to the respective debit card account or other participant-specified account. The vendor would generate pay stubs, statements, and a W-2 form for each participant and each payroll. The vendor would also report W-2 information to the Internal Revenue Service and New York State Department of Taxation and Finance, and report and send withholdings to the appropriate payees.

- Reports: The System would include customizable reporting functions to allow DYCD and Providers to generate specific reports on any and all data elements collected, including application, enrollment, worksite, timekeeping, and payroll data. The System would provide for periodic reporting of hours and wages paid per participant, Provider, and program. The System would offer participants secure online access to hours and pay history information as well as W-2 forms. The System would also be prepared to exchange data as needed with other DYCD and City, state, or federal systems to facilitate the reporting of participant and payroll information as needed.
- Participant Performance and Outcome Tracking: For some programs utilizing the System; additional data would be collected during, at the end, and in post-program follow-up for each participant and worksite. The System would accommodate the entry of this data, including but not limited to test scores, evaluations, post-program placements, referrals, and case notes. DYCD would provide the specific data elements needed by program.
- System Access and Security: The System would provide user ID and password-protected access to all users including DYCD staff, Provider staff and participants. DYCD would be able to access all data and assign rights to specific Providers and staff as needed. Providers would only have access to worksite and participant data for those enrolled in their programs. Participants would be allowed to access only their own application and work history data.
- System Maintenance, Support, and End-User Training: The vendor be responsible for maintenance, repairs, and updates of the System as needed by DYCD. The vendor would conducting training sessions for all users as directed by DYCD, and maintain telephone support and online help information. The vendor would also communicate System deadlines, updates, and important events to Providers, including but not limited to an online message board, emails, and telephone calls. The vendor would develop and provide any materials used to educate users on the features and proper usage of the System.

For reference, the specifications applicable to the system currently used by DYCD are set out in Appendix A: Technical Specifications.

It is expected that the annual number of participants in all programs will range from 15,000 to 60,000, based on current funding levels. If funding levels are reduced, the numbers of participants and duration of work cycles may be adjusted accordingly. If additional funds are made available, however, existing programs may be expanded by adding participants or services or both, and new employment programs may be added. Therefore, the proposal should indicate whether, in addition to meeting existing demand, the proposer has the capacity to provide corresponding additional services and, if so, the proposed basis for pricing such services.

**C. Participation by Minority Owned and Women Owned Business Enterprises in City Procurement**

The contract resulting from this RFP will be subject to Local Law 129 of 2005, the Minority-Owned and Women-Owned Business Enterprise (M/WBE) program. Please refer to Attachments 3 and 4 for information on the M/WBE requirements established for this solicitation and instructions on completing the required forms.

**Note: As fully explained in the Notice to Prospective Contractors -- part of Attachment 3 -- if the proposer plans to file a waiver of the Target Subcontracting Percentage, the waiver must be submitted to DYCD at least seven days prior to the proposal due date and time in order to be timely considered.**

**D. Compliance with Local Law 34 of 2007**

Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any "person" that has "business dealings with the city" as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, **vendors responding to this solicitation are required to complete the attached Doing Business Data Form and return it with this proposal in a separate envelope.** (If the responding vendor is a proposed joint venture, the entities that comprise the proposed joint venture must each complete a Data Form.) If the City determines that a vendor has failed to submit a Data Form or has submitted a Data Form that is not complete, the vendor will be notified by the agency and will be given four (4) calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to the agency. Failure to do so will result in a determination that the proposal is non-responsive. Receipt of notification is defined as the day notice is e-mailed or faxed (if the vendor has provided an e-mail address or fax number), or no later than five (5) days from the date of mailing or upon delivery, if delivered.

## **SECTION IV - FORMAT AND CONTENT OF THE PROPOSAL**

**Instructions:** Proposers should provide all information required in the format below. The proposal should be typed on both sides of 8 1/2" x 11" paper. The City requests that all proposals be submitted on paper with no less than 30 percent post-consumer material content, *i.e.*, the minimum recovered fiber content level for reprographic papers recommended by the United States Environmental Protection Agency (for any changes to that standard please consult: <http://www.epa.gov/cpg/products/printing.htm>). Pages should be paginated. The proposal will be evaluated on the basis of its content, not length. Failure to comply with any of these instructions will not make the proposal non-responsive.

### **A. Proposal Format**

#### **1. Proposal Cover Letter**

The Proposal Summary Form (**Attachment 1**) transmits the Proposal Package to DYCD. It should be completed, signed, and dated by an authorized representative of the proposer.

#### **2. Technical Proposal**

The Technical Proposal is a clear, concise narrative that addresses the following:

##### **a. Experience**

Describe the successful relevant experience of the proposer, each proposed sub-contractor, if any, and the proposed key staff in providing the work described in Section III of this RFP. Specifically address the following:

- Size and scope of the relevant system(s) developed and maintained by proposer;
- The proposer's experience in the areas of accounting, finance, banking, and income tax reporting.

In addition:

- Attach a list of at least two relevant references, including the name of the reference entity, a brief statement describing the relationship between the proposer or proposed sub-contractor, as applicable, and the reference entity, and the name, title and telephone number of a contact person at the reference entity, for the proposer and each proposed sub-contractor if any;
- Attach for each key staff position a resume or description of the qualifications that will be required.

##### **b. Organizational Capability**

Demonstrate the proposer's organizational (*i.e.*, technical, managerial and financial) capability to provide the work described in Section III of this RFP. Specifically address the following:

- State whether the proposed staffing includes both a technical lead and a project lead and whether such position(s) will be filled by staff or consultants;

- Describe how each function will be staffed;
- Describe the proposed help desk and training support;
- State proposer's capacity to provide additional services if requested by DYCD.

In addition:

- Attach a chart showing where, or an explanation of how, the proposed services will fit into the proposer's organization;
- Attach a copy of the proposer's latest audit report or certified financial statement, or a statement as to why no report or statement is available.

**c. Proposed Approach**

Describe in detail how the proposer will provide the work described in Section III of this RFP, and demonstrate that the proposed approach will fulfill DYCD's goals and objectives. Specifically address the following:

- State whether the system will be developed by in-house staff or consultants;
- State a time-frame for development including ramp-up time, testing and integration with DYCD systems, and training of DYCD staff and contractors that can ensure that the system is ready to accept SYEP applications in April 2011;
- Describe the bank(s) proposed to be used.
- System Design:  
Describe the overall design of the system. Specifically address the following:
  - State what platform will be used for the system.
  - Describe how the system will interface with DYCD and City technology.
  - Demonstrate an understanding of the City's policies on security and demonstrate how this will be maintained.
  - Describe the systems ability to allow DYCD, Providers and participants to directly enter applications.
  - Describe the how the system would prevent duplicate applications and store incomplete applications
  - Describe how the system would accomplish the procedure for participant enrollment as explained in Section III.
  - Describe how the system would allow Providers to review and accept or reject worksite applications and to transmit accepted worksite applications to DYCD for approval
  - Describe the ability of the system to provide the necessary timekeeping capabilities as explained in Section III.
  - Describe the debit card payment system and payroll functions of the system.
  - Describe the reporting and data collection functions of the system and how these would fulfill the needs outlined in Section III of this RFP.
  - Describe the system access and security measures.

DYCD's assumptions regarding contractor approach represent what DYCD believes to be most likely to achieve its goals and objectives; however, proposers are encouraged to propose an approach that they believe will most likely achieve DYCD's goals and objectives. Proposers may also propose more than one approach, however, if an alternative approach affects other areas of the proposal such as experience, organizational capability, or price, that alternative approach should be submitted as a complete and separate proposal providing all the information specified in Section V of this RFP.

### **3. Price Proposal**

For the purposes of comparison, proposers should submit a Price Proposal (**Attachment 2**) that meets the standards of this Section V(3), as set forth below. Proposers may propose innovative payment structures. DYCD reserves the right to select any payment structure that is in the City's best interest.

The Price Proposal should include each of the following for providing the work described in Section III of this RFP:

- The proposed price per deliverable and total offering price in the format prescribed in the Price Proposal form attached as Attachment 2.
- The basis for pricing additional services if requested by DYCD.

The Price Proposal may also include, at the option of the proposer, a price at which DYCD could, if it chose, purchase the system at the end of the term.

### **4. Subcontractor Utilization/Waiver (not applicable to certified not-for-profit organizations)**

A subcontractor utilization plan or request for waiver (**Attachments 3 and 4**) must be completed and submitted with the proposal.

### **5. Other Required Documents: Doing Business Data Forms**

The Doing Business Data Form (**Attachment 5**) must be completed and submitted with the proposal.

### **6. Acknowledgment of Addenda**

The Acknowledgment of Addenda form (**Attachment 6**) serves as the proposer's acknowledgment of the receipt of addenda to this RFP which may have been issued by DYCD prior to the Proposal Due Date and Time, as set forth in Section I (D), above. The proposer should complete this form as instructed on the form.

## **B. Proposal Package Contents (“Checklist”)**

The Proposal Package should contain the following materials. Proposers should utilize this section as a “checklist” to assure completeness prior to submitting a proposal to DYCD.

1. A sealed inner envelope labeled “Program Proposal,” containing one original set and five duplicate sets of the documents listed below in the following order:
  - Proposal Summary Form (Attachment 1)
  - Technical Proposal
    - Narrative
    - References for the Proposer and, if applicable, each Sub-Contractor
    - Resumes or Description of Qualifications for Key Staff Positions
    - Organizational Chart
    - Audit Report or Certified Financial Statement or a statement as to why no report or statement is available
  - Acknowledgment of Addenda Form (Attachment 6)
2. A separate sealed inner envelope labeled “Price Proposal” containing one original set and five duplicate sets of the Price Proposal.
3. Price Proposal Form (Attachment 2) in a third sealed inner envelope containing:
  - “Subcontractor Utilization Plan” (Attachment 4 Schedule B, Part II) or;
  - Approved Waiver of Target Subcontracting Percentage (Attachment 4, Schedule B, Part III) or;
  - “Subcontractor Utilization Plan” (Attachment 4, Schedule B, Part II) and Approved ***Partial*** Waiver of Target Subcontracting Percentage (Attachment 4, Schedule B, Part III)
4. All proposals must contain a fourth sealed inner envelope labeled “Doing Business Data Form” containing an original, completed Doing Business Data Form (see Attachment 5).
5. All proposals should be enclosed in a sealed outer envelope and hand delivered to DYCD Office of Procurement, attention: Michael Owh, Agency Chief Contracting Officer. Label the envelope with the following:
  - The title and PIN of this RFP
  - The proposer’s name and address,
  - The name, title, address, and phone number of the Authorized Agency Contact Person.

## **SECTION V - PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES**

### **A. Evaluation Procedures**

All proposals accepted by DYCD will be reviewed to determine whether they are responsive or non-responsive to the requisites of this RFP. Proposals that are determined by DYCD to be non-responsive will be rejected. DYCD's Evaluation Committee will evaluate and rate all remaining proposals based on the Evaluation Criteria prescribed below. DYCD reserves the right to conduct site visits or interviews or both and to request that proposers make presentations or demonstrations, as DYCD deems applicable and appropriate. Although discussions may be conducted with proposers submitting acceptable proposals, DYCD reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the proposer's initial proposal should contain its best technical and price terms.

### **B. Evaluation Criteria**

- Demonstrated quantity and quality of successful relevant experience. 40%
- Demonstrated level of organizational capability. 30%
- Quality of proposed approach. 30%

### **C. Basis for Contract Award**

DYCD will award a contract to the responsible proposer whose proposal is determined to be the most advantageous to the City, taking into consideration the price and such other factors or criteria which are set forth in this RFP. Based on the final technical scores of the proposals, after any oral presentations, discussion and/or technical Best and Final Offers, if applicable, have been held, DYCD will establish a shortlist – either through a natural break in scores or a technically-viable cutoff score – and those proposals still under consideration for award will be ranked in order of lowest price per technical point which shall be calculated by dividing the proposed price (or Best and Final Offer price, if applicable) by the final technical score. Contract award shall be subject to the timely completion of contract negotiations between DYCD and the selected proposer.

**SECTION VI - GENERAL INFORMATION TO PROPOSERS**

- A. Complaints.** The New York City Comptroller is charged with the audit of contracts in New York City. Any proposer who believes that there has been unfairness, favoritism or impropriety in the proposal process should inform the Comptroller, Office of Contract Administration, 1 Centre Street, Room 835, New York, NY 10007; the telephone number is (212) 669-3000. In addition, the New York City Department of Investigation should be informed of such complaints at its Investigations Division, 80 Maiden Lane, New York, NY 10038; the telephone number is (212) 825-5959.
- B. Applicable Laws.** This Request for Proposals and the resulting contract award(s), if any, unless otherwise stated, are subject to all applicable provisions of New York State Law, the New York City Administrative Code, New York City Charter and New York City Procurement Policy Board (PPB) Rules. A copy of the PPB Rules may be obtained by contacting the PPB at (212) 788-7820.
- C. General Contract Provisions.** Contracts shall be subject to New York City's general contract provisions, in substantially the form that they appear in "Appendix A—General Provisions Governing Contracts for Consultants, Professional and Technical Services" or, if the Agency utilizes other than the formal Appendix A, in substantially the form that they appear in the Agency's general contract provisions. A copy of the applicable document is available through the Authorized Agency Contact Person.
- D. Contract Award.** Contract award is subject to each of the following applicable conditions and any others that may apply: New York City Fair Share Criteria; New York City MacBride Principles Law; submission by the proposer of the requisite New York City Department of Business Services/Division of Labor Services Employment Report and certification by that office; submission by the proposer of the requisite VENDEX Questionnaires/Affidavits of No Change and review of the information contained therein by the New York City Department of Investigation; all other required oversight approvals; applicable provisions of federal, state and local laws and executive orders requiring affirmative action and equal employment opportunity; and Section 6-108.1 of the New York City Administrative Code relating to the Local Based Enterprises program and its implementation rules.
- E. Proposer Appeal Rights.** Pursuant to New York City's Procurement Policy Board Rules, proposers have the right to appeal Agency non-responsiveness determinations and Agency non-responsibility determinations and to protest an Agency's determination regarding the solicitation or award of a contract.
- F. Multi-Year Contracts.** Multi-year contracts are subject to modification or cancellation if adequate funds are not appropriated to the Agency to support continuation of performance in any City fiscal year succeeding the first fiscal year and/or if the contractor's performance is not satisfactory. The Agency will notify the contractor as soon as is practicable that the funds are, or are not, available for the continuation of the multi-year contract for each succeeding City fiscal year. In the event of cancellation, the contractor will be reimbursed for those costs, if any, which are so provided for in the contract.
- G. Prompt Payment Policy.** Pursuant to the New York City's Procurement Policy Board Rules, it is the policy of the City to process contract payments efficiently and expeditiously.
- H. Prices Irrevocable.** Prices proposed by the proposer shall be irrevocable until contract award, unless the proposal is withdrawn. Proposals may only be withdrawn by submitting a written request to the Agency prior to contract award but after the expiration of 90 days after the opening of proposals. This shall not limit the discretion of the Agency to request proposers to revise proposed prices through the submission of best and final offers and/or the conduct of negotiations.
- I. Confidential, Proprietary Information or Trade Secrets.** Proposers should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification of why such materials, upon request, should not be disclosed by the City. Such information must be easily separable from the non-confidential sections of the proposal. All information not so identified may be disclosed by the City.
- J. RFP Postponement/Cancellation.** The Agency reserves the right to postpone or cancel this RFP, in whole or in part, and to reject all proposals.
- K. Proposer Costs.** Proposers will not be reimbursed for any costs incurred to prepare proposals.
- L. Vendex Fees.** Pursuant to PPB Rule 2-08(f)(2), the contractor will be charged a fee for the administration of the Vendex system, including the Vendor Name Check Process, if a Vendor Name Check review is required to be conducted by the Department of Investigation. The contractor shall also be required to pay the applicable fees for any of its subcontractors for which Vendor Name Check reviews are required. The fee(s) will be deducted from payments made to the contractor under the contract. For contracts with an estimated value of less than or equal to \$1,000,000, the fee will be \$175. For contracts with an estimated value of greater than \$1,000,000, the fee will be \$350. The estimated value for each contract resulting from this RFP is estimated to be (less than or equal to \$1million) (above \$1million).
- M. Charter Section 312(a) Certification**  
The Agency has determined that the contract(s) to be awarded through this Request for Proposals will not directly result in the displacement of any New York City employee.



Agency Chief Contracting Officer

11/15/2010

Date

# APPENDIX A

## Youth Employment Payroll System Technical Specifications

### Overview of Current System

#### 1.0 Programs

- 1.1 This application manages the employment of 50,000 + youth every year
- 1.2 The current Youth Employment Programs are:
  - 1.2.1 YAIP
    - 1.2.1.1 14 weeks in 3 cycles, year round
  - 1.2.2 SYEP
    - 1.2.2.1 7 weeks in the summer
    - 1.2.2.2 The largest single program
    - 1.2.2.3 Up to 52,000 total participants
      - 1.2.2.3.1 There is a WIA sub component which can add up to 15,000 participants
  - 1.2.3 ISY Internships
    - 1.2.3.1 12 week, rolling enrollment, year round
  - 1.2.4 OSY Internships
    - 1.2.4.1 12 week, rolling enrollment, year round
  - 1.2.5 LfL
    - 1.2.5.1 7 week, rolling enrollment

#### 2.0 Contractors

- 2.1 Contractors deliver services under each of these programs to youth around the City
- 2.2 They record activities, track progress and reports achievements through this system
- 2.3 Contractors may deliver services for more than one program
- 2.4 Every program requires a separate contract
- 2.5 Each program has many contractors
  - 2.5.1 Each contractor has 1 or more work sites

#### 3.0 DYCD Staff

- 3.1 DYCD staff do not deliver any services directly to the youth in the programs (except for LfL)
- 3.2 DYCD staff monitors the activities of the contractors through site visits, audits and by analyzing the data reported in this application

#### 4.0 Core Functions

- 4.1 These are the core functions the system must be capable of delivering
- 4.2 Intake
  - 4.2.1 For Contractors (all Programs)
  - 4.2.2 For Participants (SYEP)
- 4.3 Applicant Selection & Enrollment
  - 4.3.1 Lottery (SYEP)
  - 4.3.2 Qualification (all)
  - 4.3.3 Applicant eligibility by funding source (WIA, TANF, CSBG, CTL)
- 4.4 Timesheet Management
  - 4.4.1 Hours Assigned

- 4.4.2 Hours Worked
- 4.4.3 Pay Periods
- 4.4.4 Reconciliation

#### 4.5 Pay

- 4.5.1 All Participants are paid every 2 weeks
- 4.5.2 All Participants are paid on the same schedule; all programs have the same pay dates regardless of duration, start or end times
- 4.5.3 All Participants are paid via Debit Cards, such as those with a Visa or MasterCard logo, that offer maximum access to wages through a variety of fee-free methods, including but not limited to ATM or bank teller transactions, and facilitate retail and on-line purchases and the purchase of money orders
  - 4.5.3.1 New cards are issued for each program year to each participant
  - 4.5.3.2 Card features should facilitate access to funds, provide timely and accurate account information, and minimize transaction fees to participants
- 4.5.4 Banking relationship
  - 4.5.4.1 The Vendor should establish banking relationship(s) and data exchanges necessary to support and administer the payroll Debit Cards, subject to DYCD approval, as per other sections of this RFP
  - 4.5.4.2 The banking relationship(s) should facilitate Automated Clearing House transfers and direct deposit of salary to other accounts as specified by program participants and/or DYCD

#### 4.6 Organizational Management

- 4.6.1 Areas:
  - 4.6.1.1 Contractors
  - 4.6.1.2 Worksites
  - 4.6.1.3 Participants
  - 4.6.1.4 Users & Security
  - 4.6.1.5 Menu Options
  - 4.6.1.6 Other Options
- 4.6.2 Points of Control
  - 4.6.2.1 DYCD
  - 4.6.2.2 Contractors
  - 4.6.2.3 Participants

#### 4.7 Reports

- 4.7.1 Payroll
- 4.7.2 Performance
- 4.7.3 Program Specific

#### 4.8 W-2's

- 4.8.1 Processing
- 4.8.2 Mailing
- 4.8.3 Reports to IRS

#### 4.9 Data Exchange

- 4.9.1 Ability to both Import and Export Data in bulk, automatically and transmit it securely.
  - 4.9.1.1 Via secure FTP or HTTPS
- 4.9.2 With Internal DYCD Systems
  - 4.9.2.1 XML (preferred) or text

## **Common Specifications:**

### **1.0 Log-In Page**

- 1.1 Features DYCD logo
- 1.2 unique usernames and passwords identifiable by contractor
- 1.3 Rules and roles determined by login
- 1.4 secure website (https vs. http)
- 1.5 links available for easy and fast access to information including:
  - 1.5.1 DYCD website
  - 1.5.2 SYEP website
  - 1.5.3 list of authorized intake organizations
  - 1.5.4 FAQ for Program
  - 1.5.5 Adobe Reader download
  - 1.5.6 debit card information
  - 1.5.7 payroll status for current participants
- 1.6 contractor site
- 1.7 administrator site
- 1.8 participant site
- 1.9 ADA compliant
- 1.10 Must be compatible with current versions of Microsoft Internet Explorer, Apple Safari, Mozilla Firefox, Chrome, and any other common internet browsing software applications

### **2.0 Conventions**

- 2.1 The system will allow application entry, participant enrollment and worksite application entry to operate one cycle at a time; and
- 2.2 It will keep the information from each cycle independent from other cycles
- 2.3 System should be able to allow application entry, participant enrollment, and worksite application entry for a future cycle while allowing participant information for past and present cycles to be edited
- 2.4 Each item, search criteria, etc is by cycle
- 2.5 Pull down selection options
- 2.6 Validated pull down selection options
- 2.7 Required and optional fields
- 2.8 Disclaimers and restrictions
- 2.9 System timeout after 15 minutes of inactivity

### **3.0 Home**

- 3.1 The home page is unique for each contractor and provides an application or hours summary for the current week depending on which stage of the program it is currently under
  - 3.1.1 Unique Contractor information includes
    - 3.1.1.1 Program Name
    - 3.1.1.2 Address
    - 3.1.1.3 Staff Contacts
    - 3.1.1.4 Slot Information
    - 3.1.1.5 List of Worksites
- 3.2 Administrators see a system-wide summary for all contractors
- 3.3 For regular users: From the home page, a user can jump to any step in the application process if the program is in the application stage
  - 3.3.1 A user can:
    - 3.3.1.1 enter a new application
    - 3.3.1.2 search for incomplete applications to view or finish
    - 3.3.1.3 search for complete applications
    - 3.3.1.4 search for selected applications

- 3.3.1.5 accept jobs
- 3.3.1.6 search for pending participants
- 3.3.1.7 search for enrolled participants.
- 3.4 Once the program has started, the home page will provide a summary of the hours for the current week.
  - 3.4.1 A user can jump to any step in the process of hours entry
  - 3.4.2 A user can:
    - 3.4.2.1 enter/edit hours/remove hours
    - 3.4.2.2 approve entered hours
    - 3.4.2.3 view non-approved hours
    - 3.4.2.4 view approved hours
    - 3.4.2.5 view participants with zero hours
    - 3.4.2.6 view participants who have a reason for zero hours
    - 3.4.2.7 view adjustments for the current week.
  - 3.4.3 Users can also view the first week's hours if they are currently in the second week of the two-week pay period
  - 3.4.4 If a user has the right to do so, he can commit his pay period's hours from the home screen

#### **4.0 Usernames**

- 4.1 Unique usernames are created for each system user
- 4.2 Each new program year, regular user usernames are wiped out
  - 4.2.1 A "setup" username is given to Contract Managers who then create usernames for the current year's staff
- 4.3 When created, the system automatically emails the new user a temporary password
- 4.4 Upon a new user's first login, the password must be updated
- 4.5 Passwords are reset if a user loses his. A new password is generated and sent to the user's email
- 4.6 A complex system of rights exists that is tailored to each user's needs
  - 4.6.1 Administrators can limit users' rights to only those which they should have
  - 4.6.2 Rights may be added or taken away at any time
  - 4.6.3 Levels of rights are established here
- 4.7 Administrators can easily look up usernames by contractor to
  - 4.7.1 verify rights,
  - 4.7.2 add/remove rights, or
  - 4.7.3 Take away access if a user is not longer employed
- 4.8 All changes occur in real time
- 4.9 Rights are broken down into the simplest of options so as to be able to break apart jurisdiction if necessary
- 4.10 Administrators have access to more rights than regular users
- 4.11 Ability to create role based user templates for contractors and DYCD Staff

## **5.0 Program Requirements**

5.1 See specific programs

## **6.0 Maintenance**

6.1 Administrators have access to maintenance rights within the system

6.2 Administrators can enter populate-able for dropdown menus including

6.2.1 Application

6.2.2 Options

6.2.3 Documents

6.2.4 Identification Documents

6.2.5 Income Documents

6.2.6 Message,

6.2.7 Zero Hours Reasons

6.2.8 Worksite Industries

6.2.9 Worksite Job Codes

6.2.10 de-enrollment reasons

6.2.11 rejection referral categories

6.2.12 de-enrollment referral categories

6.2.13 method of delivery

6.2.14 follow up topics

6.3 Application Entry can be turned on/off at request of DYCD

6.4 Worksite Entry can be turned on/off at request of DYCD

6.5 Administrators have ability to view submitted worksite applications and approve them

6.6 Administrators view and approve contractor profiles

6.7 Administrators have the ability to link contractors to one another

6.7.1 This would give the ability of a contractor to import a worksite from another contractor that has been previously linked to it

6.7.2 Administrators have the ability to view and approve contractors' profile pages to be displayed on the SYEP/YAIP Online Application site

## **7.0 Help System**

7.1 A help system allows users to access help for each screen

7.2 These help screens guide and direct users as well as explain how to operate the system

7.3 The help system is available through a printable Help Manual which includes all help information

7.4 The help system is available in as a help index

7.5 The help system is searchable for topics and key words

## **8.0 Message Board**

8.1 A message board exists for easy and quick communication between DYCD and its contractors

8.2 Administrators post messages that appear to all contractors or can post a message for a specific contractor

8.3 Messages are customized for size, color, embedded images and begin and end showing dates

8.4 Message board appears as first page after log-in

## **9.0 Contractors**

9.1 For a regular user, the contractor tab provides information about their individual site

9.2 A user can view its contractor page which lists its information

9.3 Each contractor has a profile that participants can view when choosing a contractor for their application to be sent to

9.4 A user can add usernames and edit rights or remove access if necessary

- 9.5 A user can view worksites that have been entered. By pulling up a work site information page, a user can view a worksite's application
- 9.6 Users assign participants to the worksites
- 9.7 Users add new worksites
- 9.8 The entire DYCD worksite paper application is available electronically as a fillable web form
  - 9.8.1 The application has required fields and fields that must have a certain response answers in order for the worksite to be deemed "complete"
- 9.9 A worksite application must be committed to and approved by DYCD
  - 9.9.1 Once approved, a worksite will display on a contractors page and can have participants assigned to it
- 9.10 Users can search for worksites that have already been entered to view applications or finish them
- 9.11 Users can import worksites from previous years
- 9.12 This allows the user to import information from the previous year's application and make any necessary updates before committing
- 9.13 Administrators can search for any and all contractors under the contractors tab
- 9.14 Administrators approve worksites after reviewing their applications

## **10.0 Worksites**

- 10.1 Application for entry and edit
- 10.2 Allow for contractor and DYCD review and approval
- 10.3 The next level of detail below the contractor screen is the ability to view all of that contractor's worksites
- 10.4 This allows us to select the worksite and see the entire completed application
- 10.5 Provides for tracking of monitoring visits to each individual worksite
- 10.6 Can send, receive and incorporate electronically completed worksite monitoring reports from DYCD

## **11.0 Hours**

- 11.1 The system has been designed to have a unique way for users to enter participants' hours each pay period
- 11.2 The system runs hours entry based on two-week pay periods
  - 11.2.1 Each week, hours are entered separately
- 11.3 Users enter hours for each participant that works each week
- 11.4 The system only allows for a max of 25 hours/week to be entered
  - 11.4.1 A warning appears and the user is blocked if an attempt is made to enter more than 25 hours
- 11.5 Hours must be approved before they can be committed
  - 11.5.1 A person with the correct rights must do so to verify the hours
- 11.6 Participants with no hours for the week must have a "zero hours reason" entered for them for the week
- 11.7 After all participants hours have been entered and approved or accounted for with a zero hours reason, a user with the proper right commits the pay period's hours to be processed by payroll
- 11.8 Under the Hours tab, users jump to any step in the hours entry process
- 11.9 Users may view the first week's hours at any time during the second week if hours have not yet been committed
- 11.10 All hours information for a pay period can be edited until they have been committed
- 11.11 When selecting Hours Entry, the user is brought to a screen that lists all participants and any or no hours that have been entered for the current week, their YAIP ID, worksite name and status
  - 11.11.1 Users have to option to search by worksite or by participant to narrow results
- 11.12 When selecting Approve Hours, a user with the proper rights can put a check mark into a box to verify that the correct hours have been entered for a participant
  - 11.12.1 All participants with hours will appear on this page

- 11.13 If hours need to be edited, a user can unapproved or simply not approve hours and edit them in Step 1: Enter Hours
- 11.14 Hours must be approved before they can be committed
- 11.15 When selecting Enter Zero Hours reasons, all participants with zero hours appear
  - 11.15.1 A user can then select a reason that the participant has earned no hours for the week from a dropdown menu
  - 11.15.2 If a zero hour reason needs to be changed into hours, a user can remove the zero hours reason and enter hours for a participant
- 11.16 Adjustments may be entered for prior pay periods if a participant is owed hours.
  - 11.16.1 Under the Adjustment screen, any adjustments that have been made for the current pay period will display
  - 11.16.2 When adding an adjustment, a user can select a participant, the week they are adjusting for, the amount or hours, the reason for adjusting, and a note if desired
  - 11.16.3 When entering adjustments, the system restricts users to only enter up to the predetermined (25) hour per week maximum retrospectively
  - 11.16.4 No matter what, a participant can have no more than the predetermined (25) hours each week
- 11.17 Various hyperlinks to related data

## **12.0 Applications**

- 12.1 Contractors enter participant applications
- 12.2 Applications have required fields and are not considered complete until these fields are populated
- 12.3 Some fields require a certain entry to be eligible for the program
- 12.4 Application entry is turned on and off each cycle at request of DYCD
- 12.5 Regular users can view their contractor's application summary which lists:
  - 12.5.1 the total applications
  - 12.5.2 completed applications
  - 12.5.3 incomplete applications
  - 12.5.4 applications enrolled and
  - 12.5.5 applications de-enrolled
- 12.6 A user can jump to any step in the application process including:
  - 12.6.1 enter a new application
  - 12.6.2 search for incomplete applications
  - 12.6.3 search for complete applications
  - 12.6.4 search for enrolled participants.
- 12.7 Complete and Incomplete applications are marked as such
- 12.8 Incomplete applications display what is missing
- 12.9 Complete applications can be rejected or enrolled
- 12.10 Incomplete applications can be rejected

## **13.0 Participants**

- 13.1 When an applicant accepts his job and a contractor enrolls him, he will appear in the system as a participant
- 13.2 Contractors can search for participants from the current year or from any previous years
- 13.3 Contractors can view/edit participant information
  - 13.3.1 Changes on participant page will not change information entered on participant application
- 13.4 Contractors can view the participant's application
- 13.5 Contractors can view pay history and hours earned
- 13.6 Contractors can print pay stubs for participants
- 13.7 Participants' worksites can be viewed or edited
- 13.8 All worksite changes and periods of assignment can be viewed and edited

13.9 W2s can be printed for participants

## 14.0 Participant Site

14.1 Once enrolled into SYEP or YAIP, participants will be able to log on to this site to view:

14.1.1 Hours History

14.1.2 Pay History

14.1.3 Pay Stubs

14.1.4 Application Information

14.1.5 W2

14.1.6 Debit Card Training Information

## 15.0 Reporting

15.1 All reports require additional security and confirmation to display or export more than the last 4 digits of the SSN

15.2 All reports must be sortable by the columns displayed

15.3 All reports can be displayed on the screen, printed or exported to excel, provided the user has sufficient rights

15.4 Where noted, reports should be customizable by any or all of the following groups of fields:

15.4.1 Report Criteria Group "A"

15.4.1.1 For a single or all contractors

15.4.1.2 by date range

15.4.1.3 by participant

15.4.1.4 by worksite

15.4.1.5 by current or historical data

15.4.1.5.1 The system defaults to the current program year

15.4.1.5.2 Access prior years' data via a drop-down menu option to view historical information

15.5 Customizable Applications Report

15.5.1 number of times applications and documents have been downloaded

15.5.2 number of online, complete and imported applications

15.5.3 applications by single or all contractors

15.5.4 Report will include:

15.5.4.1 Total applications

15.5.4.2 Online

15.5.4.3 Entered by contractor

15.5.4.4 Incomplete

15.5.4.5 Complete

15.5.4.6 Selected

15.5.4.7 Enrolled

15.5.4.8 Declined

15.5.4.9 Open slots

15.6 Customizable Payroll Reports :

15.6.1 for each payroll date and for each program, contractor and participant:

15.6.1.1 Gross pay

15.6.1.2 FICA

15.6.1.3 Net pay

15.6.2 Transaction Report

15.6.2.1 uses Report Criteria Group A

15.6.2.2 for each pay date and each participant:

15.6.2.3 the amount of hours,

- 15.6.2.4 Gross pay
- 15.6.2.5 FICA and
- 15.6.2.6 net are displayed
- 15.6.3 Payroll Activity Report
  - 15.6.3.1 uses Report Criteria Group A
  - 15.6.3.2 for each pay date and each participant
  - 15.6.3.3 the amount of hours
  - 15.6.3.4 gross
  - 15.6.3.5 FICA and
  - 15.6.3.6 net are displayed
  - 15.6.3.7 Grouped by funding & totaled by source:
    - 15.6.3.7.1 CTL
    - 15.6.3.7.2 WIA
    - 15.6.3.7.3 TANF
    - 15.6.3.7.4 NDA
    - 15.6.3.7.5 CSBG
- 15.6.4 Payroll Exception Report
  - 15.6.4.1 uses Report Criteria Group A
  - 15.6.4.2 displays adjustment that have been made and
  - 15.6.4.3 lists
    - 15.6.4.3.1 ID
    - 15.6.4.3.2 name
    - 15.6.4.3.3 week ending
    - 15.6.4.3.4 adjustment week
    - 15.6.4.3.5 hours
    - 15.6.4.3.6 reason
    - 15.6.4.3.7 payroll date
    - 15.6.4.3.8 gross pay
- 15.6.5 Financial Activity Report
  - 15.6.5.1 uses Report Criteria Group A
  - 15.6.5.2 for each pay date and each participant
  - 15.6.5.3 the number of hours worked
  - 15.6.5.4 gross
  - 15.6.5.5 FICA
  - 15.6.5.6 net are displayed
- 15.6.6 FICA Report
  - 15.6.6.1 uses Report Criteria Group A
  - 15.6.6.2 for date range,
  - 15.6.6.3 current or history
  - 15.6.6.4 for each pay date
  - 15.6.6.5 the FICA withheld
  - 15.6.6.6 FICA employer
  - 15.6.6.7 total FICA are listed
  - 15.6.6.8 all totals for all dates
- 15.6.7 Missing Hours Report
  - 15.6.7.1 uses Report Criteria Group A
  - 15.6.7.2
  - 15.6.7.3 displays which participants still need hours for the week
- 15.6.8 No Pay Report
  - 15.6.8.1 uses Report Criteria Group A
  - 15.6.8.2 displays any participants without pay for the week

- 15.6.9 Hours Status Report
  - 15.6.9.1 uses Report Criteria Group A
  - 15.6.9.2 displays hours:
  - 15.6.9.3 entered within date range
  - 15.6.9.4 specified with worksite
  - 15.6.9.5 ID
  - 15.6.9.6 Participant name
  - 15.6.9.7 week ending
  - 15.6.9.8 adjusting week
  - 15.6.9.9 hours
  - 15.6.9.10 adjustment
  - 15.6.9.11 reason for zero hours
- 15.6.10 Payroll Deposits Report
  - 15.6.10.1 to view the deposits put into the system
- 15.6.11 No Hours Reason Summary
  - 15.6.11.1 uses Report Criteria Group A
  - 15.6.11.2 SUMMARY: gives: total numbers for each zero hours reason
  - 15.6.11.3 DETAIL: displays each participant name and their zero hours reason
- 15.6.12 Current Period Summary
  - 15.6.12.1 displays
  - 15.6.12.2 each contractor and the
  - 15.6.12.3 status of their hours for the current pay period
  - 15.6.12.4 both weeks in the pay period and the
  - 15.6.12.5 number of participants for each contractor that have:
    - 15.6.12.5.1 hours entered
    - 15.6.12.5.2 approved
    - 15.6.12.5.3 committed
    - 15.6.12.5.4 reasons
- 15.6.13 Past Period Summary
  - 15.6.13.1 displays the above information but for previous pay periods
- 15.7 Print Pay Stubs
  - 15.7.1 allows contractor to print pay stubs for participants for current pay date or for all
  - 15.7.2 uses Report Criteria Group A
- 15.8 Debit Card Inventory
  - 15.8.1 when contractors receive debit cards at their site, they check off that each participants' card is in the contractor's possession by using this report
- 15.9 Debit Card Signoff
  - 15.9.1 as participants sign for their debit cards, contractors report this by checking off each participant's name on this report
- 15.10 W2 Signoff Sheet
  - 15.10.1 The contractors use this report when W2s are mailed to them directly to have participants sign off on when distributing the W2s
- 15.11 Systems Activity Log
  - 15.11.1 allows users to track system users and view activity in the system
  - 15.11.2 can be run on:
    - 15.11.2.1 for date range

- 15.11.2.2 by username
- 15.11.2.3 activity, or
- 15.11.2.4 IP address

15.12 Contact List

- 15.12.1 by contractor or by application status
- 15.12.2 for current or history
- 15.12.3 lists participants and their contact information including:
  - 15.12.3.1 phone number
  - 15.12.3.2 address and
  - 15.12.3.3 application status

15.13 Worksite Status Report

- 15.13.1 for each contractor, the report lists:
  - 15.13.2 the total number of worksites entered
  - 15.13.3 approved
  - 15.13.4 rejected
  - 15.13.5 committed
  - 15.13.6 uncommitted and the
  - 15.13.7 number of participants the contractor

15.14 Customizable Application Report

- 15.14.1 allows users to run report for applications and choose the selection criteria and display columns from data collected in the participant application

15.15 Customizable Participant Report

- 15.15.1 allows users to run report for participants and choose the selection criteria and display columns from data collected in the participant application

15.16 Customizable Worksite Report

- 15.16.1 allows users to run report for worksites and choose the selection criteria and display columns from data collected in the worksite application

15.17 Funding Source Matching

- 15.17.1 Export List:
  - 15.17.1.1 This is list of enrolled applicants with:
    - 15.17.1.1.1 Name
    - 15.17.1.1.2 DOB
    - 15.17.1.1.3 SSN
    - 15.17.1.1.4 Telephone
    - 15.17.1.1.5 Address
  - 15.17.1.2 This report will go to other state or city agencies to match against their records
- 15.17.2 The resulting match file will be re-imported back into the system

**16.0 Generally Customizable Areas**

- 16.1 These areas throughout the site should be customizable via an admin interface
- 16.2 Pull down selection options
- 16.3 Validated pull down selection options
- 16.4 Required and optional fields
- 16.5 Disclaimers and restrictions
- 16.6 System timeout

## **17.0 Training Site**

- 17.1 Training sites are created to facilitate training
- 17.2 Contractor System Training Site
  - 17.2.1 This site mirrors the SYEP& YAIP Online contractor sites
  - 17.2.2 All of the functions are available
  - 17.2.3 Application entry
  - 17.2.4 Worksite entry
  - 17.2.5 Enrollment process
  - 17.2.6 Hours entry
  - 17.2.7 Hours Approval
  - 17.2.8 Commit
  - 17.2.9 Reports
  - 17.2.10 Maintenance Functions
  - 17.2.11 Unique users logging into unique contractors
    - 17.2.11.1 Every individual is assigned a separate user ID with a separate password
    - 17.2.11.2 This prevents people from being on the same screen
- 17.3 Worksite Training Site
- 17.4 Administrator System Training Site
  - 17.4.1 The admin site controls the other two sites.
  - 17.4.2 Uses:
    - 17.4.2.1 Control Online Application
    - 17.4.2.2 Create more users
    - 17.4.2.3 Turn on/off Application Entry
    - 17.4.2.4 Turn on/off Worksite Application Entry

## **18.0 Demo and Testing Site**

- 18.1 Unique URL
- 18.2 For development and demonstration of adds, changes and modifications
- 18.3 For demonstration and approval before moving to live site

## **19.0 Links**

- 19.1 Links available for DYCD website and debit card information

## **20.0 Document Library**

- 20.1 Document Library allow administrators to post important documents for all users to view, download, and print

## **21.0 Platform**

- 21.1 The system must be web based
- 21.2 It must be run without error on PC and Mac systems
  - 21.2.1 Compatible with:
    - 21.2.1.1 IE 6x/7x
    - 21.2.1.2 Firefox 3x
    - 21.2.1.3 Google Chrome
    - 21.2.1.4 Apple Safari
- 21.3 If the system is not already built, then it should be built using Microsoft .Net and SQL Server technology
- 21.4 Unless otherwise noted, interfaces with DYCD & NYC system should be XML driven

## **22.0 Business Continuity**

- 22.1 There must be regular daily incremental, weekly differential and monthly full backups
  - 22.1.1 Please describe how the backups are stored and how long they are maintained
  - 22.1.2 Monthly & weekly backups should be stored off site
- 22.2 They must be a disaster recovery site with sufficient hardware and software licenses to take over operations should the primary site fail
  - 22.2.1 The DRM site should be able to take over operations in 8-12 hours

## **23.0 Security**

- 23.1 The application should conform to the DoITT issued policy documents on:
  - 23.1.1 Password & Logging
  - 23.1.2 Identity Management
  - 23.1.3 Data Classification
  - 23.1.4 General Guidelines for Web based Applications
  - 23.1.5 Please see attached documentation
- 23.2 Areas where the application does not conform should be noted in writing, along with a brief explanation of why not and how the risk is mitigated

## **24.0 Data Ownership**

- 24.1 DYCD retains ownership of all data
- 24.2 All DYCD data must be delivered on electronic media (hard drive, flash drive, data dvd, etc) upon contract termination

## **25.0 Source code**

- 25.1 Please provide a source code buyout price
- 25.2 If the system is being built from scratch, a source code buyout price is required

## **26.0 System Documentation**

- 26.1 If the system is built from scratch, DYCD must be provided with all system specifications and documentation
- 26.2 If the system is an add-on to an existing work
  - 26.2.1 All DYCD changes must be fully documented
  - 26.2.2 DYCD will be given a copy of all specifications related to the DYCD changes.

## **27.0 Additional Employment Programs**

- 27.1 The system must be capable of expansion at minimal cost to handle additional employment programs
- 27.2 These programs may have different
  - 27.2.1 durations
  - 27.2.2 contractors
  - 27.2.3 worksites
  - 27.2.4 participants
  - 27.2.5 funding sources
  - 27.2.6 eligibility requirements
  - 27.2.7 reporting needs
  - 27.2.8 users
  - 27.2.9 security rights & roles
  - 27.2.10 outcomes
  - 27.2.11 program cycles
  - 27.2.12 participant applications

27.3 These programs may share some common elements with YAIP and/or SYEP but will be sufficiently different that need to function independently within the payroll application

**28.0 Other City Agencies**

28.1 Other agencies throughout City government provide employment services to youth and other populations that DYCD serves

28.2 From time to time DYCD and these other agencies jointly deliver services to the populations

28.3 Whenever necessary, DYCD will use the DYCD Online Employment system to help deliver these services

28.4 There will be no additional licensing fees for other City agencies to use this application

# **Youth Employment Payroll System Program Model A - Specifications**

## **Overview of Current System**

### **1.0 Log-In Page**

- 1.1 Same as common plus:
- 1.2 links available for easy and fast access to information including:
  - 1.2.1 participant application download
  - 1.2.2 list of authorized intake organizations

### **2.0 Conventions**

- 2.1 Same as common

### **3.0 Home**

- 3.1 Same as common plus:
- 3.2 The home page for administrators gives a breakdown of application totals for:
  - 3.2.1 complete
  - 3.2.2 incomplete
  - 3.2.3 number in lottery pool
  - 3.2.4 number selected by lottery
  - 3.2.5 number that need applicant acceptance
  - 3.2.6 number pending funding
  - 3.2.7 enrolled
  - 3.2.8 number of slots declined.
- 3.3 Job Slot Status is listed for the contractor (or totals for an administrator) and is separated by In City, YWD and Out of City if these categories exist. For each the following is listed:
  - 3.3.1 number selected by lottery
  - 3.3.2 number of funded slots filled
  - 3.3.3 number of available slots funded
  - 3.3.4 number of non-funded slots filled
  - 3.3.5 number of available non-funded slots

### **4.0 Usernames**

- 4.1 Same as common.

### **5.0 Program Requirements**

- 5.1 The SYEP Program runs 1 annual cycle
  - 5.1.1 The application period begin in the Spring
  - 5.1.2 The employment period begins in July and last 7 weeks
  - 5.1.3 7 weeks of payable work
  - 5.1.4 Enrollment begins last spring and is based on a lottery
  - 5.1.5 The system must be able to store information from previous cycles and allow users to access that information easily
  - 5.1.6 The system must continuously provide information via report results on each of the cycles – present or past

### **6.0 Help System**

- 6.1 Same as common

### **7.0 Message Boards**

7.1 Same as common

## **8.0 Contractors**

8.1 Same as common

## **9.0 Worksites**

9.1 Same as common.

## **10.0 Hours**

10.1 Same as common.

## **11.0 Applications**

11.1 Same as common plus:

11.2 This is separate from the online application system that the participants can complete

11.3 Participants go to the participant site to enter their own applications

11.4 Separate WIA and General Population applications

11.5 Complete applications are placed into a pool and wait for the lottery to be turned on

11.6 A lottery within the system randomly selects participants for each contractor up to the number of slots a contractor has been awarded

11.7 Participants must accept the selection

11.8 After participants accept, contractor must collect documents from participant and signify this in the system before enrolling

11.9 If a participant declines, the slot is freed and the lottery selects a new participant for it automatically

11.10 A participant has five to ten business days to accept their selection to SYEP. After this duration, the slot reopens and the participant is sent back into the lottery pool

11.11 The lottery is turned on/off by DYCD on a contractor by contractor basis. There is also a Turn All On and Turn All Off function

11.12 Regular users can view their contractor's application summary which lists:

11.12.1 total applications

11.12.2 total completed applications

11.12.3 total incomplete applications

11.12.4 number of applications in lottery pool

11.12.5 number of applications selected by lottery

11.12.6 number of applications that need applicant acceptance

11.12.7 number of applications pending funding

11.12.8 number of applications enrolled

11.12.9 number of slots declined

11.13 Job Slot status is listed for the contractor (or totals for an administrator) and is separated by In City, YWD and Out of City if these categories exist

11.13.1 The page provides for each

11.13.2 number selected by lottery

11.13.3 number of funded slots filled

11.13.4 number of available funded

11.13.5 number of non-funded slots filled

11.13.6 number of available non-funded slots

11.14 A user can jump to any step in the application process including:

11.14.1 enter a new application

11.14.2 search for incomplete applications

11.14.3 search for complete applications

11.14.4 search for applications

- 11.14.5 selected by the lottery
- 11.14.6 accept jobs
- 11.14.7 search for pending participants
- 11.14.8 search for enrolled participants
- 11.15 Administrators can view:
  - 11.15.1 General Population and
  - 11.15.2 WIA applications
  - 11.15.3 search online applications

## **12.0 Participants**

- 12.1 Same as common plus:
- 12.2 Contractors can enter if a participant is TANF eligible or not

## **13.0 Application Site**

- 13.1 Features DYCD logo
- 13.2 secure website with remote access
- 13.3 Place for message to be displayed
- 13.4 A countdown to enter application before the deadline is automatically updated on a daily basis
- 13.5 Option to add new application
- 13.6 Option to log in and view an already entered application
  - 13.6.1 View completed
  - 13.6.2 Edit incomplete
- 13.7 Option to view the status of application
  - 13.7.1 Complete
  - 13.7.2 Currently in lottery
  - 13.7.3 Selected
    - 13.7.3.1 If an application is selected by the lottery, an email will be sent to the applicant alerting him of the next steps to take
- 13.8 Option to view FAQ's and other SYEP related documents
- 13.9 Option to view pay information
  - 13.9.1 Once the SYEP Program begins, participants will have access to view their pay information, W2s and application information by logging onto this website
- 13.10 New Application
  - 13.10.1 The applicant must enter a valid email address and create a unique username and password
  - 13.10.2 Links to create an email address are provided on screen
  - 13.10.3 Once username and password have been secured, user is sent to application entry
  - 13.10.4 Social Security number, first name and last name are entered on the first screen and the system automatically checks to see if that SSN and Last name is currently in use
    - 13.10.4.1 In use – the applicant cannot continue with application
    - 13.10.4.2 Not in use – the applicant continues to the next page
  - 13.10.5 The applicant is taken through the application on a page by page basis
  - 13.10.6 Upon selecting next page, the application is saved
  - 13.10.7 On any of the pages, a participant may opt to sign off and complete the application at another time
  - 13.10.8 Questions on the application can be updated by request of DYCD
  - 13.10.9 Applications have required fields and are not considered complete until these fields are populated
  - 13.10.10 Some fields require a certain entry to be eligible for the SYEP program

- 13.10.11 When the application entry has been completed, the applicant is taken to a screen where they must choose which borough they would like to apply in
  - 13.10.11.1 After selecting the borough, all contractors who are located in said borough will be displayed
  - 13.10.11.2 The applicant may click on whichever contractors he desires
    - 13.10.11.2.1 Upon selecting a contractor, the participant is brought to the contractor profile page
    - 13.10.11.2.2 Information about where the contractor is located and what types of jobs they provide will be listed
  - 13.10.11.3 The applicant must eventually select a contractor to submit his application to
    - 13.10.11.3.1 If an applicant does not, his application will never become a complete application, and therefore will not be placed in the lottery
    - 13.10.11.3.2 Once an applicant selects a contractor and follows through with the submission, he cannot choose another contractor to submit his application to. He may not apply again
- 13.10.12 Email Alerts
  - 13.10.12.1 Emails are automatically sent out upon DYCD's request to:
    - 13.10.12.1.1 Incomplete Applications reminding them about deadline
    - 13.10.12.1.2 Selected Applications to instruct applicants on what to do next
- 13.10.13 Online Application Turn Off
  - 13.10.13.1 DYCD has the ability to request that the Online Application website be turned off

**14.0 Participant Site**

- 14.1 Same as common.

**15.0 Reporting**

- 15.1 Same as common

**16.0 Generally Customizable Areas**

- 16.1 Same as common.

**17.0 Training Site**

- 17.1 Same as common plus:
- 17.2 Online Application Training Site
  - 17.2.1 A completely new system must be created to aid in the training of the contractors
  - 17.2.2 This online application training site mirrors the live site
  - 17.2.3 It allows new applications to be entered
  - 17.2.4 These applications are sent to the contractor training site upon completion
  - 17.2.5 The site is controlled by the admin site
  - 17.2.6 The contractor site may import incomplete application
- 17.3 Contractor System Training Site
  - 17.3.1 Lottery functions
- 17.4 Administrator System Training Site
  - 17.4.1 Turn on/off Lottery

**18.0 Demo and Testing Site**

- 18.1 Same as common plus

18.2 Must include online application testing

18.3 Must include Lottery testing

# **Youth Employment Payroll System Program Model B - Specifications**

## **Overview of Current System**

### **1.0 Log-in page**

1.1 Same as common.

### **2.0 Conventions**

2.1 Same as common.

### **3.0 Home**

3.1 Same as common.

3.2 Various hyperlinks to participants

### **4.0 Usernames**

4.1 Same as common.

### **5.0 Program Requirements**

5.1 The YAIP Program runs in cycles.

5.1.1 3 cycles per fiscal year

5.1.1.1 System is broken down into 3 cycles (independent data sets that correlate to 3 independent periods of program enrollment)

5.1.2 14 weeks of payable work

5.1.3 Enrollment process begins in the end of previous cycle

5.1.4 The system must allow for application and worksite application entry for the next cycle in the current cycle

5.1.5 The system must be able to store information from previous cycles and allow users to access that information easily

5.1.6 The system must be able to transition from one cycle to the next within a 2 day window

5.1.7 The system must allow for additional outcomes to be entered for past cycle's participants

5.1.8 The system must continuously provide information via report results on each of the cycles – present or past

### **6.0 Maintenance**

6.1 Same as common plus:

6.2 Administrators have the ability to view and validate outcomes and only administrators will have the ability to validate outcomes by editing validation status field

### **7.0 Help System**

7.1 Same as common

### **8.0 Message Boards**

8.1 Same as common

### **9.0 Contractors**

9.1 Same as common

### **10.0 Worksites**

10.1 Same as common

## **11.0 Hours**

- 11.1 Same as common

## **12.0 Application**

- 12.1 Same as common plus:
- 12.2 System will cross reference Social Security Numbers to other DYCD programs to determine ineligibility due to participation in another program
  - 12.2.1 There should be a method to import and export lists participants for this cross checking and or an XML interface to do the cross checking
- 12.3 Applicants and de-enrolled participants with zero hours or de-enrolled participants authorized for re-enrollment can have previous applications imported into current cycle
- 12.4 System will not allow former participants to re-apply for YAIP.

## **13.0 Participant**

- 13.1 Same as common plus:
- 13.2 Milestones are listed and can be added or edited
- 13.3 Case Notes are listed and can be added or edited
- 13.4 Outcome I's are listed and can be added or edited
  - 13.4.1 List fields including pre-populated fields for milestone and educational status derived from other parts of the system
  - 13.4.2 Verification fields can only be edited by administrators
- 13.5 Outcome II's are listed and can be added or edited
  - 13.5.1 List fields including pre-populated fields for milestone and educational status derived from other parts of the system
  - 13.5.2 Verification fields can only be edited by administrators
- 13.6 Follow Up Case Notes are listed and can be added or edited

## **14.0 Participant Site**

- 14.1 Same as common

## **15.0 Reporting**

- 15.1 Same as common plus:
- 15.2 Worksite Monitoring Notes Report
  - 15.2.1 For single or all contractors
  - 15.2.2 By cycle
  - 15.2.3 SUMMARY – gives total of notes for each week a note must be entered; hyperlink to all notes entered for the time period
  - 15.2.4 DETAIL – gives total number of notes for each approved worksite
- 15.3 Case Notes Report
  - 15.3.1 for single or all contractors
  - 15.3.2 by cycle
  - 15.3.3 by note type
  - 15.3.4 SUMMARY – gives totals number of case notes for each week a case note must be turned in
  - 15.3.5 DETAIL – gives total number of case notes for each participant for each week a case note must be turned in
- 15.4 Participant Totals
  - 15.4.1 by contractor or cycle
  - 15.4.2 lists:
    - 15.4.2.1 the number of slots
    - 15.4.2.2 enrolled

- 15.4.2.3 enrolled in Community district 1 and where
- 15.4.2.4 enrolled in community district 2 and where
- 15.4.2.5 other enrolled and de-enrolled

15.5 CD Report

- 15.5.1 by contractor,
- 15.5.2 by borough,
- 15.5.3 by application status,
- 15.5.4 by cycle, or year
- 15.5.5 lists:
  - 15.5.5.1 applicant name
  - 15.5.5.2 address
  - 15.5.5.3 ID
  - 15.5.5.4 application status
  - 15.5.5.5 community district

15.6 Outcomes Report

- 15.6.1 by contractor,
- 15.6.2 for date range,
- 15.6.3 for outcome I, II, or both,
- 15.6.4 by cycle or year
- 15.6.5 DETAIL: for each participant
  - 15.6.5.1 name
  - 15.6.5.2 ID
  - 15.6.5.3 outcome name
  - 15.6.5.4 type
  - 15.6.5.5 education type
  - 15.6.5.6 start date
  - 15.6.5.7 end date
  - 15.6.5.8 ending reason
  - 15.6.5.9 date entered
  - 15.6.5.10 if description was entered
  - 15.6.5.11 if documentation was submitted
  - 15.6.5.12 if documentation was verified
- 15.6.6 SUMMARY
  - 15.6.6.1 can count duplicates or not
  - 15.6.6.2 gives total numbers for each outcome sector including:
    - 15.6.6.2.1 employment
    - 15.6.6.2.2 education
    - 15.6.6.2.3 training
    - 15.6.6.2.4 military

15.7 Verified Outcomes Report

15.7.1 by contractor

15.7.2 by cycle, or year

15.7.3 for outcome I, II, or both

15.7.4 DETAIL

15.7.4.1 for each participant, the report lists:

15.7.4.1.1 any verified outcomes that have been entered

15.7.4.1.2 includes the participant name

15.7.4.1.3 ID

15.7.4.1.4 outcome name

15.7.4.1.5 type

15.7.4.1.6 education type

15.7.4.1.7 start date

15.7.4.1.8 date entered

15.7.4.1.9 if documentation was submitted and

15.7.4.1.10 if so type of documentation

15.8 Milestones Report

15.8.1 by contractor

15.8.2 by status

15.8.3 by cycle, or year

15.8.4 DETAIL

15.8.4.1 for each participant in each contractor:

15.8.4.1.1 the name

15.8.4.1.2 ID

15.8.4.1.3 dates are listed for each milestone including:

15.8.4.1.3.1 orientation start

15.8.4.1.3.2 orientation finish

15.8.4.1.3.3 the finishing not

15.8.4.1.3.4 internship start

15.8.4.1.3.5 internship finish,

15.8.4.1.3.6 finishing note

15.8.5 SUMMARY

15.8.5.1 for each contractor, give total numbers for completed orientation and completed internship

15.9 De-enrollment Report

15.9.1 by contractor

15.9.2 by cycle or year

15.9.3 for each contractor

15.9.3.1 participants who have been deenrolled and

15.9.3.2 their name

15.9.3.3 ID

15.9.3.4 deenrollment reason

15.9.3.5 category

15.9.3.6 referred to

15.9.3.7 deenrollment date

15.10 Rejection Report

15.10.1 by contractor

- 15.10.2 by cycle or year
- 15.10.3 for each contractor
  - 15.10.3.1 participants who have been rejected
  - 15.10.3.2 name
  - 15.10.3.3 ID
  - 15.10.3.4 rejection reason
  - 15.10.3.5 category
  - 15.10.3.6 referred to
  - 15.10.3.7 rejection date
  
- 15.11 Follow Up Case Note Report
  - 15.11.1 by contractor
  - 15.11.2 by cycle or year
  - 15.11.3 by note type
  - 15.11.4 SUMMARY
    - 15.11.4.1 for each contractor lists the number of total follow up case notes that have been entered for each month
  - 15.11.5 DETAIL
    - 15.11.5.1 for each contractor
      - 15.11.5.1.1 participant name
      - 15.11.5.1.2 the number of follow up case notes that have been entered for each month
  
- 15.12 Follow Up Services Report
  - 15.12.1 by contractor
  - 15.12.2 by cycle or year
  - 15.12.3 by note type
  - 15.12.4 SUMMARY
    - 15.12.4.1 for each contractor
      - 15.12.4.1.1 participant name
      - 15.12.4.1.2 number of follow up services that have been entered for each month
  - 15.12.5 DETAIL
    - 15.12.5.1 for each contractor
      - 15.12.5.1.1 participant name
      - 15.12.5.1.2 the number of follow up services that have been entered for each month
  
- 15.13 Attendance Rates Report
  - 15.13.1 by contractor or
  - 15.13.2 by cycle or year
  - 15.13.3 for each contractor
    - 15.13.3.1 participant name
    - 15.13.3.2 week
    - 15.13.3.3 lists the number of hours they attended
    - 15.13.3.4 the cumulative percentage rate of attendance
    - 15.13.3.5 total hours for each contractor each week and total
    - 15.13.3.6 grand totals for all contractors for each week and all total

## 16.0 Generally Customizable Areas

- 16.1 Same as common.

**17.0 Training Site**

17.1 Same as common

**18.0 Demo and Testing Site**

18.1 Same as common

**19.0 Milestones – Milestone I (Completion of Orientation) and Milestone II(Completion of Internship)**

19.1 Entry screen

19.2 Entry and edit

19.3 Logic for entry and rejection

19.4 Separate Fields for Milestone I for start date and end date with reason for ending

19.5 Separate Fields for Milestone II for start date and end date with reason for ending

**20.0 Outcomes**

20.1 Two levels –Outcome I and Outcome II (with separate entry fields)

20.2 Entry screen

20.3 Entry and edit

20.4 Templates for types of Outcomes

20.4.1 Education

20.4.2 Training

20.4.3 Employment

20.4.4 Military

**21.0** Validation Fields to be edited by administrators only and viewable for contractors

# Attachment 1: Proposal Summary Form

**RFP TITLE: YOUTH EMPLOYMENT PAYROLL SYSTEMS**

**PIN: 26011YEPSRFP**

**Proposing Organization:** \_\_\_\_\_ **EIN:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

City State Zip Code

**Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

Is the response printed on both sides, on recycled paper containing the minimum percentage of recovered fiber content as requested by the City in the instructions to this solicitation?

Yes  No

**Authorized Representative:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



<b>Banking Processes</b>			
1. Transactions fees with Bank [loading debit cards, etc.]	\$		\$
2. Debit Cards [fees for use of card, etc.]	\$		\$
3. Fees for distribution/mailing of Debit Cards [including any costs for replacement of lost/damaged Debit Cards]	\$		\$
4. Data Reporting from Bank	\$		\$
<b>Total Price for Banking Processes</b>	\$		\$
<b>W-2s</b>			
1. Production, distribution, mail returns [loading debit cards, postage, etc.]	\$		\$
<b>Total Price for W-2s</b>	\$		\$
<b>Help Desk</b>			
DYCD Contractors	\$		
Program Participants	\$		\$
<b>Total Price for Help Desk</b>	\$		\$
<b>Training</b>			
Initial system training	\$		
Program Model A - Yearly user (contractor) training	\$		
Program Model B – Periodic user (contractor) training	\$		
System upgrades training	\$		
<b>Total Price for Training</b>	\$		
<b>System Modifications</b>			
Cost for general modifications to the system by quantity (50 or 100 hours)	\$		
<b>Total Price for System Modifications</b>	\$		

## Pricing for Additional Programs/Services

### **Additional Programs/Services**

Incremental cost for inclusion of a new program (as identified on page 7, subsection B. of this RFP.) to the overall system.

**Total Price for Additional Programs/Services**

\$		
\$		

## Pricing for System Purchase

### **Source Code and related documentation**

Cost for DYCD purchase of System source code and all necessary documentation at the conclusion of the Agreement Term.

**Total Price for System Purchase**

\$		
\$		

## **ATTACHMENT 3**

### **NOTICE TO ALL PROSPECTIVE CONTRACTORS**

#### **PARTICIPATION BY MINORITY-OWNED AND WOMEN-OWNED BUSINESS ENTERPRISES IN CITY PROCUREMENT**

##### **ARTICLE I. M/WBE PROGRAM**

Local Law No. 129 of 2005 added Section 6-129 to the Administrative Code of the City of New York. The local law creates a program for participation by minority-owned and women-owned business enterprises (MBEs and WBEs) in City procurement. As stated in the Section 6-129, the intent of the program is to address the impact of discrimination on the City's procurement process, and to promote the public interest in avoiding fraud and favoritism in the procurement process, increasing competition for City business, and lowering contract costs. The contract provisions contained herein are made pursuant to Local Law 129, and the rules of the Department of Small Business Services ("DSBS") promulgated thereunder.

**If this Contract is subject to the Minority-Owned and Women-Owned Business Enterprise ("M/WBE") program created by Local Law 129, the specific requirements of M/WBE participation for this Contract are set forth in Schedule B of the Contract (entitled the "Subcontractor Utilization Plan"), and are detailed below.**

**The Contractor must comply with all applicable M/WBE requirements for this Contract.**

Article I, Part A, below, sets forth provisions related to the participation goals for construction and professional services contracts.

Article I, Part B, below, sets forth miscellaneous provisions related to the M/WBE program.

##### **PART A**

#### **PARTICIPATION GOALS FOR CONSTRUCTION AND PROFESSIONAL SERVICES CONTRACTS**

1. The **Target Subcontracting Percentage** applicable to this Contract is set forth on Schedule B, Part I to this Contract (see Page 1, line (1)).

The "**Target Subcontracting Percentage**" is the percentage of the total Contract which Agency anticipates that the prime contractor for this Contract would in the normal course of business award to one or more subcontractors for amounts under \$1 million for construction and professional services.

A prospective contractor may seek a full or partial pre-award waiver of the **Target Subcontracting Percentage** in accordance with Local Law 129 and Part A, Section 10 below. To apply for the a full or partial waiver of the **Target Subcontracting Percentage**, a prospective contractor must complete Part III (Page 4) of Schedule B, and must submit such request no later than seven (7) days prior to the date and time the bids or proposals are due, in writing to the Agency by e-mail at **ACCO@dycd.nyc.gov** or via facsimile at **(212) 676-8129**. Bidders/proposers who have submitted requests will receive a response by no later than two (2) calendar days prior to the date bids or proposals are due, provided, however, that if that date would fall on a weekend or holiday, a response will be provided by close-of-business on the business day before such weekend or holiday date.

2. The **Subcontractor Participation Goals** established for this Contract are set forth on Schedule B, Part I to this Contract (see Page 1, line (2) and/or line (3)).

The **Subcontractor Participation Goals** represent a percentage of the total dollar value of all construction and/or professional services subcontracts under this Agreement for amounts under \$1 million.

3. If **Subcontractor Participation Goals** have been established for this Contract, Contractor agrees or shall agree as a material term of the Agreement that, with respect to the total amount of the Agreement to be awarded to one or more subcontractors pursuant to subcontracts for amounts under \$1 million, Contractor shall be subject to the **Subcontractor Participation Goals**, unless the goals are modified by Agency in accordance with Local Law 129 and Part A, Section 11 below.

4. If **Subcontractor Participation Goals** have been established for this Contract, a prospective contractor shall be required to submit with its bid or proposal, as applicable, a completed Schedule B, Part II Subcontractor Utilization Plan (see Page 2-3) indicating: (a) the percentage of work it intends to subcontract; (b) the percentage of work it intends to award to subcontractors for amounts under \$1 million; (c) in cases where the prospective contractor intends to award subcontracts for amounts under \$1 million, a description of the type and dollar value of work designated for participation by MBEs and/or WBEs; and (d) the general time frames in which such work by MBEs and/or WBEs is scheduled to occur. In the event that this Subcontractor Utilization Plan indicates that the bidder or proposer, as applicable, does not intend to award the **Target Subcontracting Percentage**, the bid or proposal, as applicable, shall be deemed non-responsive, unless Agency has granted the bidder or proposer, as applicable, a pre-award waiver of the **Target Subcontracting Percentage** in accordance with Local Law 129 and Part A, Section 10 below.

**THE BIDDER/PROPOSER MUST FULLY COMPLETE THE SUBCONTRACTOR UTILIZATION PLAN INCLUDED HEREIN (SCHEDULE B, PART II). BIDS/PROPOSALS WHICH DO NOT INCLUDE A COMPLETED SUBCONTRACTOR UTILIZATION PLAN WILL BE DEEMED TO BE NON-RESPONSIVE, UNLESS A FULL WAIVER OF THE TARGET SUBCONTRACTING PERCENTAGE IS GRANTED (SCHEDULE B, PART III). IN THE EVENT THAT THE SUBCONTRACTOR UTILIZATION PLAN (SCHEDULE B, PART II) INDICATES THAT THE BIDDER/PROPOSER DOES NOT INTEND TO AWARD THE TARGET SUBCONTRACTING PERCENTAGE, THE BID/PROPOSAL WILL BE DEEMED TO BE**

**NON-RESPONSIVE, UNLESS THE AGENCY HAS GRANTED A WAIVER OF THE TARGET SUBCONTRACTING PERCENTAGE (SCHEDULE B, PART III).**

5. Where a Subcontractor Utilization Plan has been submitted, the Contractor shall, within 30 days of issuance by Agency of a notice to proceed, submit a list of proposed persons or entities to which it intends to award subcontracts within the subsequent 12 months. In the case of multi-year contracts, such list shall also be submitted every year thereafter. In the event that the Contractor's selection of a subcontractor is disapproved, the Contractor shall have a reasonable time to propose alternate subcontractors.

6. M/WBE firms must be certified by DSBS in order for the Contractor to credit such firms' participation toward the attainment of the M/WBE participation goals. Such certification must occur prior to the firms' commencement of work as subcontractors. A list of M/WBE firms may be obtained from the DSBS website at [www.nyc.gov/getcertified](http://www.nyc.gov/getcertified), by emailing DSBS at [MWBE@sbs.nyc.gov](mailto:MWBE@sbs.nyc.gov), by calling the DSBS certification hotline at (212) 513-6311, or by visiting or writing DSBS at 110 William St., New York, New York, 10038, 7<sup>th</sup> floor. Eligible firms that have not yet been certified may contact DSBS (as indicated above) in order to seek certification.

7. Where a Subcontractor Utilization Plan has been submitted, the Contractor shall, with each voucher for payment, and/or periodically as Agency may require, submit statements, certified under penalty of perjury, which shall include, but not be limited to, the total amount paid to subcontractors (including subcontractors that are not MBEs or WBEs); the names, addresses and contact numbers of each MBE or WBE hired as a subcontractor pursuant to such plan as well as the dates and amounts paid to each MBE or WBE. The Contractor shall also submit, along with its voucher for final payment, the total amount paid to subcontractors (including subcontractors that are not MBEs or WBEs); and a final list, certified under penalty of perjury, which shall include the name, address and contact information of each subcontractor that is an MBE or WBE hired pursuant to such plan, the work performed by, and the dates and amounts paid to each.

8. If payments made to, or work performed by, MBEs or WBEs are less than the amount specified in the Contractor's Subcontractor Utilization Plan, Agency shall take appropriate action, in accordance with Local Law 129 and Article II below, unless the Contractor has obtained a modification of its Subcontractor Utilization Plan in accordance with Local Law 129 and Part A, Section 11 below.

9. Where a Subcontractor Utilization Plan has been submitted, and the Contractor requests a change order the value of which exceeds 10 percent of the Agreement, Agency shall establish participation goals for the work to be performed pursuant to the change order.

10. Pre-award waiver of **Target Subcontracting Percentage**. Agency may grant a full or partial waiver of the **Target Subcontracting Percentage** to a bidder or proposer, as applicable, who demonstrates—before submission of the bid or proposal—that it has legitimate business reasons for proposing the level of subcontracting in its Subcontractor Utilization Plan. In making its determination, Agency shall consider factors that shall include, but not be limited to, whether the bidder or proposer, as applicable, has the capacity and the bona fide intention to

perform the Contract without any subcontracting, or to perform the Contract without awarding the amount of subcontracts for under one million dollars represented by the **Target Subcontracting Percentage**. In making such determination, Agency may consider whether the Subcontractor Utilization Plan is consistent with past subcontracting practices of the bidder or proposer, as applicable, and whether the bidder or proposer, as applicable, has made good faith efforts to identify portions of the Contract that it intends to subcontract.

11. **Modification of Subcontractor Utilization Plan.** A Contractor may request a modification of its Subcontractor Utilization Plan (**Subcontractor Participation Goals**) after award of this Contract. The Agency may grant such request if it determines that the Contractor has established, with appropriate documentary and other evidence, that it made reasonable, good faith efforts to meet the **Subcontractor Participation Goals**. In making such determination, Agency shall consider evidence of the following efforts, as applicable, along with any other relevant factors:

(a) The Contractor advertised opportunities to participate in the Contract, where appropriate, in general circulation media, trade and professional association publications and small business media, and publications of minority and women's business organizations;

(b) The Contractor provided notice of specific opportunities to participate in the Contract, in a timely manner, to minority and women's business organizations;

(c) The Contractor sent written notices, by certified mail or facsimile, in a timely manner, to advise MBEs and WBEs that their interest in the Contract was solicited;

(d) The Contractor made efforts to identify portions of the work that could be substituted for portions originally designated for participation by MBEs and/or WBEs in the Subcontractor Utilization Plan, and for which the Contractor claims an inability to retain MBEs or WBEs;

(e) The Contractor held meetings with MBEs and/or WBEs prior to the date their bids or proposals were due, for the purpose of explaining in detail the scope and requirements of the work for which their bids or proposals were solicited;

(f) The Contractor made efforts to negotiate with MBEs and/or WBEs as relevant to perform specific subcontracts;

(g) Timely written requests for assistance made by the Contractor to Agency's M/WBE liaison officer and to DSBS;

(h) Description of how recommendations made by DSBS and Agency were acted upon and an explanation of why action upon such recommendations did not lead to the desired level of participation of MBEs and/or WBEs.

Agency's M/WBE officer shall provide written notice to the Contractor of the determination.

12. If **Subcontractor Participation Goals** have been established for this Contract, Agency shall evaluate and assess the Contractor's performance in meeting those goals, and such evaluation and assessment shall become part of the Contractor's overall contract performance evaluation.

## **PART B**

### **MISCELLANEOUS**

1. The Contractor shall take notice that, if this solicitation requires the establishment of a Subcontractor Utilization Plan, the resulting contract may be audited by DSBS to determine compliance with Section 6-129. See 6-129(e)(10). Furthermore, such resulting contract may also be examined by the City's Comptroller to assess compliance with the Subcontractor Utilization Plan.

2. Pursuant to DSBS rules, construction contracts that include a requirement for a Subcontractor Utilization Plan shall not be subject to the law governing Locally Based Enterprises set forth in Administrative Code Section 6-108.1.

3. DSBS is available to assist contractors and potential contractors in determining the availability of MBEs and WBEs to participate as subcontractors, and in identifying opportunities that are appropriate for participation by MBEs and WBEs in contracts.

4. Prospective contractors are encouraged to enter into joint ventures with MBEs and WBEs.

5. By submitting a bid or proposal the Contractor hereby acknowledges its understanding of the M/WBE requirements set forth herein and the pertinent provisions of Local Law 129 of 2005, and any rules promulgated thereunder, and if awarded this Contract, the Contractor hereby agrees to comply with the M/WBE requirements of this Contract and pertinent provisions of Local Law 129 of 2005, and any rules promulgated thereunder, all of which shall be deemed to be material terms of this Contract. The Contractor hereby agrees to make all reasonable, good faith efforts to solicit and obtain the participation of M/WBE's to meet the required **Subcontractor Participation Goals**.

## **ARTICLE II. ENFORCEMENT**

1. If Agency determines that a bidder or proposer, as applicable, has, in relation to this procurement, violated Section 6-129 or the DSBS rules promulgated pursuant to Section 6-129, Agency may disqualify such bidder or proposer, as applicable, from competing for this Contract and the Agency may revoke such bidder's or proposer's prequalification status, if applicable.

2. Whenever Agency believes that the Contractor or a subcontractor is not in compliance with Section 6-129 or the DSBS rules promulgated pursuant to Section 6-129, or any provision

of this Contract that implements Section 6-129, including, but not limited to any Subcontractor Utilization Plan, Agency shall send a written notice to the Contractor describing the alleged noncompliance and offering an opportunity to be heard. Agency shall then conduct an investigation to determine whether such Contractor or subcontractor is in compliance.

3. In the event that the Contractor has been found to have violated Section 6-129, the DSBS rules promulgated pursuant to Section 6-129, or any provision of this Contract that implements this Section 6-129, including, but not limited any Subcontractor Utilization Plan, Agency may determine that one of the following actions should be taken:

(a) entering into an agreement with the Contractor allowing the Contractor to cure the violation;

(b) revoking the Contractor's pre-qualification to bid or make proposals for future contracts;

(c) making a finding that the Contractor is in default of the Contract;

(d) terminating the Contract;

(e) declaring the Contractor to be in breach of Contract;

(f) withholding payment or reimbursement;

(g) determining not to renew the Contract;

(h) assessing actual and consequential damages;

(i) assess liquidated damages or reduction of fees, provided that liquidated damages may be based on amounts representing costs of delays in carrying out the purposes of the program established by Section 6-129, or in meeting the purposes of the Contract, the costs of meeting utilization goals through additional procurements, the administrative costs of investigation and enforcement, or other factors set forth in the Contract;

(j) exercise rights under the Contract to procure goods, services or construction from another contractor and charge the cost of such contract to the Contractor that has been found to be in noncompliance; or

(k) take any other appropriate remedy.

4. Whenever Agency has reason to believe that an MBE or WBE is not qualified for certification, or is participating in a contract in a manner that does not serve a commercially useful function (as defined in Section 6-129), or has violated any provision of Section 6-129, Agency shall notify the commissioner of DSBS who shall determine whether the certification of such business enterprise should be revoked.

5. Statements made in any instrument submitted to Agency pursuant to Section 6-129 shall be submitted under penalty of perjury and any false or misleading statement or omission shall be grounds for the application of any applicable criminal and/or civil penalties for perjury. The making of a false or fraudulent statement by an MBE or WBE in any instrument submitted pursuant to Section 6-129 shall, in addition, be grounds for revocation of its certification.

6. The Contractor's record in implementing its Subcontractor Utilization Plan shall be a factor in the evaluation of its performance. Whenever a contracting agency determines that a contractor's compliance with a Subcontractor Utilization Plan has been unsatisfactory, the agency shall, after consultation with the city chief procurement officer, file an advice of caution form for inclusion in VENDEX as caution data.



**ATTACHMENT 4**

THE CITY OF NEW YORK

**SCHEDULE B – Subcontractor Utilization Plan – Part I: Agency’s Target**

**This page to be completed by contracting agency**

**Contract Overview**

Pin # 26011YEPSRFP FMS Project ID#: \_\_\_\_\_

Project Title Youth Employment Payroll Systems

Contracting Agency Department of Youth and Community Development

Agency Address 156 William Street City New York State NY Zip Code 10038

Contact Person Michael Owh Title Agency Chief Contracting Officer

Telephone # (212) 442-5982 Email acco@dycd.nyc.gov

**Project Description** *(attach additional pages if necessary)*

DYCD is seeking an appropriately qualified vendor to provide payroll systems and support for its youth employment programs that will include the following services:

- delivery and administration of a system of information technology that can supply the input, storage, and reporting of data required to:
  - administer an online application system for SYEP that can accept 150,000 applications annually and provide randomized selection from among them;
  - provide data processing of participant employment documentation and enrollment;
  - administer an online application for SYEP worksites that can accept over 8,000 applications annually and provide for the review and approval of them;
  - maintain a database of all participant and worksite records;
  - maintain a payroll system using debit cards for participants;
- delivery of W-2 forms for income tax reporting and other payroll statements to participants; and
- preparation and delivery of reports and files as requested by DYCD for audit and oversight purposes.

(1) ✓ **Target Subcontracting Percentage**  
 Percentage of total contract dollar value that agency estimates will be awarded to subcontractors in amounts under \$1 million for construction and professional services. 30 %

**Subcontractor Participation Goals**  
*Complete and enter total for each Construction or Professional Services, or both (if applicable)*

Group	Construction	Professional Services
Black American	%	9.0 %
Hispanic American	%	5.0 %
Asian American	%	No Goal
Caucasian Female	No Goal	16.5 %
<b>Total Participation Goals</b>	<b>(2) %</b>	<b>(3) 30.5 %</b>

\_\_\_\_\_  
 \_\_\_\_\_

Tax ID #: \_\_\_\_\_

PIN #: \_\_\_\_\_

### SCHEDULE B – Subcontractor Utilization Plan – Part II: Bidder/Proposer Subcontracting Plan

**This page and the next (Part II herein) are to be completed by the bidder/proposer. AFFIRMATIONS; Bidder/proposer must check the applicable boxes below, affirming compliance with M/WBE requirements.**

Bidder/proposer  AFFIRMS or  DOES NOT AFFIRM [statement below]

It is a material term of the contract to be awarded that, with respect to the total amount of the contract to be awarded, bidder/proposer will award one or more subcontracts for amounts under one million dollars, sufficient to meet or exceed the Target Subcontracting Percentage (as set forth in Part I) unless it obtains a full or partial waiver thereof, and it will award subcontracts sufficient to meet or exceed the Total Participation Goals (as set forth in Part I) unless such goals are modified by the Agency.

- Bidder/proposer  AFFIRMS that it intends to meet or exceed the Target Subcontracting Percentage (as set forth in Part I); or
- AFFIRMS that it has obtained a full/partial pre-award waiver of the Target Subcontracting Percentage (as set forth in Part I) and intends to award the modified Target Subcontracting Percentage, if any; or
- DOES NOT AFFIRM

#### Section I: Prime Contractor Contact Information

Tax ID # \_\_\_\_\_ FMS Vendor ID # \_\_\_\_\_

Business Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_ Email \_\_\_\_\_

#### Section II: General Contract Information

- Define the industry in which work is to be performed.
    - Construction** includes all contracts for the construction, rehabilitation, and/or renovation of physical structures. This category does include CM Build as well as other construction related services such as: demolition, asbestos and lead abatement, and painting services, carpentry services, carpet installation and removal, where related to new construction and not maintenance.
    - Professional Services** are a class of services that typically require the provider to have some specialized field or advanced degree. Services of this type include: legal, management consulting, information technology, accounting, auditing, actuarial, advertising, health services, pure construction management, environmental analysis, scientific testing, architecture and engineering, and traffic studies, and similar services.
- a. Type of work on Prime Contract (*Check one*):      b. Type of work on Subcontract (*Check all that apply*):
- Construction     Professional Services       Construction     Professional Services     Other
- What is the expected percentage of the total contract dollar value that you expect to award to all subcontracts? \_\_\_\_\_ %
  - Will you award subcontract(s) in amounts below \$ 1 million for construction and/or professional services contracts within the first 12 months of the notice to proceed on the contract?     Yes     No

#### Section III: Subcontractor Utilization Summary

**IMPORTANT: If you do not anticipate that you will subcontract at the target level the agency has specified, because you will perform more of the work yourself, you must seek a waiver of the Target Subcontracting Percentage by completing p. 4).**

<b>Step 1:</b> Calculate the percentage (of your total bid) that will go towards subcontracts under \$1M for construction and/or professional services	<b>Subcontracts under \$1M (4)</b> (construction/professional services)	<b>Total Bid/Proposal Value</b>	<b>Calculated Target Subcontracting Percentage</b>
	\$ _____	÷ \$ _____	x 100 = _____ %

- Subcontracts under \$1M (construction/professional services):** Enter the value you expect to award to subcontractors in dollars for amounts under \$1 million for construction and/or professional services. This value defines the amount that participation goals apply to, and will be entered into the first line of Step 2.
- Total Bid/Proposal Value:** Provide the dollar amount of the bid/proposal.
- Calculated Target Subcontracting Percentage:** The percentage of the total contract dollar value that will be awarded to one or more subcontractors for amounts under \$1 million for construction and/or professional services. **This percentage must equal or exceed the percentage listed by the agency on page 1, at line (1).**

**NOTE: The "Calculated Target Subcontracting Percentage" MUST equal or exceed the Target Subcontracting Percentage listed by the agency on Page 1, Line (1).**

**SCHEDULE B – cont.**

**Step 2:**

Calculate value of subcontractor participation goals

**Subcontracts under \$1M**  
(construction/professional services)

**a.** Copy value from Step 1, line (4) – the total value of all expected subcontracts under \$1M for construction and/or professional services \$ \_\_\_\_\_

**b.**

- From line a. above, allocate the dollar value of "Subcontracts under \$1M" by Construction and Professional Services,
- If all subcontracts under \$1M are in one industry, enter '0' for the industry with no subcontracts.
- Amounts listed on these lines should add up to the value from line a.

	<b>Construction</b>	<b>Professional Services</b>
<b>Subcontracts under \$1M by Industry</b>	<u>\$ _____</u>	<u>\$ _____</u>

**c.**

- For Construction enter percentage from line (2) from Page 1.
- For Professional Services enter percentage from line (3) from Page 1.

**Total Participation Goals Percentages must be copied from Part I, lines (2) and (3).**

	<b>Construction</b>	<b>Professional Services</b>
<b>Total Participation Goals</b>	x _____ %	x _____ %

**d.**

	<b>Construction</b>	<b>Professional Services</b>
<b>Value of Total Participation Goals</b>	<u>\$ _____</u>	<u>\$ _____</u>

**Step 3:**

✓ **Subcontracts in Amounts Under \$1 M Scope of Work – Construction**

*Enter brief description of type(s) of subcontracts in amounts under \$1M anticipated, by type of work, not by name of subcontractor*

✓ **Subcontracts in Amounts Under \$1 M Scope of Work – Professional Services**

*Enter brief description of type(s) of subcontracts in amounts under \$1M anticipated, by type of work, not by name of subcontractor*

**Section IV: Vendor Certification and Required Affirmations**

*I hereby 1) acknowledge my understanding of the M/WBE requirements as set forth herein and the pertinent provisions of Local Law 129 of 2005, and the rules promulgated thereunder; 2) affirm that the information supplied in support of this subcontractor utilization plan is true and correct; 3) agree, if awarded this Contract, to comply with the M/WBE requirements of this Contract and the pertinent provisions of Local Law 129 of 2005, and the rules promulgated thereunder, all of which shall be deemed to be material terms of this contract; 4) agree and affirm that it is a material term of this contract that the Vendor will award subcontract(s) sufficient to meet the Target Subcontracting Percentage, unless a waiver is obtained, and the Vendor will award subcontract(s) sufficient to meet the Total Participation Goals unless such goals are modified by the Agency; and 5) agree and affirm, if awarded this contract the Vendor intends to make all reasonable, good faith efforts to meet the Target Subcontracting Percentage, or If the Vendor has obtained a waiver, the Vendor intends to meet the modified Target Subcontracting Percentage, if any, and the Vendor intends to solicit and obtain the participation of M/WBEs so as to meet the Total Participation Goals unless modified by the Agency.*

Signature _____	Date _____
Print Name _____	Title _____

**SCHEDULE B – PART III – REQUEST FOR WAIVER OF TARGET SUBCONTRACTING PERCENTAGE**

**Contract Overview**

Tax ID # \_\_\_\_\_ FMS Vendor ID # \_\_\_\_\_  
 Business Name \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Telephone # \_\_\_\_\_ Email \_\_\_\_\_  
 Type of Procurement  Competitive Sealed Bids  Other Bid/Response Due Date \_\_\_\_\_

PIN # (for this procurement) \_\_\_\_\_ Type of work on Prime Contract Type of work on Subcontract (Check all that apply):  
 (Check one):  
 Construction  Construction  Other  
 Professional Services  Professional Services

**SUBCONTRACTING as described in bid/solicitation documents (Copy this % figure from the solicitation)**  
 \_\_\_\_\_ % of the total contract value anticipated by the agency to be subcontracted for construction/professional services subcontracts valued below \$1 million (each)

**ACTUAL SUBCONTRACTING as anticipated by vendor seeking waiver**  
 \_\_\_\_\_ % of the total contract value anticipated in good faith by the bidder/proposer to be subcontracted for construction/ professional services subcontracts valued below \$1 million (each)

**Basis for Waiver Request: Check appropriate box & explain in detail below (attach additional pages if needed)**

- Vendor does not subcontract construction/professional services, and has the capacity and good faith intention to perform all such work itself.
- Vendor subcontracts *some* of this type of work but at *lower* % than bid/solicitation describes, and has the capacity and good faith intention to do so on this contract.
- Other \_\_\_\_\_

**References**

List 3 most recent contacts/subcontracts performed for NYC agencies (if any)

CONTRACT NO. _____	AGENCY _____	DATE COMPLETED _____
CONTRACT NO. _____	AGENCY _____	DATE COMPLETED _____
CONTRACT NO. _____	AGENCY _____	DATE COMPLETED _____

List 3 most recent contracts/subcontracts performed for other agencies/entities

(complete ONLY if vendor has performed fewer than 3 NYC contracts)

TYPE OF WORK _____	AGENCY/ENTITY _____	DATE COMPLETED _____
Manager at agency/entity that hired vendor (Name/Phone No.) _____		
TYPE OF WORK _____	AGENCY/ENTITY _____	DATE COMPLETED _____
Manager at agency/entity that hired vendor (Name/Phone No.) _____		
TYPE OF WORK _____	AGENCY/ENTITY _____	DATE COMPLETED _____
Manager at agency/entity that hired vendor (Name/Phone No.) _____		

**VENDOR CERTIFICATION:** I hereby affirm that the information supplied in support of this waiver request is true and correct, and that this request is made in good faith.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

*Shaded area below is for agency completion only*

**AGENCY CHIEF CONTRACTING OFFICER APPROVAL**  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**CITY CHIEF PROCUREMENT OFFICER APPROVAL**  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Doing Business Data Form

To be completed by the City Agency prior to distribution			
Agency: _____		Transaction ID: _____	
<b>Check One:</b>	<b>Transaction Type (check one):</b>		
<input type="checkbox"/> Proposal	<input type="checkbox"/> Concession	<input type="checkbox"/> Contract	<input type="checkbox"/> Economic Development Agreement
<input type="checkbox"/> Award	<input type="checkbox"/> Franchise	<input type="checkbox"/> Grant	<input type="checkbox"/> Pension Investment Contract

Any entity receiving, applying for or proposing on an award or agreement must complete a Doing Business Data Form (see Q&A sheet for more information). Please either type responses directly into this fillable form or print answers by hand in black ink, and be sure to fill out the certification box on the last page. **Submission of a complete and accurate form is required for a proposal to be considered responsive or for any entity to receive an award or enter into an agreement.**

This Data Form requires information to be provided on principal officers, owners and senior managers. The name, employer and title of each person identified on the Data Form will be included in a public database of people who do business with the City of New York; no other information reported on this form will be disclosed to the public. **This Data Form is not related to the City's VENDEX requirements.**

**Please return the completed Data Form to the City Agency that supplied it.** Please contact the Doing Business Accountability Project at [DoingBusiness@cityhall.nyc.gov](mailto:DoingBusiness@cityhall.nyc.gov) or 212-788-8104 with any questions regarding this Data Form. Thank you for your cooperation.

## Section 1: Entity Information

Entity Name: \_\_\_\_\_

Entity EIN/TIN: \_\_\_\_\_

### Entity Filing Status (select one):

- Entity has never completed a Doing Business Data Form. *Fill out the entire form.*
- Change from previous Data Form dated \_\_\_\_\_. *Fill out only those sections that have changed, and indicate the name of the persons who no longer hold positions with the entity.*
- No Change from previous Data Form dated \_\_\_\_\_. *Skip to the bottom of the last page.*

Entity is a Non-Profit:       Yes       No

Entity Type:     Corporation (any type)     Joint Venture     LLC     Partnership (any type)  
 Sole Proprietor     Other (specify): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone : \_\_\_\_\_ Fax : \_\_\_\_\_

E-mail: \_\_\_\_\_

Provide your e-mail address and/or fax number in order to receive notices regarding this form by e-mail or fax.

**Section 2: Principal Officers**

Please fill in the required identification information for each officer listed below. If the entity has no such officer or its equivalent, please check "This position does not exist." If the entity is filing a Change Form and the person listed is replacing someone who was previously disclosed, please check "This person replaced..." and fill in the name of the person being replaced so his/her name can be removed from the *Doing Business Database*, and indicate the date that the change became effective.

**Chief Executive Officer (CEO) or equivalent officer** This position does not exist

The highest ranking officer or manager, such as the President, Executive Director, Sole Proprietor or Chairperson of the Board.

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Office Title: \_\_\_\_\_

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

 This person replaced former CEO: \_\_\_\_\_ on date: \_\_\_\_\_**Chief Financial Officer (CFO) or equivalent officer** This position does not exist

The highest ranking financial officer, such as the Treasurer, Comptroller, Financial Director or VP for Finance.

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Office Title: \_\_\_\_\_

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

 This person replaced former CFO: \_\_\_\_\_ on date: \_\_\_\_\_**Chief Operating Officer (COO) or equivalent officer** This position does not exist

The highest ranking operational officer, such as the Chief Planning Officer, Director of Operations or VP for Operations.

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Office Title: \_\_\_\_\_

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

 This person replaced former COO: \_\_\_\_\_ on date: \_\_\_\_\_

**Section 3: Principal Owners**

Please fill in the required identification information for all individuals who, through stock shares, partnership agreements or other means, **own or control 10% or more of the entity**. If no individual owners exist, please check the appropriate box to indicate why and skip to the next page. If the entity is owned by other companies, those companies do **not** need to be listed. If an owner was identified on the previous page, fill in his/her name and write "See above." If the entity is filing a Change Form, list any individuals who are no longer owners at the bottom of this page. If more space is needed, attach additional pages labeled "Additional Owners."

**There are no owners listed because (select one):**

- The entity is not-for-profit
- There are no individual owners
- No individual owner holds 10% or more shares in the entity
- Other (explain): \_\_\_\_\_

**Principal Owners (who own or control 10% or more of the entity):**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Office Title: \_\_\_\_\_

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Office Title: \_\_\_\_\_

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Office Title: \_\_\_\_\_

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

**Remove the following previously-reported Principal Owners:**

Name: \_\_\_\_\_ Removal Date: \_\_\_\_\_

Name: \_\_\_\_\_ Removal Date: \_\_\_\_\_

Name: \_\_\_\_\_ Removal Date: \_\_\_\_\_

**Section 4: Senior Managers**

Please fill in the required identification information for all senior managers who oversee any of the entity's relevant transactions with the City (e.g., contract managers if this form is for a contract award/proposal, grant managers if for a grant, etc.). Senior managers include anyone who, either by title or duties, has substantial discretion and high-level oversight regarding the solicitation, letting or administration of any transaction with the City. **At least one senior manager must be listed, or the Data Form will be considered incomplete.** If a senior manager has been identified on a previous page, fill in his/her name and write "See above." If the entity is filing a Change Form, list individuals who are no longer senior managers at the bottom of this section. If more space is needed, attach additional pages labeled "Additional Senior Managers."

**Senior Managers:**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Office Title: \_\_\_\_\_

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Office Title: \_\_\_\_\_

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Office Title: \_\_\_\_\_

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

**Remove the following previously-reported Senior Managers:**

Name: \_\_\_\_\_ Removal Date: \_\_\_\_\_

Name: \_\_\_\_\_ Removal Date: \_\_\_\_\_

**Certification**

I certify that the information submitted on these four pages and \_\_\_\_\_ additional pages is accurate and complete. I understand that willful or fraudulent submission of a materially false statement may result in the entity being found non-responsible and therefore denied future City awards.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Entity Name: \_\_\_\_\_

Title: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

**Return the completed Data Form to the agency that supplied it.**

For information or assistance, call the Doing Business Accountability Project at 212-788-8104.

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## ATTACHMENT 6: Acknowledgment of Addenda

RFP TITLE: YOUTH EMPLOYMENT PAYROLL SYSTEMS

PIN: 26011YEPSRFP

Proposer: \_\_\_\_\_

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### COMPLETE PART I OR PART II, WHICHEVER IS APPLICABLE.

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

ADDENDUM #1 DATED: \_\_\_\_\_, 2011

ADDENDUM #2 DATED: \_\_\_\_\_, 2011

ADDENDUM #3 DATED: \_\_\_\_\_, 2011

ADDENDUM #4 DATED: \_\_\_\_\_, 2011

ADDENDUM #5 DATED: \_\_\_\_\_, 2011

ADDENDUM #6 DATED: \_\_\_\_\_, 2011

ADDENDUM #7 DATED: \_\_\_\_\_, 2011

ADDENDUM #8 DATED: \_\_\_\_\_, 2011

PART II: Check, if applicable.

\_\_\_\_\_ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFP.

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

PROPOSER (NAME): \_\_\_\_\_

PROPOSER (SIGNATURE): \_\_\_\_\_