

# COMPASS

*School-Based Elementary Programs Re-Issue*

NYC Department of Youth and Community Development

Pre-Proposal Conference

January 14, 2016

# Agenda

- Welcome and Timeline
- Proposal Expectations and Instructions
- Pre-Qualifying and Proposal Submission
- Program Expectations
- Post Award Requirements
- Question and Answer Session

# RFP Timeline

- Proposal Due Date: February 4, 2016
- Award Announcement: Mid Spring
- Contract Term: July 1, 2016 – June 30, 2019  
*(With option to renew for up to three additional years)*
- Questions: [RFPquestions@dycd.nyc.gov](mailto:RFPquestions@dycd.nyc.gov)
- Must be received by January 28, 2016

# Evaluation Criteria

Points	Category
20	Organizational Experience
20	Staffing
15	School Partnership/School-Based Expectations
40	Program Design
5	Budget Management



**Mayor's Office of Operations**



# **HHS ACCELERATOR**

**Pre-Proposal Conference**

**2016**

## The HHS Accelerator System was launched to simplify and improve the competitive contract process for Health and Human Service providers.

- Agencies publish all Request for Proposals (RFP) Documents in the HHS Accelerator System.
- Prequalified providers approved for relevant Services are “Eligible to Propose” and can submit after RFPs are released.
- Providers must submit proposals through the HHS Accelerator System by the proposal due date and time (2 pm).
- All questions about the HHS Accelerator System should be directed to [info@hhsaccelerator.nyc.gov](mailto:info@hhsaccelerator.nyc.gov).



## Document Vault

The Document Vault module allows for file upload and storage, viewing or sharing.

## Prequalification Application

Prequalification includes two major sections, the Business Application and Service Application. Providers confirm corporate identity, compliance with regulations, and then demonstrate basic record of service.

## Procurements

The Procurements module contains RFPs prequalified organizations can view and compete for.

## Financials

The Financials module gives access to budgets, invoices and payments.



Organization Information

Document Vault

Applications

Procurements

Financials

Text Size: A A A



Welcome: Participant Seven, Training Provider 1

## Provider Homepage ?

### Document Vault

[48](#) Documents in your Document Vault

### Alerts

[232](#) Alerts remaining in your Alerts inbox

[0](#) User account requests requiring action

### Application

Your Current Organization Status: **Approved**

Your Business Application Status: **Approved**

Your organization has [0](#) pending Service Applications

Your organization has [4](#) approved Service Applications

### Procurements 3

[1](#) RFPs you're eligible for will be released within 30 days

[0](#) RFPs you're eligible for have due dates within 30 days

[14](#) RFPs with draft or submitted proposals

[2](#) RFPs with proposals determined eligible for award

### Financials 3

[81](#) Contracts pending registration

[119](#) Active Budgets

[34](#) Budgets pending submission

[48](#) Budgets pending approval

[1](#) Budgets returned for revision

[1](#) Modifications and Updates pending submission

[3](#) Modifications and Updates pending approval

[0](#) Modifications and Updates returned for revision

[0](#) Invoices pending submission

[48](#) Invoices pending approval

[1](#) Invoices returned for revision

### Documents Shared with your Organization

No organizations have shared documents with you at this time. This section will become active once an organization has granted you access to 1 or more documents.

If you'd like to grant Providers or NYC Agencies view-only access to your documents, you can do so from your [Document Vault](#).

### NYC.ID Account Management

[Update your NYC.ID Name or Email.](#)

[Update your NYC.ID Password.](#)

[Update your NYC.ID Security Questions.](#)

# PREQUALIFICATION APPLICATION

## Eligibility is determined through a two-part prequalification Application.

### Business Application

- Establish corporate identity
- Confirm annual regulatory filings
- Board structure and policies.

### Service Application

- Browse and search the Client and Community Services Catalog to select services
- Establish track record of service delivery.

**Application**

Basics **Filings** Board Policies Business Application Summary Services Summary

**Filings Questions**

Please fill out the form below as accurately as possible. This information will determine what documents you are required to upload.

**New York State Attorney General Charities Registration**

All charitable organizations operating in New York State are required by law to register and file annual financial reports with the Attorney General's Office. This includes any organization that conducts charitable activities, holds property that is used for charitable purposes, or solicits financial or other contributions. Unless you are exempt, you must have an up-to-date New York State Attorney General Charities Bureau (Charities Bureau) registration before competing to do business with the City of New York.

\* Is your organization exempt from filing with the Charities Bureau? **Yes**

\* Reasons for exemption:

Religious Organization  Educational Institution

Fraternal, Patriotic, Social, Alumni, Law Enforcement Support Organizations  Historical Societies  Chartered by the New York State Board of Regents

Relief of an individual  Other

**Tax Filing**

\* Has your organization been determined tax exempt by the Internal Revenue Service (IRS)? **Select**

\* Is your organization current in its tax filing(s)? **Select**

**Financial Statements and Audit**

\* Has an independent certified public accountant either reviewed your organization's most recent annual financial statement or completed an audit? **Select**

\* Does your organization file an A133, Single Audit? **Select**

1 Box turns blue to indicate completion.

2 \* Indicates required field.

**Service Application**

Services Summary

**Add Services**

Below is a full list of Services for which your organization may apply. Services are grouped by category. To add a Service, click the "Add" button or the "Continue" button to view more Services.

You must add at least one Service to complete your HHS Accelerator Application. For each Service selected, you will be required to add supporting information. A Service search is also available at the bottom of the page. Once you have finalized your Service selection, click the "Complete Selections" button on the bottom of the page.

**Selected Services**

None selected...

**Select from Full List**

**Communications**

Service	Description	Action
Interpretation	Interpretation consists of the verbal rendering from one language to another to facilitate communication and reduce language barriers in the delivery of services. Interpretation Services may include providing live daytime and evening interpretation services at service locations, including health-related meetings, forums and hearings. Examples include language bank and Medical Appointment Accompaniment by an Interpreter.	+ Add
Telecommunications	Telecommunications consists of services to facilitate communication via the telephone. Telecommunications services may include the operation of a counseling call center or an emergency hotline. Telecommunications providers may also offer services to provide phone-based services to individuals who are deaf or hearing impaired. Examples include Hotline, Call Center, Telecommunications Device for the Deaf (TDD), and Tele Typewriter (TTY).	+ Add
Translation	Translation consists of the written rendering from one language to another to facilitate communication and reduce language barriers in the delivery of services. Translation services may also include synchronous translation, which is the immediate transmission into another language through IT enablement. Translation services providers may translate into one or more languages forms, publications and other materials used to support program activities. Examples include Translation of Legal Documents and Translation of Program Materials.	+ Add

**Education Supports**

**Public Management Services**

3 Options to demonstrate service record:

- Contract/Grant
- Key Staff Resume
- Statement.

# COMPETING FOR FUNDING

## The NYC Procurement Roadmap is used to plan for RFPs across multiple Agencies.

**NYC**  
HHS Accelerator

Organization Information | Document Vault | Applications | **Procurements** | Financials

Welcome: James Polk, R4 Test Org 12

### Procurement Roadmap

The Procurement Roadmap displays the status of NYC Client and Community Services Procurements and allows you to filter on details such as your status, Agency and planned RFP release dates. You may also sort the list by each column.

Saved Provider Favorites are shared across your organization. You can update your organization's favorite Procurements by checking and unchecking Provider Favorites checkboxes and clicking the 'Save Updates to Provider Favorites' button.

Filter Items  Save Updates to Provider Favorites  Display Provider Favorites Only Procurements: 95 1 2 3 4 5 Next

Provider Favorites	Procurement Title	Agency	Procurement Status	Provider Status	Release Date	Proposal Due Date	Contract Date
<input type="checkbox"/>	<a href="#">AGN - HRA Procurement 1</a>	HRA	Planned	Eligible to Propose	10/25/2013	10/24/2013	07/01/2014
<input checked="" type="checkbox"/>	<a href="#">AGN - DHS Procurement 5</a>	DHS	Released	Eligible to Propose	10/28/2013	10/28/2013	01/07/2014
<input checked="" type="checkbox"/>	<a href="#">AGN - DHS Procurement 2</a>	DHS	Planned	Eligible to Propose	10/29/2013	10/29/2013	07/01/2014
<input type="checkbox"/>	<a href="#">SmokeTest Procurement Do Not Delete</a>	DFTA	Planned	Service App Required	12/20/2013	10/24/2013	12/20/2013
<input type="checkbox"/>	<a href="#">16 jan smoke test</a>	ACS	Planned	Service App Required	01/18/2014	01/19/2014	01/17/2014
<input type="checkbox"/>	<a href="#">anish 2.3.0 UAT testing</a>	DOC	Planned	Service App Required	01/30/2014	01/30/2014	01/30/2014
<input checked="" type="checkbox"/>	<a href="#">Proc 1</a>	DOC	Planned	Service App Required	02/21/2014	02/15/2014	02/23/2014
<input checked="" type="checkbox"/>	<a href="#">DOCGuard</a>	DOC	Released	Service App Required	02/22/2014	02/23/2014	06/01/2014
<input type="checkbox"/>	<a href="#">OST Middle School Expansion: District 02</a>	DYCD	Released	Eligible to Propose	03/14/2014	03/14/2014	07/01/2014
<input type="checkbox"/>	<a href="#">AGN - Proc ACS CT 2014</a>	ACS	Planned	Eligible to Propose	03/19/2014	03/19/2014	07/01/2014

Click  
“Procurement  
Title” links to  
display details.

- Plan for upcoming procurements, some listed months in advance of anticipated release date.
- Check your organization’s status for each procurement
- Manage multiple proposals for one or more procurements. Prioritize work based on key dates.

The system displays basic information in the Procurement Summary. Important dates to note are the Pre-Proposal Conference and Proposal Due Date.

Review summary information on the “Procurement Summary” tab.

2

The screenshot shows the NYC HHS Accelerator interface. At the top, there are navigation tabs: Organization Information, Document Vault, Applications, **Procurements**, and Financials. Below the tabs, the page title is "Procurement: Cornerstone Program". There are three sub-tabs: "Procurement Summary" (highlighted), "Services and Providers", and "RFP Documents". A "Proposal Summary" button is also visible. The "Procurement Status" is "Released" and "Provider Status" is "Eligible to Propose".

The main content area is titled "Procurement Summary" and contains the following information:

- Basic Information:**
  - Procurement Title: Cornerstone Program
  - Agency: DYCD - Department of Youth and Community Development
  - Program Name: Cornerstone Community Centers
  - Agency Email Contact: [RFPQUESTIONS@dycd.nyc.gov](mailto:RFPQUESTIONS@dycd.nyc.gov)
- Procurement Description:**

The Department of Youth and Community Development (DYCD) Cornerstone program is a joint project of New York City Housing Authority (NYCHA) and DYCD whereby DYCD-funded programs serving youth and adults are located in NYCHA community centers. In 2010, DYCD established the first Cornerstones in 25 NYCHA developments. NYCHA community centers have always been a focal point for residents. Located in NYCHA developments, Cornerstones are ideal gateways through which participants of all ages can engage in activities, access multiple services, and build the community. The overall goal of the Cornerstone initiative is to create vibrant, multi-generational community centers that engage youth, families, and adults; are responsive to local needs; and improve quality of life and well-being of neighborhood residents.

DYCD is seeking appropriately qualified nonprofit organizations to operate innovative Cornerstone community center programs for youth and adults to be located in 94 NYCHA developments across New York City. Cornerstone Programs will provide holistic services that respond to the needs of residents and build on community assets.
- Additional Information:**
  - Is this an open-ended RFP?: No
  - Estimated No. of Contracts: 94
  - Estimated Procurement Value (\$): 116,472,075.00
  - Link to Concept Report:
- Procurement Dates:**
  - RFP Release Date: 09/22/2015
  - Pre-Proposal Conference Date:
  - Proposal Due Date: 11/05/2015 02:00 PM
- Contract Dates:**
  - Contract Start Date: 07/01/2016
  - Contract End Date: 06/30/2019

A "Next" button is located at the bottom right of the page.

The screenshot shows the 'Procurement: Supportive Employment Shelter' page. At the top, there are navigation tabs: Organization Information, Document Vault, Applications, Procurements (active), and Financials. A 'Welcome' message identifies the user as 'Manager T Org-One, Provider TST Org 1'. Below the navigation is a breadcrumb trail and an 'Exit Procurement' link. A row of buttons includes 'Procurement Summary', 'Services and Providers' (highlighted in green), 'RFP Documents', and 'Proposal Summary'. The 'Procurement Status' is 'Released' and the 'Provider Status' is 'Eligible to Propose'. The main section is titled 'Services and Providers' and contains instructions on how to view and submit proposals, including a link to complete a Service Application. A 'Selected Services' list is shown with a scroll bar, containing: Shelter; Facility Management; Homelessness Prevention; Case Management; Job Placement Services; Job/Vocational Training; and Work Readiness. Below the list, a note states 'Providers are required to be approved for at least one of the selected services.' A dropdown menu is set to 'ANY of the services' and shows 'Approved Providers: 20'. A table lists the provider names: Agency TST Org 1, Agency TST Org 2, and HHSA Test Provider 1.

Review the list of “Selected Services.” You must be prequalified for at least one of the selected services in order to be eligible to propose.



This section displays the Request for Proposals (RFP) and other relevant documents.

The screenshot shows the NYC HHS Accelerator Procurement interface. The 'Procurements' tab is selected, and the specific procurement is 'Supportive Employment Shelter'. The 'RFP Documents' sub-tab is active, displaying a table of documents. A callout bubble with the number '4' points to the 'RFP Documents' sub-tab.

Document Name	Document Type	Last Modified Date
<a href="#">Supportive Employment Shelter</a>	Request for Proposals (RFP)	08/26/2013
<a href="#">Scope of Work</a>	Workscope Template	09/16/2013

Review all documents in the “RFP Documents” tab before submitting a proposal.

- The content of this tab is not visible if a procurement is in Planned status or none of the required services were approved for your organization.

The screenshot shows the NYC HHS Accelerator web interface. At the top, there is a navigation bar with tabs for Organization Information, Document Vault, Applications, Procurements (selected), and Financials. A welcome message reads: "Welcome: Manager T Org-One, Provider TST Org 1".

The main content area is titled "Procurement: Supportive Employment Shelter" and includes an "Exit Procurement" link. Below this are four buttons: Procurement Summary, Services and Providers, RFP Documents, and Proposal Summary (highlighted in green).

On the right side, the status is displayed as "Procurement Status: Released" and "Provider Status: Eligible to Propose".

The "Proposal Summary" section contains a help icon and a text block: "Use this section to manage Proposals to this RFP. For each Proposal you submit, your score and rank will be shared with your organization leadership after the Contract Start Date is set and the Procurement status is closed. If you are a user with Level 2 permissions, you will have access to this information."

A green notification bar states: "✓ You're eligible to submit a proposal to this RFP. Use the section below to manage your Proposal(s)."

Below the notification is a button labeled "Add New Proposal" with a plus icon. To the right of this button, the "Proposal Due Date" is shown as "08/28/2013 02:00 PM".

At the bottom, there is a table with the following columns: Proposal Title, Evaluation Score, Rank, Status, Last Modified (with a dropdown arrow), Last Modified By, and Actions. The table currently contains the text "No Proposals have been added."

Click "Add New Proposal" to begin your response to the RFP.

5

## Review the Proposal Submission Instructions in the RFP documents for definitions, details about competition pools, and how to respond to custom questions.

The Proposal Details tab includes Basic Information, Provider Contact, Service Units and Questions Sections. Enter information for all required "Proposal Details" fields.

Click "+Add Site" to enter the location where your program will be implemented.

**NYC HHS Accelerator** | Organization Information | Document Vault | Applications | **Procurements** | Financials

Text Size: A A A

Welcome: Cthree PO, TST Provider C

Procurement: SBS Proc 7

Exit Procurement

Procurement Summary | Services and Providers | RFP Documents | **Proposal Summary**

Proposal Details | Proposal Documents | Submit Proposal

Proposal Status: Draft

**Proposal Details: Ueber Proposal** | Proposal Summary ?

Please enter requested information in the sections below.  
\* Indicates required fields

**Basic Information**

\* Proposal Title: Ueber Proposal

\* Competition Pool: One

**Provider Contact**

\* Select a member from your organization: Cthree PO

Name: Cthree PO

Office Title: Board Chair / President

Email Address: c3po@mailinator.com

Phone: 212-999-5137

**Service Unit**

\* Total Number of Service Units: 15

\* Total Funding Request(\$): 2,500,000.00

\* Cost per Service Unit(\$/unit): 166,666.67

**Questions**

\* How will you fulfill your plan?: abcdefg

\* Why will you succeed?: lmnop

**Service Site Information**

Please enter an address for each site where your organization proposes to deliver services.

+ Add Site

Site Name	Address 1	Address 2	City	State	Zip Code	Action
Makizushi	1 Kuromachi		Narashino-shi	NY	11201	I need to...

Save Save & Next

6

7

8

Make sure to select the correct Competition Pool where multiple pools exist.

Review the Proposal Submission Instructions in the RFP for what is required to upload in each line.

**NYC** HHS Accelerator

Organization Information | Document Vault | Applications | **Procurements** | Financials

Welcome: Manager T Org-One, Provider TST Org 1

**Procurement:** Supportive Employment Shelter

Procurement Summary | Services and Providers | RFP Documents | **Proposal Summary**

Proposal Details | **Proposal Documents** | Submit Proposal

Proposal Status: Draft

**Proposal Documents:** Proposal 1

Use this section to upload Proposal documents. You may select documents already stored in your Document Vault or upload new ones. You will not be able to submit your Proposal unless all required documents are uploaded.

**Required Documents**

Document Name	Document Type	Status	Last Modified	Last Modified By	Actions
N/A	Proposal	Not Started	N/A	N/A	I need to... Upload Document Select Document from Vault
N/A	Certificate of Insurance	Not Started	N/A	N/A	I need to...
N/A	Certificate of Occupancy	Not Started	N/A	N/A	I need to...

**Optional Documents**

Document Name	Document Type	Status	Last Modified	Last Modified By	Actions
No optional documents were selected for this procurement.					

Back Next

9

Upload all the “Required Documents” by using the Actions drop-down list.

## Once you have reviewed all the documents and details, you may submit your proposal.

- **Reminder:** Only Level 2 users can submit proposals.
- **Reminder:** Proposals are due at 2 pm on the date specified in the RFP.

The screenshot shows the NYC HHS Accelerator Procurement portal. The main navigation bar includes 'Organization Information', 'Document Vault', 'Applications', 'Procurements', and 'Financials'. The current page is titled 'Procurement: Supportive Employment Shelter'. Below the title, there are tabs for 'Procurement Summary', 'Services and Providers', 'RFP Documents', and 'Proposal Summary'. The 'Proposal Summary' tab is active. Below the tabs, there are links for 'Proposal Details', 'Proposal Documents', and 'Submit Proposal'. The 'Submit Proposal' link is highlighted. The 'Proposal Status' is 'Draft'. The main content area is titled 'Submit Proposal: Untitled Proposal'. Below the title, there is a text box for the proposal details. Below the text box, there are two checkboxes:
 

- I have read the Terms and Conditions and have reviewed the [Standard Contract](#) and [Appendix A - General Provisions Contracts for Consultants, Profession, Technical, Human and Client Services](#).
- I acknowledge that I have reviewed the documents in the RFP Documents tab, including all Addenda to this Solicitation, if applicable.

 Below the checkboxes, there are input fields for 'User Name:' and 'Password:'. At the bottom right, there is a green 'Submit Proposal' button.

Enter your “User Name” and “Password” and click “Submit Proposal.”

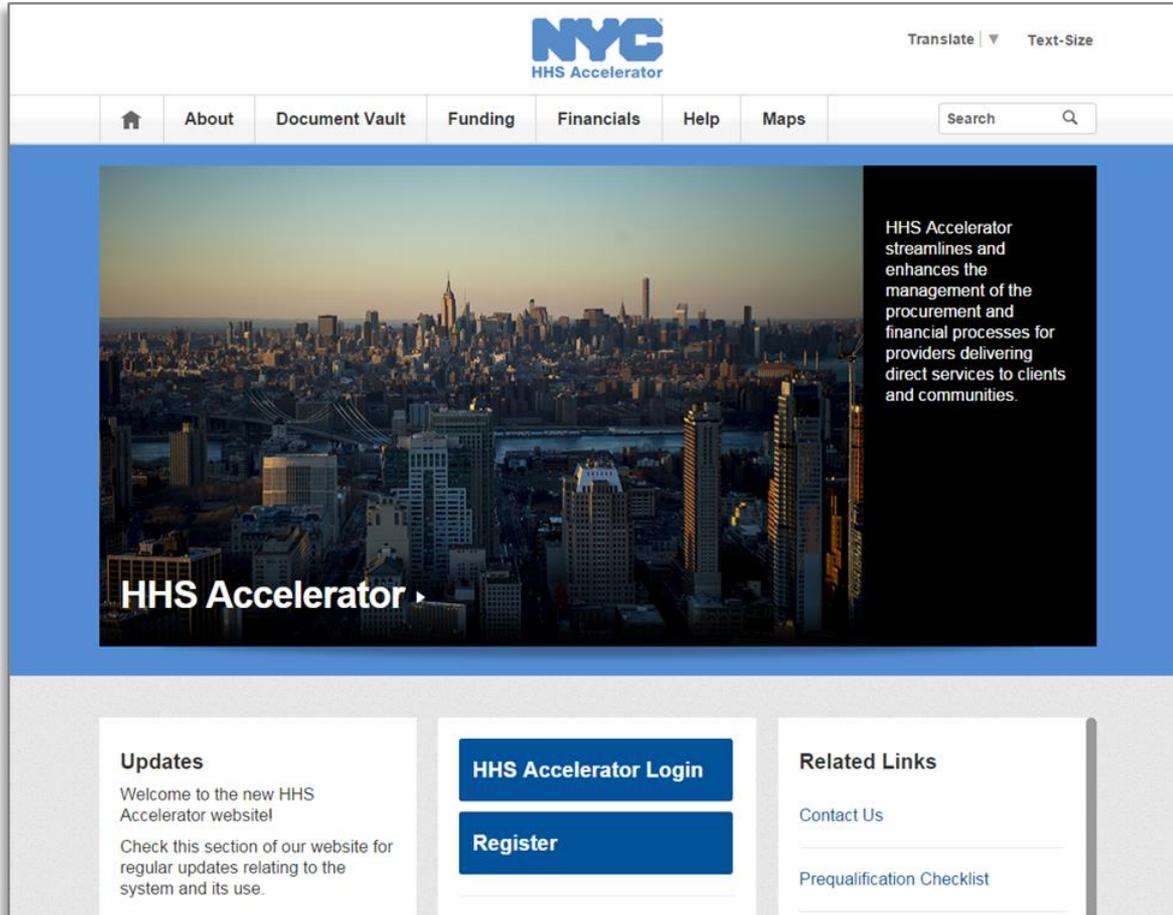
10

Once your proposal has been submitted, your organization's status will change from Draft to Submitted Proposal.

The screenshot displays the 'Procurement' section of the NYC HHS Accelerator portal. The navigation menu includes Organization Information, Document Vault, Applications, Procurements (selected), and Financials. The user is identified as Ryan Smith, Training Provider 3. The current procurement is 'Procurement ACS CT2'. A green button labeled 'Proposal Summary' is highlighted. The 'Procurement Status' is 'Released' and the 'Provider Status' is 'Submitted Proposal'. A green notification bar states: 'Your proposal Untitled Proposal was successfully submitted.' Below this is a table of proposals with one entry: 'Untitled Proposal' in the 'Submitted' status, last modified on 07/29/2015 by Ryan Smith. An 'Actions' dropdown menu is open for this proposal, showing options: 'I need to...', 'View Proposal Details', 'View Proposal Documents', and 'Retract Proposal'.

Proposal Title	Competition Pool	Status	Last Modified	Last Modified By	Actions
<a href="#">Untitled Proposal</a>	Procurement ACS CT2	Submitted	07/29/2015	Ryan Smith	I need to... View Proposal Details View Proposal Documents Retract Proposal

- After submission, you may use the “Actions” drop-down to view or retract your proposal to make changes.
- Complete all changes and resubmit by the proposal due date and time.



## Providers

All provider materials and training registration can be accessed from the HHS Accelerator Website: [nyc.gov/hhsaccelerator](https://nyc.gov/hhsaccelerator)

## Resources

- Help Desk
- Newsletters
- Videos
- Trainings
- Guides
- FAQ.

# COMPASS

## NYC

THE COMPREHENSIVE AFTER SCHOOL SYSTEM OF NEW YORK CITY

“Whether it’s finding a passion in art, playing sports, or getting extra time to focus on academics our students are struggling with, after-school programs are critical to our young people’s educational experience.”

**Mayor Bill De Blasio**

# COMPASS MISSION



COMPREHENSIVE AFTER SCHOOL SYSTEM OF NYC (COMPASS) helps young people build knowledge, skills and self-confidence and nurtures their aspirations through a variety of high quality enrichment opportunities.

In partnership with community-based organizations through funding, capacity building, evaluation and advocacy, COMPASS strives to enhance and expand a sustainable network of out of school time programs for youth, families and communities.

# Goals

- **Goal 1:** Foster academic, social and emotional competencies and physical well-being
- **Goal 2:** Provide opportunities for youth to explore interests and creativity
- **Goal 3:** Build skills that support academic achievement
- **Goal 4:** Cultivate youth leadership and community engagement
- **Goal 5:** Engage parents and other caretakers to support the above goals

# School Partnership

- **Common vision for role of afterschool program in addressing school's priorities:**
  - Collaborative planning and problem solving with schools' leadership
  - Design for frequent and ongoing communication around programming, resources, and space
  - Strategy for enrolling and retaining participants and engaging parents/caretakers
  - Ensuring compliance with NYS regulations – i.e. School Age Child Care Regulations (SACC)
- **In addition to space, schools would need to make in-kind contributions to the program equal to at least 10% of total DYCD program funding:**
  - Principal's contribution should align with program design
  - Includes curriculum resources, teacher and guidance counselor time, professional development, and coverage of extended use fees
- Contributions and responsibilities of CBO and school must be formally articulated in the **School Partnership Agreement**

# Program Design

## Required Hours/Scheduling

- 1,020 hours of service
  - 540 hours during school year
    - 3 hours per day, Monday-Friday
  - 130 hours during 13 school closing days
    - 10 hours per day
  - 350 hours during summer
    - 10 hours per day, Monday-Friday
- **Holiday Programming:** strongly recommended over the winter and spring breaks

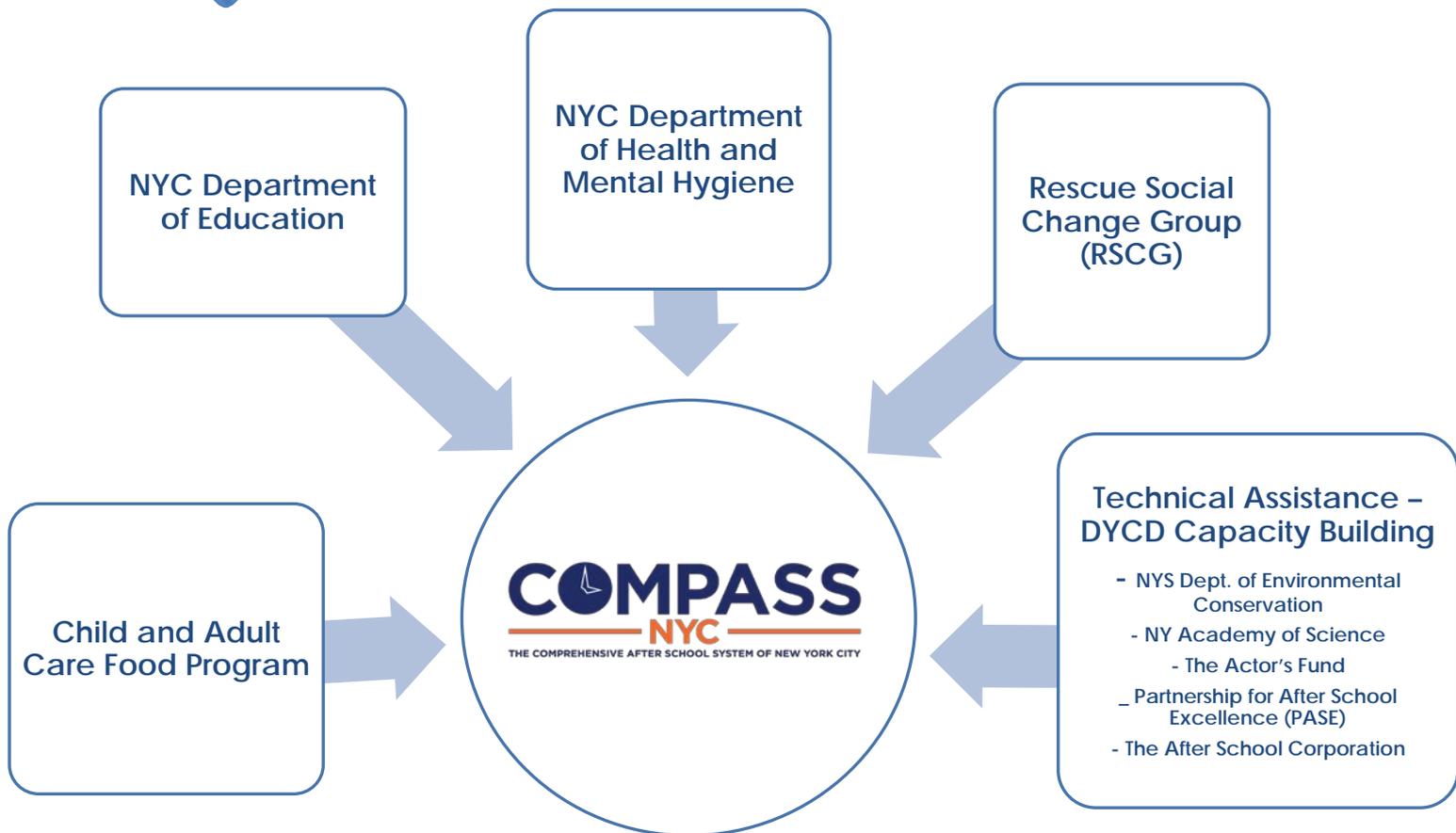
# Activities

- **Enrichment:** Literacy and STEM activities including creative arts that incorporate literacy learning goals.  
2 hours minimum per week, per participant of either Literacy or STEM activities
- **Academic Support:** Homework help and small group or individual tutoring
- **Physical Activity and Healthy Living:** Gym/physical education, organized sports, and fun fitness games. Healthy living activities that reinforce the importance of fitness, nutrition, and healthy life-styles.  
90 minutes of physical activity hours per week per participant

# Key Staffing

- **Program Director:** BA/BS required. Full-time for programs with 90 or more participants.
- **Education Specialist: Strongly Recommended.** BA/BS required. May be a DOE Teacher. Minimum of 25% F/T attributed to a maximum of four (4) programs. If Program Director is P/T, may double as Education Specialist.
- **Senior Supervisor:** Supervises Program Directors. Responsible for overseeing multiple program sites.
- **Activity Specialist:** Specialist in specific content area – e.g. visual or performing arts, STEM, literacy, or organized sports.
- **Data Management Role:** Ability to use electronic spreadsheet programs (MS Excel) and comply with DYCD data entry and reporting requirements.
- **School Liaison:** Assigned by principal from his/her team.
- **Staff-to-Participant Ratio:** **1:10** for youth through 9 years of age. **1:15** for youth 10-12 years of age.

# External Partnerships and Collaborations



# *Post Award Requirements*

- Public Assistance Hiring Commitment Rider
- General Information and Regulatory Requirements
  - Responsibility Determination
- Notice for Proposer Subcontractor Compliance

# *Important Information*

- DYCD encourages MWBE participation and recommends the utilization of certified MWBEs
- Transcript, presentation and attendance rosters will be posted to DYCD website for viewing

# Questions?

- **DYCD RFP:** [RFPquestions@dycd.nyc.gov](mailto:RFPquestions@dycd.nyc.gov)
- **DOE General:** [MSafterschools@schools.nyc.gov](mailto:MSafterschools@schools.nyc.gov)