



November 28, 2011

**ADDENDUM #2**

**Re: Out-of-School Time Program for Elementary and Middle School Youth REQUEST FOR PROPOSALS PIN: 26012OSTRFP**

Dear Prospective Proposer:

Pursuant to Sections 3-02(i) and 3-03 (f)(2) of the Procurement Policy Board (PPB) Rules, the Department of Youth and Community Development (DYCD) is issuing Addendum #2 to the Out-of-School Time Program for Elementary and Middle School Youth REQUEST FOR PROPOSALS PIN: 26012OSTRFP.

**ADDENDUM ITEM(S)**

- 1. Section I – Timetable, C. Proposal Due Date, Time and Location, page 4.** The first line under the heading, Proposal Due Date, Time and Location,

*Date: Friday, December 16, 2011 at 2:00pm*

is **deleted** and replaced with the following:

**Date: Tuesday, December 20, 2011 at 2:00pm**

- 2. Section II – Summary of the RFP, Service Areas, Funding, and Competitions, pages 8-9.** The anticipated total annual funding is now \$69,941,409. The funding allocated for the competitions under this RFP has been revised and the new figures are set out in the Revised Funding Allocation Chart attached to this Addendum.
- 3. Section II – Summary of the RFP, G. Anticipated Payment Structure, page 12.** The paragraph under the heading, Service Areas 1 and 2: Elementary and Middle School Programs,

*Contract payments will be based on line-item reimbursement although DYCD reserves the right to withhold up to 10 percent of the value of the contract pending achievement of the following performance targets:*

- Maintaining enrollment throughout the contract period*

- *In elementary school program, ensuring that 80 percent of enrolled participants complete 432 school-year program hours*
- *In middle school programs, ensuring that 75 percent of enrolled middle level participants complete 229 school-year program hours*

is deleted and replaced with the following:

**It is anticipated that the payment structure of the contracts awarded from this RFP will be based on line item reimbursement, subject to the achievement of the following performance targets:**

- **Reaching full enrollment for the school year by mid-October of each year and maintaining full enrollment throughout the school year period;**
- **Achieving the respective rate of participation (ROP) defined below for each school year period:**
  - **For elementary school programs, an ROP of 80 percent, calculated as the cumulative number of days of attendance by all enrolled participants divided by the sum of the required days in the period multiplied by the contracted number of participants;**
  - **For middle school programs, an ROP of 75 percent, calculated as the cumulative number of hours of attendance by all enrolled participants divided by the sum of the required number of hours in the period multiplied by the contracted number of participants.**

**DYCD reserves the right to retain up to 10 percent of the maximum annual contract amount pending achievement of these targets and to adjust the performance targets during the contract term.**

4. **Section II – Summary of the RFP, Anticipated Payment Structure, page 12.** Under the heading, Service Areas 3 and 4: Technical Assistance and Outcomes Tracking/Evaluation Services, the first sentence

*The anticipated payment structure will be based on a Full Day Equivalent (FDE) rate representing seven hours per day of consulting time.*

is deleted and replaced with the following

**The anticipated payment structure will be based on a Full Day Equivalent (FDE) rate representing seven hours per day of consulting time and the maximum FDE rate is \$1,300. Personnel costs and all other expenses relating to delivery of the TA services would be covered by the FDE rate. These expenses would include costs incurred for pre-service assessments, preparation for training or consulting**

sessions, consultation projects, workshops, follow-up activities, equipment, training materials, travel, and space.

5. **Section II – Summary of the RFP, Subcontracting/Consultants, page 12.** Under the heading, “Subcontractors,” the following bullet is added:

- *Service Area 4 (Outcomes Tracking and Evaluation): no more than 50 percent of the total value of the DYCD contract may be subcontracted.*

6. **Section III – Scope of Services, Service Areas 1 and 2, Minimum Duration/Hours and Key Features, page 19.** The following fourth bullet is added:

**During school vacation periods during the school year and for the summer component, funding may be used to provide services at a sleep-away or day camp that is located outside the City, or for travel outside the City. Services at a sleep-away or day camp outside the City must comply with all requirements of the RFP and regulations for camps, including staffing, safety regulations, and camp permit. Such programs will only be credited with 10 hours per day of services toward meeting the minimum daily hourly requirements and must meet the minimum program duration requirements stated in the RFP. There will be no change in the maximum price per participant offered by DYCD.**

7. **Section III C. Contractor and Staff Qualifications/Experience, page 17.** The fourth bullet

*All program staff, including youth workers and certified teachers would be qualified for their roles and have a minimum of two years experience working with students in elementary or middle school.*

is **deleted** and replaced with the following:

**All program staff, including youth workers and certified teachers would be qualified for their roles and meet the regulatory standards set out in the New York State School Age Child Care (SACC) Regulations Section 414.13. Staff assigned the responsibilities of a “group leader” or “Head of Group” would have an Associate’s degree in a related field or two years of experience working with students in elementary or middle school. See [http://ocfs.ny.gov/main/childcare/regs/414\\_SACC\\_regs.asp#s13](http://ocfs.ny.gov/main/childcare/regs/414_SACC_regs.asp#s13).**

8. **Section III – Scope of Services, Service Area 3: Technical Assistance, Vendor and Staff Qualifications/Experience, page 29.** The 9<sup>th</sup> bullet

*The vendor would have an effective client and project management process.*

is redundant with the 3<sup>rd</sup> bullet under Agency Assumptions Regarding Organizational Capability on page 28 and is **deleted**.

**9. Section IV – Format and Content of the Proposal, Service Areas 1 and 2, page 40.** Under the heading, “Organizational Capability,” item iv., the reference to

*calendar year 2007*

is **deleted** and replaced with

**calendar year 2008**

**10. Section IV – Format and Content of the Proposal, Service Areas 1 and 2, Proposal Package Contents Checklist, page 45.** To the list of information items that go on the label of the sealed envelope, the following items are added:

- **Borough and zip code of proposed program site location**
- **Competition (Target Zip Code or Non-Target Zip Code)**

**11. Section IV – Format and Content of the Proposal, Service Area 4, Proposal Package Contents Checklist, page 52.** The following list of information items that go on the label of the sealed envelope

- *The title and PIN of this RFP*
- *OST Program RFP Service Area 4*
- *The proposer’s name and address*
- *The name and telephone number of the proposer’s contact person*

is **deleted** and replaced with the following

- **The title and PIN of this RFP**
- **OST Program RFP Service Area 3**
- **Competition (1,2,3,4, or 5)**
- **The proposer’s name and address**
- **The name and telephone number of the proposer’s contact person**

**12. Section IV – Format and Content of the Proposal, Service Area 4, Proposal Package Contents Checklist, page 56.** Under the bullet, “proposal,” items 9 and 11 do not apply to Service Area 4 and are therefore **deleted**.

**13. Appendix C, New York City Housing Authority Sites and Conditions, pages 65-68.** The listing of NYCHA OST Recommended Centers – Selected Zip Codes is deleted and replaced with a revised listing, a copy of which is attached to this Addendum.

## CLARIFICATIONS

- 1. Section II – Summary of the RFP, Eligible Proposers/Sites – Service Areas 1 and 2 ONLY, page 11.** In the fourth bullet, a “Beacon Community Center site” is defined as the address at which the program is located. This means that other schools with the same address, such as schools on the same public school “campus,” are all ineligible sites for an OST program.
- 2. Section II – Summary of the RFP, Minimum Qualification Requirements: Service Areas 1 and 2 Only, page 13.** In the case of school-based programs, the School Partnership Agreement would be signed by the principal of the host school. In the case of center-based programs, which may recruit from several schools, the School Partnership Agreement would be signed by the principal of the school from which the greatest number of students will be recruited.
- 3. Section II – Summary of the RFP, School Opening Fees, page 15.** It is anticipated that the DOE will continue to cover opening fees for the regular operating hours of OST programs: 3pm-6pm on weekdays during the school year and 8am to 6pm during the summer and school closing days. Outside the regular OST hours, proposers should include these costs in their proposed budgets.
- 4. Section IV – Format and Content of the Proposal, Program Design, pages 19-21.** Proposers must meet the total required minimum program hours year-round, as stated in the RFP. If the schedule of activities offered differs from the schedule set out in the RFP due to religious observance or other reasons (for example, charter school extended hours), the proposer must provide a justification.
- 5. Section III – Scope of Services, Service Areas 1 and 2, page 20.** Under the heading Enrichment elementary school programs are required to offer ALL enrolled participants two hours per week of literacy or STEM-focused enrichment activities in any combination. To fulfill this requirement, they could offer a minimum of one hour of literacy and one hour of STEM activities per week. Alternatively, they could offer two hours of literacy or two hours of STEM. These minimum requirements apply throughout the year, including the summer.
- 6. Section III – Scope of Services, Service Areas 1 and 2, page 20.** Under the heading Physical Activity and Healthy Living elementary school programs must offer ALL enrolled participants some form of physical activity for at least 90 minutes per week, year-round.
- 7. Section III – Scope of Services, Service Areas 1 and 2, Staffing, page 22.** Under the third bullet, Education/Curriculum Specialist, the reference to “25 percent of a full-time position” refers to 25 percent of a 35-hour week.
- 8. Section III – Scope of Services, Service Areas 1 and 2, Participation Goals and Performance Targets, pages 23 and 24.** The participation goals and performance targets for elementary school and middle school programs represent goals and targets programs should strive to achieve. The targets established for performance payments are set out above in Addendum item 2.

9. **Section IV - Format and Content of the Proposal Service Areas 1 and 2, Price Proposal, page 44.** The Budget to be submitted with the proposal is a 12-month budget.

A handwritten signature in black ink, appearing to read 'M. Ow', with a stylized flourish at the end.

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Michael Ow  
Agency Chief Contracting Officer

**REVISED FUNDING ALLOCATION CHART**

<b>Service Area</b>	<b>Competition</b>		<b>Anticipated Annual Funding (\$)</b>	<b>Approximate Number of Contract Awards</b>
1. OST Programs for Elementary School Students	Brooklyn	Target Zip Codes	12,285,820	31
		Non-Target Zip Codes	5,265,352	13
	Bronx	Target Zip Codes	8,009,099	20
		Non-Target Zip Codes	3,432,471	9
	Queens	Target zip Codes	7,692,970	20
		Non-Target Zip Codes	3,296,987	8
	Manhattan	Target Zip Codes	3,934,847	10
		Non-Target Zip Codes	1,686,363	4
Staten Island	Target Zip Codes	1,775,254	5	
	Non-Target Zip Codes	760,823	2	
<b>Subtotal</b>			<b>48,139,986</b>	<b>122</b>
2. OST Programs for Middle School Students	Brooklyn	Target Zip Codes	4,911,085	23
		Non-Target Zip Codes	2,104,751	10
	Bronx	Target Zip Codes	3,449,622	16
		Non-Target Zip Codes	1,478,409	7
	Queens	Target Zip Codes	3,418,537	16
		Non-Target Zip Codes	1,465,087	7
	Manhattan	Target Zip Codes	1,847,360	9
		Non-Target Zip Codes	791,726	4
Staten Island	Target Zip Codes	815,392	4	
	Non-Target Zip Codes	349,454	2	
<b>Subtotal</b>			<b>20,631,423</b>	<b>98</b>
3.TA Services	Program Activity Design and Implementation		275,000	1
	Program Content: Literacy		185,000	1
	Program Content: STEM		185,000	1
	Organizational Support		200,000	1
	Support for Transition to High School Programs		75,000	1
<b>Subtotal</b>			<b>920,000</b>	<b>5</b>
4. Outcomes Tracking and Evaluation			250,000	1
<b>Total Funding</b>			<b>\$69,941,409</b>	

**Note:** In the chart above, the number of contract awards was calculated using the minimum price-per-participant and the current figures for the average OST program in terms of numbers of participants: 131 participants (elementary) and 114 (middle). **Due to rounding, the actual number of contract awards may be fewer than the subtotals shown above.**

**Revised NYCHA OST Recommended Centers - Selected Zip Codes**

<b>BOROUGH</b>	<b>DEVELOPMENT/ ADDRESS</b>	<b>SPONSOR</b>	<b>APPROXIMATE SIZE (Sq. ft.)</b>	<b>FACILITY CHARACTERISTICS</b>	<b>OPEN HOUSE DATES/TIMES</b>
Bronx	<b>Butler</b> 1368 Webster Avenue Bronx, NY 10456	NYCHA	5,204	8 program rooms, 3 bathrooms, 1 computer lab, 1 kitchen	November 16th - 12:00pm - 2:00pm November 17th - 12:00pm - 2:00pm
Bronx	<b>Baychester</b> 1220 E. 229th St. Bronx, NY 10466	Private	15,700	1 gym, 6 class rooms, 1 bathroom, full size kitchen, 1 office	November 16th - 12:00pm - 2:00pm November 17th - 12:00pm - 2:00pm
Bronx	<b>Sotomayor</b> 1000 Rosedale Avenue, Bronx, NY 10472	NYCHA	19,585	6 program rooms, 4 bathrooms, 1 gym, 1 computer lab, 1 commercial kitchen	November 16th - 12:00pm - 2:00pm November 17th - 12:00pm - 2:00pm
Brooklyn	<b>Albany</b> 164 Troy Avenue NY 11213 Brooklyn,	NYCHA	5,148	6 program rooms, 4 bathrooms, 1 computer lab, 1 kitchen	November 16th - 12:00pm - 2:00pm November 17th - 12:00pm - 2:00pm
Brooklyn	<b>Carey Gardens</b> 2315 Surf Avenue Brooklyn, NY 11224	NYCHA	10,384	10 program rooms, 6 bathrooms, 1 gym, 1 computer lab, 1 kitchen	November 16th - 12:00pm - 2:00pm November 17th - 12:00pm - 2:00pm
Brooklyn	<b>Unity Plaza (Sites 4-27)</b> 576 Blake Avenue NY 11207 Brooklyn,	NYCHA	6,000	6 program rooms, 4 bathrooms, 1 kitchen	November 16th - 12:00pm - 2:00pm November 17th - 12:00pm - 2:00pm
Brooklyn	<b>Van Dyke I</b> 392 Blake Avenue Brooklyn, NY 11212	NYCHA	14,275	10 program rooms, 2 bathrooms, 1 gym, 1 computer lab, 1 kitchen	November 16th - 12:00pm - 2:00pm November 17th - 12:00pm - 2:00pm

Brooklyn	<b>Williamsburg</b> 195 Graham Avenue Brooklyn, NY 11206	NYCHA	20,261	7 program rooms, 4 bathrooms, 1 gym, 1 computer lab, 1 kitchen	November 16th - 12:00pm - 2:00pm November 17th - 12:00pm - 2:00pm
Manhattan	<b>Douglass</b> 885 Columbus Ave. New York, NY 10025	Private	15,567	1 gym, 2 floors, 8 bathrooms,	November 16th - 12:00pm - 2:00pm November 17th - 12:00pm - 2:00pm
Manhattan	<b>Grant Community Center (*)</b> 1301 Amsterdam Avenue New York, NY 10027	VACANT	5,121	4 program rooms, 3 bathrooms, 1 kitchen	November 16th - 1:00pm - 3:00pm November 17th - 1:00pm - 3:00pm
Manhattan	<b>King Towers</b> 2 West 115th St New York, NY 10026	NYCHA	12,000	8 program rooms, 1 computer room, 2 kitchens, 5 bathrooms (4w/stalls)	November 16th - 1:00pm - 3:00pm November 17th - 1:00pm - 3:00pm
Manhattan	<b>Manhattanville (*)</b> 530 West 133rd St New York, NY 10027	NYCHA	30,000	15 program rooms, 6 bathrooms (2 w/5 stalls each), 2 kitchens, computer lab; gym	November 16th - 1:00pm - 3:00pm November 17th - 1:00pm - 3:00pm
Manhattan	<b>Rutgers</b> 200 Madison St New York, NY 10002	NYCHA	7,500	3 program rooms, 1 computer lab, 1 multipurpose room, 4 bathrooms ( 2 w/stalls), kitchen; gym	November 16th - 1:00pm - 3:00pm November 17th - 1:00pm - 3:00pm
Queens	<b>Beach 41st Street</b> 426 Beach 40th St Far Rockaway, NY 11691	NYCHA	12,188	8 program rooms, 5 bathrooms, 1 computer lab, 1 gym, 1 kitchen	November 17th - 12:00pm - 2:00pm

(\*) facility is shared with either a senior or day care center program.

**Current OST Site Locations on NYCHA Grounds**

<b>BOROUGH</b>	<b>DEVELOPMENT/ ADDRESS</b>	<b>SPONSOR</b>	<b>APPROXIMATE SIZE (Sq. ft.)</b>	<b>FACILITY CHARACTERISTICS</b>	<b>OPEN HOUSE DATES/TIMES</b>
Bronx	<b>Throggs Neck Community Center</b> 550 Balcom Avenue Bronx, N. Y. 10465	Private	18,000	6 program rooms, 1 computer room, 1 gym, 1 multipurpose room, 1 kitchen, 6 bathrooms	November 16th - 12:00pm - 2:00pm November 17th - 12:00pm - 2:00pm
Bronx	<b>Millbrook (*)</b> 201 St. Ann's Ave Bronx, N. Y. 10454	Private	9,154	3 multipurpose rooms, 6 program rooms, 2 kitchens, 4 bathrooms	November 16th - 12:00pm - 2:00pm November 17th - 12:00pm - 2:00pm
Bronx	<b>Mitchel Community Center</b> 210 Alexander Avenue Bronx, N.Y. 10454	Private	8,705	1 multipurpose room, 3 program rooms, 1 gym, 1 kitchen, 4 bathrooms	November 16th - 12:00pm - 2:00pm November 17th - 12:00pm - 2:00pm
Bronx	<b>Patterson</b> 340 Morris Avenue Bronx, N. Y. 10451	Private	8,000	11 program rooms, 1 multipurpose room, 1 kitchen, 2 bathrooms	November 16th - 12:00pm - 2:00pm November 17th - 12:00pm - 2:00pm
Bronx	<b>Marble Hill (*)</b> 5365 Broadway Bronx, NY 10463	NYCHA	10,600	2 multipurpose rooms, 5 program rooms, 1 computer lab, 1 kitchen, 2 bathrooms	November 16th - 12:00pm - 2:00pm November 17th - 12:00pm - 2:00pm
Bronx	<b>Castle Hill (*)</b> 625 Castle Hill Avenue Bronx, NY 10473	Private	8,412	11 program rooms, 1 computer lab, 1 multipurpose room, 1 gym, 1 kitchen, 7 bathrooms	November 16th - 12:00pm - 2:00pm November 17th - 12:00pm - 2:00pm
Bronx	<b>Melrose</b> 286 East 156th Street Bronx, NY 10451	NYCHA	20,000	4 program rooms, 1 multipurpose room, 1 computer room, 1 gym, 1 kitchen, 6 bathrooms	November 16th - 12:00pm - 2:00pm November 17th - 12:00pm - 2:00pm
Brooklyn	<b>Louis Armstrong II</b> 495 Gates Avenue Brooklyn, NY 11221	Private	15,000	7 program rooms, 1 multipurpose room, 1 computer lab, 1 kitchen, 1 gym, 7 bathrooms	November 16th - 12:00pm - 2:00pm November 17th - 12:00pm - 2:00pm

Manhattan	<b>Rangel (*)</b> 159-36 Harlem Rver Dr New York, N. Y. 10039	NYCHA	2,599	5 program rooms, 1 kitchen, 10 bathrooms	November 16th - 12:00pm - 2:00pm November 17th - 12:00pm - 2:00pm
Manhattan	<b>McKinley</b> 751 East 161st St Bronx, N. Y. 10456	Private	5,000	2 program rooms, 2 multipurpose rooms, 1 kitchen, 2 bathrooms	November 16th - 12:00pm - 2:00pm November 17th - 12:00pm - 2:00pm
Manhattan	<b>Drew-Hamilton (*)</b> 2672 Frederick Douglass Blvd New York, NY 10030	Private	8,926	5 program rooms, 1 kitchen, 8 bathrooms Note: Address is for the Day Care Center	November 16th - 12:00pm - 2:00pm November 17th - 12:00pm - 2:00pm
Manhattan	<b>Washington (*)</b> 1775 Third Avenue New York, N. Y. 10029	Private	11,562	3 multipurpose rooms, 5 program rooms, 1 kitchen, 4 bathrooms	November 16th - 12:00pm - 2:00pm November 17th - 12:00pm - 2:00pm
Manhattan	<b>Lillian Wald</b> 888 East 6th Street New York, NY 10009	Private	16,000	5 program rooms, 1 mulitpurpose room, 1 gym, 1 kitchen, 3 bathrooms	November 16th - 12:00pm - 2:00pm November 17th - 12:00pm - 2:00pm
Manhattan	<b>Amsterdam Addition (*)</b> 250 West 65th Street New York, NY 10023	Private	23,000	8 program rooms, 1 gym, 1 computer lab, 2 kitchens, 4 bathrooms	November 16th - 12:00pm - 2:00pm November 17th - 12:00pm - 2:00pm
Queens	<b>Pomonok (*)</b> 67-09 Kissena Blvd Flushing, N. Y. 11367	Private	16,691	10 program rooms, 1 kitchen, 4 bathrooms	November 16th - 12:00pm - 2:00pm November 17th - 12:00pm - 2:00pm
Queens	<b>Queensbridge North (*)</b> 10-25 41st Avenue Queens, NY 11101	Private	10,092	5 program rooms, 1 computer room, 1 multipurpose room, 1 gym 1 kitchen, 2 bathrooms	November 16th - 12:00pm - 2:00pm November 17th - 12:00pm - 2:00pm
Manhattan	<b>Edward Corsi Houses (*)</b> 307 E 116th St New York, NY 10029	Private	27,500	7 program rooms, 1 gym, 6 bathrooms	November 16th - 12:00pm - 2:00pm November 17th - 12:00pm - 2:00pm