

**Contracts Agenda for the Meeting of the Panel for Educational Policy - Wednesday, July 26, 2023**

<b>Contract Type</b>	<b>PEP Description</b>	<b>Estimated Highest Annual Spending</b>	<b>Estimated Total Spending</b>	<b>Contract Term</b>	<b>Agenda Item</b>
Request for Proposals	R1395- 3K & PK for ALL	\$644,466	\$2,619,864	4 Years	1
Multiple Task Award Contract	Arts Education Services - R1129	\$210,000	\$1,050,000	5 Years	2
Multiple Task Award Contract	Literacy Professional Development and Coaching Services RA 14	\$60,000	\$300,000	5 Years	3
Multiple Task Award Contract	Math Related Services and Professional Development (RA 13)	\$325,000	\$1,625,000	5 Years	4
Multiple Task Award Contract	Professional Development for School Leaders & Teachers (R1179 - RA 25)	\$150,000	\$750,000	5 Years	5
Negotiated Services	BuildOn Service-Learning Programming	\$2,475,631	\$2,475,631	1 Year	6
Negotiated Services	Crew Expansion Program	\$1,600,000	\$1,600,000	1 Year	7
Negotiated Services	CUNY PDI CDA Program	\$1,236,601	\$2,473,202	2 Years	8
Negotiated Services	Maintenance and Support Services of the Payroll Systems	\$654,500	\$1,963,500	3 Years	9
Negotiated Services	SAT, PSAT and PSAT/NMSQT Test Materials and Services	\$3,750,400	\$18,152,000	5 Years	10
Negotiated Services	Student Internship Management System & Payroll Services	\$496,265	\$496,265	1 Year	11
Negotiated Services	Technical Support Services for the AP-For-All-Initiative	\$1,005,000	\$1,683,500	1 Year, 7 Months	12
Amendments and Extensions	OCS Indirect Cost Rate Amendments FY20-FY21	\$531,417.30	\$1,062,834.60	2 Years	13
Amendments and Extensions	FY24 Early Learn Extensions	\$23,143,316	\$23,143,316	1 Year	14
Amendments and Extensions	FY24 UPK Extensions (2023-2024)	\$8,163,681.82	\$8,163,681.82	1 Year	15
MWBE Discretionary Method	MWBE - Server Deployment Engineer	\$222,822.60	\$445,645.20	2 Years	16
Listing Application	Educational Software - Achieve3000	\$1,279,369	\$8,955,583	7 Years	17
Listing Application	Educational Software - Alegria Learning Software Products	\$25,000	\$175,000	7 Years	18
Listing Application	Educational Software - Franklin Covey Client Sales, Inc. entire software brand and digital content	\$693,372	\$4,853,604	7 Years	19
Listing Application	Educational Software - Texthelp Inc. - Software Products	\$44,915	\$314,405	7 Years	20
Listing Application	Educational Software - N2Y Software Products	\$204,421	\$1,430,947	7 Years	21
Listing Application	Educational Software - McGraw Hill - Software and Digital Products	\$773,200	\$5,412,400	3 Years	22

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Listing Application	Textbooks - McGraw Hill	\$3,519,669.30	\$10,559,008	3 Years	23
Listing Application	Textbooks and Ancillary Materials - Really Great Reading Company, LLC	\$91,835.94	\$642,850.17	7 Years	24
Listing Application	Textbooks and Ancillary Materials - The Continental Press Inc.	\$1,932,329.48	\$13,526,306.38	7 Years	25
Innovative Procurement Method	Community Schools Services Expansion - R1408 (RA 5)	\$444,467	\$800,040.60	2 Years	26
Discretionary, Grant, or Other Required Method	Lambda - FY23 City Council Discretionary for LGBTQ	\$500,000	\$500,000	1 Year	27

## Request for Authorization to Contract with Vendors for the Provision of 3-K and Pre-K for All Services – R1395

**Procurement Method:** Request for Proposals per DOE Procurement Policy and Procedures, Section 3-03

**Estimated Highest Annual Amount:** \$644,466.00

**Estimated Total Amount:** \$2,619,864.00

**Funding Source:** Various, including Tax Levy, NYS Education Department, and Childcare Block Grant

**Contract Retroactive?** Yes

**Contract Term:** 07/01/2022-6/30/2026; 4 Years

**Options:** Three, 1 -Year

**Options Amount:** \$644,466.00 / \$1,933,398.00

**Contract Type:** Requirements

**RA Number:** 11409

**Vendor Name:** See List Below

**Contract Manager:** Monique Scales, Senior Director - Operations, Division of Early Childhood Education

**Lead Contracting Officer:** Jodina Clanton, Senior Director, Research and Special Projects, Division of Early Childhood Education

**Division of Contracts and Purchasing Contact:** Ibrahim Rehawi, Chief Administrator, Division of Contracts and Purchasing

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Division of Early Childhood Education (“DECE”) to contract with the below-named vendors to provide high-quality early childhood care and education programming as part of the birth-to-five system.

### Discussion

In 1997, the New York State Education Department established the Universal Prekindergarten (“UPK”) program, which entitles eligible four-year-olds to receive 2 hours and 30 minutes of instructional programming for 180 days at no charge to their families. In March 2014, the New York State legislature approved a \$300 million grant to expand full-day pre-kindergarten access in New York City.

In April 2017, the City announced the introduction of a 3-K for All program (“3-K”) in order to expand high quality early childhood care and education for New York City children. As part of this expansion, all birth-to-five services would be transferred to the DOE’s control from the Administration for Children’s Services so that all contracted early care and education programs would be under one system. This transfer process was completed in July 2019.

In March 2019, the DOE released the first Request for Proposals (“RFP”) for birth-to-five services, RFP R1267. Services included both extended day and year services available to income eligible children, and school day and year services available to any child eligible for Pre-K for All or 3-K for All services. The DOE also released an RFP for Family Child Care Network services (R1278) and for Head Start Services (R1268) in the spring of 2019, and an RFP for birth-to-five services in Covid Impacted

Neighborhoods (R1344) in spring 2021. Family Child Care Network services began in July 2020; the remainder of the services contracted through these RFPs began in July 2021. Collectively, these services comprise New York City's birth-to-five system, which provides every eligible child with free, full-day, high-quality early care and education.

Based on the number of slots awarded through R1267 and R1344, and the DECE's demand projections for school day and year 3-K and Pre-K services, DECE determined that additional birth-to-five slots were required for the 2022-2023 school year. The DOE released R1395 to the public on October 14, 2021, seeking to identify and award additional eligible high-quality early childhood care and education providers who are willing to collaborate with DECE to implement elements of the birth-to-five program throughout the City in areas with the highest need. This solicitation was conducted as an RFP and not a Request for Bids because these services are administered directly to children and must be evaluated on qualitative criteria. The deadline for proposals was December 2, 2021.

The two types of service models available through the RFP include:

- School Day and Year 3-K for all services: 6 hours 20 minutes daily, for 180 days annually. Available to all 3-K aged children with NYC residency.
- School Day and Year Pre-K for all services: 6 hours 20 minutes daily, for 180 days annually. Available to all Pre-K aged children with NYC residency.

Of the 413 proposals received in the Procurement and Sourcing Solutions Portal ("PASSPort"), 380 were evaluated after removing duplicates and non-responsive proposals during the responsiveness checks. Additional sites will be included in subsequent RAs. Contracts for these services are necessary because the DOE does not possess the personnel to perform them.

DECE convened Evaluation Committees comprised of DECE instructional, social work, and performance personnel to evaluate proposals under their guidance, as well as consultants with extensive experience in early childhood education. Proposals were scored using the following evaluation criteria:

- Program Overview and Demonstrated Effectiveness: 20 points
- Early Childhood Framework for Quality Elements: 80 points

All vendors in areas where seats are needed and who met the DOE's quality standards, proposed a viable site, and presented fair and reasonable prices are recommended for award. In areas where the capacity of vendors exceeded the estimated demand for services, awards were made based on vendors' scores and ranking.

While price is not an evaluation criterion, recommended contract awards were subjected to successful budget negotiations between the DOE and proposers, which were based on a fair and reasonable price per student. DECE negotiated budgets, inclusive of the cost-per-child and any proposed start-up funding (materials, furniture, and/or construction) with vendors recommended for award. Proposers' program expenditures were subject to review to ensure that actual expenditures were consistent with the approved budgets. The negotiated cost-per-child is the amount charged for the term of the entire contract.

Vendors requiring start-up funds were offered additional resources outside of their negotiated per child rate for the first year of their contract. These funds will support facility improvements necessary for their

required Department of Health and Mental Hygiene permit, other small upgrades, or for furniture and other materials for their classrooms.

Vendors offering DOE-contracted early childhood education services, including Pre-K and 3-K for all, don't have the ability to restrict who attends as all contracted vendors are required to follow DOE's enrollment policies and participate in the DOE's enrollment system.

These contracts are retroactive because the time required to complete health and safety reviews, budget reviews and/or vendor responsibility determinations delayed their processing.

Awards for both School Day and Year and Extended Day and Year Services

Proposal Number	District	Vendor Name	SDY 3K Slots	SDY 4K Slots	Max Annual	Start Up	4 Year Total Amount
31996	30	TLE AT QUEENS-LONG ISLAND CITY, LLC	15	18	\$644,466.00	\$42,000	\$2,619,864.00

Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible. Noteworthy information was found for the following vendor(s):

TLE at Queens-Long Island City, LLC

A review of TLE at Queens-Long Island City LLC's (TLE) PASSPort submission reveals the following self-reported caution:

- In February 2020, TLE was investigated by the New York City Department of Health and Mental Hygiene (DOHMH) for not having a qualified Education Director and failure to conduct comprehensive background checks for program staff. TLE was placed on a Corrective Action Plan (CAP), and it was accepted by DOHMH on March 23, 2020.

In light of the resolution above, and the vendor's satisfactory performance on prior DOE contracts, the DOE determines the vendor to be responsible.

## Request for Authorization for Arts Education Services – R1129 (RA31)

**Procurement Method:** Multiple Task Award Contract (MTAC) per DOE Procurement Policy and Procedures, Section 3-04

**Estimated Highest Annual Amount:** \$210,000

**Estimated Total Amount:** \$1,050,000

**Funding Source:** Various including Tax Levy & Reimbursable Funds

**Contract Retroactive?** No

**Contract Term:** 5 Years

**Options:** One; 3-Year

**Options Amount:** \$630,000

**Contract Type:** Requirements

**RA Number:** 11151

**Vendor Name:** See Table below

**Contract Manager:** Jeffrey Trenton Price, Senior Director, Office of Arts & Special Projects

**Lead Contracting Officer:** Paul J. Thompson, Executive Director, Office of Arts & Special Projects

**Division of Contracts and Purchasing Contact:** Jean Charles, Procurement Analyst, Instructional Service Procurement

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Office of Arts and Special Projects (“OASP”) to contract with the below-named vendors to provide Arts Education Services. Services will be provided at the discretion of each participating school or central office operating on behalf of a school or consortium of schools.

### Discussion

This request for Arts Education Services replaces a previous Arts Education solicitation. The approved vendors will deliver services that support and advance teaching and learning by building on the Blueprint for Teaching and Learning in the Arts (“Blueprint”), the New York State Learning Standards (“NYSLS”) for the Arts, and the National Coalition for Core Arts Standards. The Blueprint forms the basis for instructional programs in dance, music, theater, visual arts and the moving image, and is built upon five strands of arts learning: (1) Arts Making; (2) Literacy in the Arts; (3) Making Connections; (4) Community and Cultural Resources; and (5) Careers and Lifelong Learning. Awarded vendors will deliver culturally responsive services and integrate the guidelines established in the Blueprint while enhancing studies in other disciplines.

The proposals were distributed to an Evaluation Committee that included Arts Coordinators and Directors from OASP, all of whom are knowledgeable of the Blueprint and the NYSLS for the Arts. All members of the committee have participated in developing the Blueprint, are currently implementing arts programming, and possess years of experience within New York City public schools or DOE central offices. To ensure scoring consistency, a training session was conducted for all committee members where they received an overview of the process and a scoring rubric. Proposals were evaluated using the following criteria: Program Plan (25 points), Organizational Capacity (25 points), Demonstrated Effectiveness (25 points), and Price (25 points). Successful vendors were required to achieve a minimum score of 80 points.

One hundred and one vendors were recommended for contract awards under previous Requests for Authorization, and two are recommended here.

TheatreWorks/USA Corp. (“TWUSA”) offers to provide theatrical workshops for students where songwriting, theatrical set design, and storytelling provide students with tools to turn ideas into live performances, while also enhancing skills in cooperation and collaboration. The workshops incorporate principles of social emotional learning augmenting students’ ability to understand and have empathy for others.

TropicalFete, Inc. (“T.I.”)’s programs offer to provide steel pan, dance and theatre, stilt walking, pottery, videography and photography, masquerade/arts and craft, and music such as vocal lessons, beat creation, and the inclusion of musical instruments such as violin, drums, piano, and guitar. TI programs are intended to provide students with knowledge on the various instruments and skills and encourage self-expression.

The estimated annual contract amounts for both vendors are based on the minimum amount for new vendors for Arts Education Services MTAC requirements contracts of \$30,000 per awarded component.

It is necessary to contract for these services because the DOE does not possess the capacity of expertise necessary to meet the objectives of this program.

The Multiple Task Award Contract process is the preferred procurement method as this process allows the DOE to award contracts for similar services to multiple vendors in order to meet demand for such services and to offer a choice among vendors.

The awarded vendor will be required to meet applicable DOE Minority and Women Owned Business Enterprise Subcontracting Goals.

Estimated Contract Amount for Recommended Vendors

No.	Vendor Names & Addresses	Component(s)	Estimated Annual / Total Amount
1	Theaterworks/USA Corp. d/b/a TheaterWorksUSA 158 West 29 <sup>th</sup> St., 5 <sup>th</sup> Floor New York, NY 10001	3,6	\$60,000 / \$300,000
2	TropicalFete, Inc. 295 Madison Avenue New York, NY 10017	1,2,4,5,6	\$150,000 / \$750,000

**\*Awarded Components:**

1. Dance – ballet, modern, hip-hop, ballroom, African, Caribbean, dances of other countries & cultures, choreography.
2. Music – hip hop, jazz, classical, instrumental, vocal, choral, composing.
3. Theater – playwriting, storytelling, performing, playmaking, auditions, assemblies.
4. Visual Arts – museum tours, paintings, murals, drawing, architecture, collages.
5. Moving Image, New Media – film making, videography, photography.
6. Parent Engagement – all of the above subjects in concert with direct student services.

**Vendor Responsibility**

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

## Request for Authorization for Literacy Professional Development and Coaching Services – R1256 (RA 14)

**Procurement Method:** Multiple Task Award Contract (MTAC) per DOE Procurement Policy and Procedures, Section 3-04

**Estimated Highest Annual Amount:** \$60,000

**Estimated Total Amount:** \$300,000

**Funding Source:** Various incl. Tax Levy & Reimbursable Funds

**Contract Retroactive?** No

**Contract Term:** 5 Years

**Options:** One, 3-Year

**Options Amount:** \$180,000

**Contract Type:** Requirements

**RA Number:** 11466

**Vendor Name:** The Academy in Manayunk DBA AIM Institute for Learning and Research

**Vendor Address:** 1200 Conshohocken, PA 19428

**Awarded Component(s):** 1,2

**Contract Manager:** Jessica Kaplan, Deputy Executive Director, Office of Curriculum, Instruction & Professional Learning

**Lead Contracting Officer:** Jessica Kaplan, Deputy Executive Director, Office of Curriculum, Instruction & Professional Learning

**Division of Contracts and Purchasing Contact:** Peter Le, Procurement Analyst, Instructional Service Procurement

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Division of Teaching and Learning (“DTL”) to contract with the above-named vendor to provide system-wide literacy professional development services. These programs will be provided at the discretion of participating schools, central offices operating on behalf of schools, or consortiums of schools.

### Discussion

To help ensure that its students achieve the highest standards in literacy and the implementation of the NY State Next Generation Learning Standards (“NGLS”), the DOE must acquire professional development services for its teachers, leaders, coaches, administrators, and support staff. These services will increase literacy content and pedagogical knowledge, support the implementation of NGLS-based literacy instruction, and align resources to improve student achievement. These services will also support schools and learning communities as they plan and conduct effective instruction and professional development in literacy.

Contracted vendors will provide high-quality, needs-based, and culturally responsive professional development and coaching services to support comprehensive NGLS-based literacy instruction for teachers and other staff covering Pre-kindergarten through 12th grade. Services will focus on literacy



content, pedagogy, citywide curriculum programs, research, and best practices and will include institutes, workshops, seminars, course work, conferences, walk-throughs, and inter-visitations.

It is necessary to contract for these services because the DOE does not possess the capacity or expertise necessary to meet the objectives of this program.

Vendors proposed for one or more of the following focus areas: 1) Literacy Professional Development, and 2) Literacy Consultants/Coaches. Proposals were evaluated by a minimum of three evaluators. The evaluation committees included a director of literacy, director of academic intervention services, education administrator, and literacy instructional specialists. Proposals were scored based on program plan (25 points), organizational capacity (25 points), pricing (25 points), and demonstrated effectiveness (25 points). Successful vendors were required to achieve a minimum score of 80 points.

Twenty-six vendors were named in previous Requests for Authorizations (“RAs”), and one is named here.

The recommended vendor’s services introduce shifts in pedagogy and provide direction on efficient and effective ways to use student data to inform instructional practices and improve student achievement. Professional development offerings will provide specific support to schools and teachers for implementing all or some components of reading and other components of literacy instruction in ELA and other content areas within classrooms, including foundational literacy skills. Program delivery methods include customized workshops, support, and coaching.

The Academy in Manayunk DBA AIM Institute for Learning and Research (“AIM”) offers professional development programs that focus on the Science of Reading (“SoR”) and structured literacy instruction. The workshops cover various aspects of reading, including phonological awareness, decoding and spelling, vocabulary, comprehension, and assessment. AIM Institute also provides evaluation tools and reports to monitor participant progress and include content mastery by section, pre- and post-knowledge inventory scores, course score details, and cohort performance summaries. The institute's implementation science team supports clients in data analysis and provides technical assistance.

Pricing for the AIM was determined to be fair and reasonable based on a comparison with hourly rates for like services by vendors contracted under similar solicitations.

The estimated annual contracted amount for AIM is based the estimated annual contract amount for new vendors with a literacy professional development services requirements MTAC contract of \$30,000 per awarded component.

The Multiple Task Award Contract process is the preferred procurement method as this process allows the DOE to award contracts for similar services to multiple vendors in order to meet demand for such services, and to offer a choice among vendors.

The awarded vendor will be required to meet applicable DOE Minority and Women Owned Business Enterprise Subcontracting Goals.

#### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

## Request for Authorization for Math-Related Services and Professional Development – R1254 (RA13)

**Procurement Method:** Multiple Task Award Contract (MTAC) per DOE Procurement Policy and Procedures, Section 3-04

**Estimated Highest Annual Amount:** \$325,000

**Estimated Total Amount:** \$1,625,000

**Funding Source:** Various incl. Tax Levy & Reimbursable Funds

**Contract Retroactive?** No

**Contract Term:** Five Years

**Options:** One, 3-Year

**Options Amount:** \$975,000

**Contract Type:** Requirements

**RA Number:** 11502

**Vendor Name:** K-5 Math Teaching Resources

**Vendor Address:** 501 Main St. Suite B New York, NY 10044

**Awarded Component(s):** 1

**Contract Manager:** Jessica Kaplan, Deputy Executive Director Office of Curriculum, Instruction & Professional Learning Division of Teaching and Learning

**Lead Contracting Officer:** Jessica Kaplan, Deputy Executive Director Office of Curriculum, Instruction & Professional Learning Division of Teaching and Learning

**Division of Contracts and Purchasing Contact:** Peter Le, Procurement Analyst, Instructional Service Procurement

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Division of Teaching and Learning (“DTL”) to contract with the above-named vendor to provide system-wide mathematics professional development and coaching services. These services will be provided at the discretion of participating schools, central offices operating on behalf of schools, or consortiums of schools.

### Discussion

To help ensure that its students achieve the higher standards in mathematics that adoption of Next Generation Math Learning Standard (“NGMLS”) requires, the DOE must acquire professional development services for its teachers, leaders, coaches, administrators, and support staff. These services will increase math content and pedagogical knowledge, support the implementation of NGMLS, and align resources to improve student achievement. These services will also support schools and learning communities as they plan and conduct effective instruction and professional development in math.

Vendors will provide high-quality, needs-based, and NGMLS-aligned professional development and support instruction for teachers and other staff covering pre-kindergarten through 12th grade. Services will focus on math content, pedagogy, citywide curriculum programs, cognitive and socio-emotional

development, and research and best practices, and will include institutes, workshops, seminars, course work, conferences, walk-throughs, and inter-visitations.

It is necessary to contract for these services because the DOE does not possess the expertise necessary to meet the objectives of this program.

Vendors proposed for one or more of the following focus areas: 1) Mathematics Professional Development, and 2) Mathematics Consultants/Coaches.

Proposals were evaluated by a minimum of three evaluators. The evaluation committees included a teacher, math director, and STEM instructional specialist. Proposals were scored based on program plan (25 points), organizational capacity (25 points), pricing (25 points), and demonstrated effectiveness (25 points). Successful vendors were required to achieve a minimum score of 80 points.

Sixteen vendors were recommended for contract awards under previous Requests for Authorization, and one is named here.

The recommended vendors' services introduce shifts in pedagogy and provide direction on efficient and effective ways to use student data to inform instructional practices that will improve student achievement and prepare them for college and careers in math. Professional development offerings will provide specific support to schools and teachers for implementing NGMLS, including conceptual understanding, procedural fluency, problem solving, and communication. Program delivery methods include customized workshops, support, and coaching.

K-5 Math Teaching Resources ("K5MTR") offers math professional development workshops and mathematics consulting models customized to address the specific needs of each school and districts. These research-based workshops aim to improve instructional practices, enhance students' learning, and increase math achievement for all students. K-5MTR provides Grades K-2 and Grades 3-5 Math Projects, consisting of a sequence of six full-day workshops throughout the school year. These projects aim to deepen teachers' knowledge of learning progressions, mathematical content, Standards for Mathematical Practice, and effective instructional strategies.

Pricing for K5MTR was determined to be fair and reasonable based on comparison with hourly rates for like services by vendors contracted under this solicitation.

The estimated annual contracted amount for K5MTR is based on previous expenditures under contract for similar services.

The MTAC process is the preferred procurement method as this process allows the DOE to award contracts for similar services to multiple vendors in order to meet demand for such services and to offer a choice among vendors.

The awarded vendor will be required to meet applicable DOE Minority and Women Owned Business Enterprise Subcontracting Goals.

#### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

## Request for Authorization for Professional Development for School Leaders and Teachers – R1179 (RA 25)

**Procurement Method:** Multiple Task Award Contract (MTAC) per DOE Procurement Policy and Procedures, Section 3-04

**Estimated Highest Annual Amount:** \$150,000

**Estimated Total Amount:** \$750,000

**Funding Source:** Various incl. Tax Levy & Reimbursable Funds

**Contract Retroactive?** No

**Contract Term:** Five Years

**Options:** One; 3-Years

**Options Amount:** \$450,000

**Contract Type:** Requirements

**RA Number:** 11092

**Vendor Name:** Yeled V' Yalda Early Childhood Center, Inc.

**Vendor Address:** 1312 38<sup>th</sup> Street, Brooklyn, NY, 11218

**Awarded Component(s):** 1, 2, 3, 4, & 5

**Contract Manager:** Linda Lo, Senior Director of the Division of Curriculum and Instruction, Division of Teaching and Learning

**Lead Contracting Officer:** Ilene Altschul, Executive Director of the Division of Curriculum and Instruction, Division of Teaching and Learning

**Division of Contracts and Purchasing Contact:** Daniel Morales, Procurement Analyst, Instructional Service Procurement

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Division of Teaching and Learning (“DTL”) to contract with the above-named vendor to provide Professional Development (“PD”) for school leaders and teachers. These programs will be provided at the discretion of participating schools, central offices operating on behalf of schools, or consortiums of schools.

### Discussion

PD for school leaders and teachers is necessary to support instructional strategies that are designed to increase students’ learning and academic success. These PD services include developing educators’ expertise in integrating process and content for academic counseling services, sustainable leadership, postsecondary readiness, and improved teaching practices. The awarded vendors will provide PD to school leadership and instructional staff across content areas, with an overall focus on improving the classroom environment for learning and leadership development, while providing best and culturally responsive practices to prepare students for the challenges of postsecondary education and work. Awarded vendors will also assist administrators in understanding the concepts of sustainable leadership, particularly in an environment where principals have discretion in decision-making and are accountable for student success.

Vendors proposed for one or more of the following five (5) focus areas: 1) Leadership Development; 2) Curriculum Development; 3) Postsecondary Readiness; 4) Conflict Resolution and Classroom Management; and 5) Data-Driven Decision-Making and Teacher Effectiveness.

Proposals were received by an Evaluation Committee consisting of former teachers and principals, literacy coaches, math coaches, program directors, or operations staff from DOE central offices. To ensure consistency, a training session was conducted for all committee members where they received an overview of the process and scoring rubric. Proposals were scored based on: Program Plan (25 points); Organizational Capacity (25 points); Pricing (25 points); and Demonstrated Effectiveness (25 points). Successful vendors were required to achieve a minimum score of 80 points.

Sixty-Five vendors were recommended for contract awards under previous Requests for Authorization, and one is recommended here.

Recommended vendors offer instructional programs and job-embedded PD, including teacher and leader effectiveness training. These services help schools improve classroom instruction through focused conversations and data-driven inquiry and decision making. Program delivery methods include à la carte service packages, workshops, and coaching.

Yeled V' Yalda Early Childhood Center, Inc. ("Yeled") provides PreK-12 research-based, standards-aligned on- or off-site services in all five component areas, with the exception being their Post-Secondary Readiness offerings which target school instructional staff for grades 6-12. Yeled's workshops are designed to improve prioritization of instructional time, bolster individual assistance for struggling learners, identify students' strengths and weaknesses, and more effectively utilize schoolwide data to inform best practices in the classroom.

Pricing for Yeled was determined to be fair and reasonable based on a comparison with hourly rates for like services by vendors contracted under similar solicitations.

The estimated annual contract amount for Yeled is based on the minimum amount for new vendors with a PD for School Leaders and Teachers requirements MTAC contract of \$30,000 per service component.

It is necessary to contract for these services because the DOE does not possess the capacity of expertise necessary to meet the objectives of this program.

The Multiple Task Award Contract process is the preferred procurement method as this process allows the DOE to award contracts for similar services to multiple vendors in order to meet demand for such services and to offer a choice among vendors.

#### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible. Noteworthy information was found for the following vendor(s):

[Yeled V' Yalda Early Childhood Center, Inc.](#)

The following information was identified for Yeled V'Yalda Early Childhood Center Inc. (YvY):

- A December 2022 news article, citing a 2015 New York State Office of the Comptroller (NYS Comptroller) preschool special education services audit, discussed several allegations against YvY, including claims that YvY misallocated program funds to run a community gym, provided

donations to religious schools that referred students to its company, and had its special education providers participate in religious instruction. The vendor denied misusing funds and requested a reconsideration of the state auditors' findings. The New York State Education Department (NYSED) determined that YvY met the criteria for reapproval to continue providing services to preschool students with disabilities. YvY informed this office that schools do not refer families to YvY on a quid pro quo basis and that YvY only awards grants to schools that apply and meet YvY's selection criteria. YvY maintained that its providers' services address the unique needs of students as mandated by their IEPs and do not include religious instruction.

- A December 31, 2015 NYS Comptroller financial audit found that YvY claimed approximately \$3 million in ineligible expenses for reimbursement over three years, ending June 30, 2014. The NYS Comptroller recommended that the NYSED review the audit's recommended disallowances and recoup the money through adjustments to YvY's reimbursement rates. NYSED advised that revised rates have not yet been approved. Once NYSED does so, the DOE will use the revised rate to determine the amount that needs to be recovered from the vendor.

Since the release of the news article, no law enforcement or prosecutorial agencies have substantiated the allegations or arrested or charged YvY or its current owners with a crime. Additionally, as NYSED has not yet approved the revised reimbursement rates to recoup the monies owed, and YvY continues providing satisfactory services under its existing contracts, the DOE determines the vendor to be responsible.

## Request for Authorization to Contract with BuildOn to Provide BuildOn Service-Learning Programming

**Procurement Method:** Negotiated Services Contract per DOE Procurement Policy and Procedures, Section 3-08

**Estimated Highest Annual Amount:** \$2,475,631.00

**Estimated Total Amount:** \$2,475,631.00

**Funding Source:** Tax Levy (\$2,166,666.00) / Private Philanthropy (\$308,965.00)

**Contract Retroactive?** No

**Contract Term:** 09/01/2023 – 08/31/2024

**Options:** One, 1-Year

**Options Amount:** \$2,475,631.00

**Contract Type:** Full Value

**RA Number:** 11536

**Vendor Name:** BuildOn Inc.

**Vendor Address:** 1111 Summer Street Suite 602A, Stamford, CT 06905

**Contract Manager:** Andrew Fletcher, Director of Strategic Partnership, Division of Teaching and Learning

**Lead Contracting Officer:** Hewette Moore, Chief of Staff to Deputy Chancellor Carlyne Quintana, Division of Teaching and Learning

**Division of Contracts and Purchasing Contact:** Sophia Hargraves, Administrative Procurement Analyst, Central Office Procurement

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Division of Teaching and Learning (“DTL”) to contract with BuildOn Inc. (“BuildOn”) to provide its service-learning program to partnering schools in the Bronx.

### Discussion

BuildOn will work with partnering schools providing year-round specialized programming, including during school breaks and summer vacations. Program activities include in-class service projects, after-school, weekends, school holiday programming, as well as school-wide service days. All programming follows BuildOn’s IPARD service-learning framework: Investigation, Preparation, Action, Reflection, and Demonstration.

BuildOn’s high-quality programming and strong student outcomes can be attributed to a diverse array of partners including students, parents, teachers, school administrators, community-based organizations, and local businesses. Equity, diversity, inclusion, and accessibility are imperative to ensure all participants can benefit from the program’s content, design, and delivery. BuildOn engages youth in local community service opportunities with partners including food banks, homeless shelters, elementary schools, senior centers, and community centers. BuildOn builds relationships with these partners to determine the community needs that the youths can address. BuildOn also collaborates closely with teachers to ensure that experiential learning and service projects

complement other aspects of the academic curriculum.

Students can take part in BuildOn's Trek experience, which is a global full immersion service-learning opportunity. During the Trek, students travel to developing countries, immerse in a BuildOn partner community to learn from the community and construct a school while working alongside the parents and grandparents from the community.

For schools to be chosen to participate in the BuildOn service-learning programming, they must meet the following criteria:

- student enrollment/attendance rates,
- school administration's capacity for collaboration,
- partner school's vision for collaboration,
- number of clubs or community-based organizations already associated with the school.

BuildOn proposed a total budget of \$2,475,631 to engage up to 17 schools and 4,800 students of which the DOE will only pay \$2,166,666 (87.5%) and the remaining \$308,965 will be subsidized through BuildOn's fund raising efforts. For labor, representing 86.0% of the total amount the DOE will pay, hourly labor rates are comparable to labor rates approved for similar titles under MTAC R1150 (to provide whole school reform services). Accordingly, pricing can be determined to be fair and reasonable.

It is necessary to contract for these services as the DOE does not possess the expertise, personnel, and/or resources necessary to meet the program objectives. BuildOn provides a unique combination of diverse and comprehensive program strategies to engage public high school students in the Bronx. Based on the initial review of organizations such as, City Year, Global Kids, New York Cares, Bronxworks, Compass NYC, Peace thru Culture, and Global Study Treks who does related work. However, we have found that none of these vendors could provide the unique combination of services that BuildOn offers.

On June 21, 2023, the Committee on Contracts recommended the request to contract with BuildOn based on the best interest of the DOE and on the condition that a competitive procurement is used for future services should the DOE secure funding for the five-year scaling plan.

#### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.



## Request for Authorization to Contract with New York City Outward Bound Center Inc. for Crew Expansion Services

**Procurement Method:** Negotiated Services Contract per DOE Procurement Policy and Procedures, Section 3-08

**Estimated Highest Annual Amount:** \$1,600,000.00

**Estimated Total Amount:** \$1,600,000.00

**Funding Source:** City Council

**Contract Retroactive?** Yes

**Contract Term:** 7/1/22 – 6/30/23

**Options:** One, 1-year Option

**Options Amount:** \$1,600,000.00/ \$1,600,000

**Contract Type:** Full Value

**RA Number:** 11176

**Vendor Name:** New York City Outward Bound Center, Inc.

**Vendor Address:** 29-46 Northern Blvd., Long Island City, NY 11101

**Contract Manager:** Maite Villanueva, Senior Grants Officer, Division of School Leadership

**Lead Contracting Officer:** Sylvia Jamison, Senior Director of Grants & Contracts, Division of School Leadership

**Division of Contracts and Purchasing Contact:** Sophia Hargraves, Administrative Procurement Analyst Central Office Procurement

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Division of School Leadership to contract with New York City Outward Bound Center, Inc. (“Outward Bound”) to expand Outward Bound’s Crew Model approach in up to 50 secondary schools.

### Discussion

NYC Outward Bound Schools will work with approximately 40 schools in completing year one in the program and continuing into year two to deepen and expand their implementation of Crew in 10 new schools. Schools will be recruited across all five boroughs through a basic application process. Outward Bound will launch a marketing strategy to drive recruitment along with the use of traditional channels through the DOE and the City Council. Selection of schools will be based on Outward Bound’s assessment of their ability to meet the following criteria that are critical to the successful implementation of Crew.

- A strong belief by school leadership that supporting positive social emotional outcomes for youth is equally as important as supporting positive academic outcomes, along with a belief that the two are intertwined.
- A commitment by leadership to a school culture that is centered in an ethos of “Crew, not passengers”; a culture where everyone -- students and adults alike -- looks out for and take care of one another.

- A commitment to developing a school schedule that gives students Crew at least 3 times per week for at least 30 minutes per session (along with the staffing and space to support this)
- Ability and willingness to support Crew Advisors by providing them with the coaching and professional development they need to be successful in their roles.
- Ability and willingness to identify and support a Crew Guide who will play a lead role in supporting the implementation of the Crew at the school.

Once recruited, participating schools will engage in a blended model of professional development designed to support them in successfully adopting Crew Advisory at one grade level a year until it operates across all grades. This model of incremental growth incorporates a “train the trainer” approach. At the center of this approach is supporting the development of a school-embedded Crew expert called a Crew Guide at each school whose role will be to train and support Crew Advisors in developing their Crew curriculum and building their expertise in facilitating student Crews.

Crew Guides will participate in a one-day Crew Institute at the onset of the program that will immerse them in the culture of Crew and develop their expertise in supporting its implementation. Upon completing the Institute, Crew Guides will have a basic knowledge of the Crew model along with a plan to support its initial implementation at their school. In addition, they will be equipped with a set of tools, resources, and a network of fellow Crew Guides to support them in their work moving forward.

The cohort of Crew Guides will meet multiple times throughout the year in person and online to share learning, deepen their knowledge and celebrate successes. Each school will receive a total of approximately 92 hours of direct support from NYC Outward Bound Schools staff, as a combination of virtual coaching meetings and half-day onsite school-based coaching support to aid in their development and help them with the training of Crew Advisors. Crew Guides will receive explicit coaching on strategies to grow, sustain and deepen Crew at their schools over time. Participating schools will develop plans on how best to sustain the Crew Guide function to address staff turnover over time. Existing Crew schools will address this challenge by developing a succession plan for the Crew Guide through cultivating a leader from among their Crew Advisors. While the Crew Guide will receive most of the coaching support, there will be opportunities for Crew Coaches to work directly with other school staff engaged in Crew leadership during these virtual coaching meetings and onsite visits.

New York City Outward Bound Center, Inc. (“Outward Bound”) proposed to expand Outward Bound’s current Crew program. This is a retroactive contract for a one-year term of July 1, 2022 to June 30, 2023 (FY ’23) with a renewal option for FY ’24. For FY ’23, Outward Bound served over 15,000 students and expanded the number of schools served from 44 in FY ’22 to 50 in FY ’23. Labor costs accounted for 82% of the contract spend with hourly labor rates that fell within the range of labor rates for similar services under MTAC R1179 (PD for Teachers and Student Leaders). Approximately 21% of total labor costs reflected stipends paid by Outward Bound to DOE teachers who serve as Crew Guides and who provide additional training to Crew Advisors using a train-the-trainer approach. In addition, Crew Guides facilitate student crews. Material costs accounted for 8% of the spend for books and curriculum materials necessary for training the crew guides with the remainder covering administrative costs to support the program expansion. Accordingly, pricing can be determined to be fair and reasonable.

It is necessary to contract for these services because the DOE does not possess the expertise, personnel, and/or resources necessary to meet the program objectives. This request is retroactive due to the delay of the City Council approval of funding in June 2022. Based on the expectation detailed in the funding awarded from the City Council, coupled with the program’s start date, the implementation

of the work could not start until August 2022. The award from the Council's Administration was baselined into the program office's FY23 budget for these services.

On June 7, 2023, the Committee on Contracts recommended the request to contract with New York City Outward Bound Center, Inc.

[Vendor Responsibility](#)

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

## Request for Authorization to Contract with City University of New York to Provide Screening & Assessment and Teacher Certification Services

**Procurement Method:** Negotiated Services Contract per DOE Procurement Policy and Procedures, Section 3-08

**Estimated Highest Annual Amount:** \$1,236,601.00

**Estimated Total Amount:** \$2,473,202.00

**Funding Source:** Tax Levy

**Contract Retroactive?** Yes

**Contract Term:** 07/01/2022 - 06/30/2024; 2 Years

**Options:** One, 1-Year

**Options Amount:** \$1,236,601.00

**Contract Type:** Full Value

**RA Number:** 11287

**Vendor Name:** City University Of New York, On Behalf of The NY Early Childhood Professional

**Vendor Address:** 16 Court Street, 31st floor, Brooklyn, NY 11241

**Contract Manager:** Monique Scales, Senior Director - Operations, Division of Early Childhood Education

**Lead Contracting Officer:** Jodina Clanton, Senior Director, Research and Special Projects, Division of Early Childhood Education

**Division of Contracts and Purchasing Contact:** Ibrahim Rehawi Chief Administrator, Early Childhood Procurement

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Division of Early Childhood Education (“DECE”) to enter into a contract with City University Of New York, On Behalf of The NY Early Childhood Professional (“CUNY”) to provide Screening & Assessment and teacher certification services for Family Childcare Providers.

### Discussion

A Request for Proposals (“RFP R1278” or the “RFP”), which was released on June 12, 2019, sought to identify eligible, high-quality FCCNs which were willing to collaborate with DECE to operate FCCNs through stand-alone contracts not tied to the EarlyLearn program. Contracts awarded through the RFP provided funding to awarded vendors to enable such vendors to maintain an FCCN administrative staffing structure which allows them to provide robust support and monitoring to their affiliated family childcare providers to ensure the delivery of high-quality services to children and families. In addition to FCCN administrative funding, organizations awarded through this RFP received significant ongoing support from the DOE.

The DOE will enter into a contract with City University Of New York, On Behalf of The NY Early Childhood Professional (“CUNY”) for Screening and Assessment, Teacher Certification reporting, and participation of DOE programs in a college credit-bearing CDA program for FCC providers, and a CDA Completion program for CDA starters.

CUNY will support the Division of Early Child Education by providing professional development to ensure the screening and assessment tools are being utilized to their potential. CUNY will be offering the following:

- Training series content for Education Administrators and Instructional Coordinators on the screening and assessment tools and their overall use in informing practice and emergent curricula approaches, including information about DECE requirements and expectations for their usage across program models.
- Training & Technical Assistance opportunities for 3K and PreK educators and outreach to providers to inform them on Training & Technical Assistance opportunities.
- Professional development content specifically developed for program and school leaders about the screening and assessment tools and their roles and responsibilities to support their teams to effectively utilize the tools to inform practice.
- A professional development series content specifically targeted for new educators.

CUNY's Career Development Center maintains an integral partnership with CUNY's School of Professional Studies and leads the credit-bearing Child Development Associate ("CDA") credential program. Graduates of the 12-credit undergraduate program are able to transfer these credits to Associate degree programs at five campuses within the CUNY system, with a success rate of the CUNY credit-bearing CDA program being at least 90%. The CDA is a required credential for Head Start and Early Head Start, and the Family Child Care CDA has been identified as a viable step towards professionalizing the family child care industry which is currently under-regulated, under-paid, and varies dramatically with regard to quality. For FY23, the Institute proposes to support up to 600 DOE 3K Family Child Care providers to meet with Career Advisors to determine their best course of action to earn their CDA. In addition, DECE has identified some providers who have completed non-credit bearing CDA coursework, but need additional support to complete the required portfolio and take the credential exam in order to obtain the CDA. These supports include a 10-week series of workshops to prepare for the exam, as well as one-on-one support in registering for the exam and portfolio review. The Institute will support up to 60 of these provider candidates to complete their CDA process in order to obtain the credential.

Working with DECE, CUNY will provide reports on the NYC early childhood workforce to support DECE's efforts to ensure that all lead teachers are certified, and that those on study plans receive the appropriate support to get certified.

This is a retroactive Negotiated Service contract totaling \$2,473,202.00 for a term from July 1st, 2022, to June 30th, 2024 with a 1-year renewal option. Contract pricing is split into two parts: (i) CDA for FCC which includes CUNY SPS's tuition and fees, and (ii) Screening and Assessment Trainings and Technical Assistance costs to manage and support the CDA project.

Tuition and fees for the 12 credits of CUNY SPS early education classes decreased by 2% from the prior contract and will be set at the in-state undergraduate student rate, currently \$305 per credit plus \$201 in annual fees, totaling \$3,861 per student. These rates may change during the term of the contract as determined by the Board of Trustees of the City University of New York.

The Screening and Assessment Training and Technical Assistance portion of the budget is new and not included in the prior contract. However, these costs are primarily driven by labor which constitutes 91% of the spending in that category. The weighted average labor rate for these services is within the range

of labor rates that DOE is currently paying under the comparable MTAC R1120 to provide PD for Early Childhood.

Accordingly, pricing can be determined to be fair and reasonable.

[Vendor Responsibility](#)

The vendor is a governmental entity that is exempt from PASSPort. Further, background checks are not required for governmental entities.

## Request for Authorization to Provide Maintenance and Support Services of the Payroll Systems

**Procurement Method:** Negotiated Services Contract per DOE Procurement Policy and Procedures, Section 3-08

**Estimated Highest Annual Amount:** \$654,500.00

**Estimated Total Amount:** \$1,963,500.00

**Funding Source:** Tax Levy

**Contract Retroactive?** Yes

**Contract Term:** 07/01/2023 – 06/30/2026; 3 Years

**Options:** None

**Options Amount:** None

**Contract Type:** Full Value

**RA Number:** 11464

**Vendor Name:** W.O. Thomas & Co., Inc.

**Vendor Address:** 641 Marseille Path, Sayville, NY 11782

**Contract Manager:** Daryl Wang, IT Sourcing Coordinator, Division of Instructional and Information Technology

**Lead Contracting Officer:** Nadia Molinari, Sr. Director, Division of Instructional and Information Technology

**Division of Contracts and Purchasing Contact:** Alicia Saleh, Technology and Instructional Materials Procurement

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

### Purpose

The New York City of Education (“DOE”) hereby requests authorization on behalf of the Division of Instructional and Information Technology (“DIIT”) to contract with W.O. Thomas & Co., Inc (“W.O. Thomas”) to provide maintenance and support services for the Employee Information System (“EIS”).

### Discussion

Through the Employee Information System, the DOE manages personnel salaries for hourly, supervisory, and pedagogic school employees throughout their employment with the DOE. EIS enables DOE to manage retroactive payments, cancelled checks, and electronic funds transfers. It also interfaces with several other systems including Cybershift, which allows the DOE to manage the time and attendance for administrative employees through the web or through a badge reader. More recently, W.O. Thomas has built and continues to build timekeeping, payment, and reporting processes to support DOE business needs.

Early in the current contract, the DIIT Management team introduced a new Payroll Modernization initiative where all payroll systems are to migrate off the mainframe platform onto a state-of-the-art DOE-supported modern platform within five years. This change in direction has redirected the payroll team’s efforts away from mainframe-based conversion toward new platform design planning. As such, there are now new needs to support the building of the new systems while continuing to support the existing system. The W.O. Thomas team will keep the current School-based payrolls running and up to

date while DIIT undertakes a full payroll system rebuild. W. O. Thomas will continue to maintain and enhance the schools based Hourly and Annual Payrolls to meet new payment initiatives and ever-changing collective bargaining rules and contracts. W.O. Thomas’s knowledge base will also be an invaluable resource to the new vendor when capturing detail requirements and executing parallel testing.

The awarded vendor will be required to meet applicable DOE Minority and Women Owned Business Enterprise Subcontracting Goals.

Annual Breakdown:

Work Unit		Cost
<b>Year 1</b>	Programming, Turnover, DBA and Night Support	\$654,500.00
<b>Year 2</b>	Programming, Turnover, DBA and Night Support	\$654,500.00
<b>Year 3</b>	Programming, Turnover, DBA and Night Support	\$654,500.00
<b>Total</b>		<b>\$1,963,500.00</b>

W.O. Thomas proposed two hourly rates for IT consultants to continue to maintain and enhance the school-based Hourly and Annual Payroll Employee Information System. The rates are 10.0% higher than those the DOE is currently paying under the existing contract. However, the current rates were approved in 2013 and after allowing for the employment cost index, the proposed rates are 14.6% lower than under the existing contract. Moreover, they are within the range of rates approved for titles with comparable experience under the Office of Technology and Innovation’s citywide contracts for IT consulting services. Accordingly, pricing can be determined to be fair and reasonable.

This contract is retroactive due to administrative delays.

The Chancellor’s Committee on Contracts recommended to award this negotiated services contract on June 7<sup>th</sup>, 2023.

Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.





As part of the services to be provided under this contract, College Board will provide all publications necessary for preparing for the administration of the SAT, PSAT, and PSAT/NMSQT, including test manuals, testing materials, and score reports. College Board will also provide the following services:

- **Digital SAT test materials**  
Includes all digital testing software, services, and publications necessary for preparing for the administration, test manuals, testing materials, and score reports to schools and students. This includes paper testing materials for students with accommodations that require them.
- **Digital PSAT 10 testing**  
Includes all digital testing software, services, and publications necessary for preparing for the administration, test manuals, testing materials, and score reports to schools and students. This includes paper testing materials for students with accommodations that require them.
- **Digital PSAT/NMSQT (fall testing)**  
DOE may opt to provide funding for specific schools that choose to test 10<sup>th</sup> grade students in the fall instead of PSAT 10 in the spring. This can be facilitated through the district pay option in the test ordering system.
- **Digital PSAT 8/9**  
DOE does not plan to pay for schools to offer PSAT 8/9 (fall testing) during this contract period. Schools can order and pay for PSAT 8/9 directly through the test ordering system.
- **City-wide pre-ID process for contracted grades**  
College Board will provide to the DOE a pre-ID data collection system in which DOE provides the College Board with registration data (name, date of birth, Student ID number, section numbers, etc.) for testing students. Data is provided according to specified formats and delivery method, and by a deadline to be determined (usually 6-8 weeks prior to testing, but later for fall tests). College Board provides online rosters for schools to facilitate testing administrations.
- **Online score report portal**  
College Board will provide school and district level access to integrated score reports for all SAT Suite assessment (SAT, PSAT 10, PSAT/NMSQT, and PSAT 8/9) results for all students associated with DOE schools.
- **Customer Service**  
College Board will maintain customer service for students and families available by phone (at least 8am to 5pm), email, and online services throughout the contract.
- **SAT Assessment Workshops**  
College Board NYC-based support team and assessment experts will conduct webinars and workshops needed to effectively administer and use the results from the SAT. The exact content, timing, and number of workshops will be based off ongoing discussions between College Board and the Office of Assessment, in consultation with other DOE teams, and can be adjusted as needed.
- **College Board Data Results Workshops for SATSD**  
A College Board representative or consultant will conduct up to six half-day workshops informing guidance counselors and test coordinators of how to analyze and utilize results and data.

- **College Board Membership**

Members receive updates on College Board programs in advance, get member discounts on events and programs, and are a guiding voice for College Board programs and services. Eligibility for membership is defined by College Board’s governance rules.

- **College Board National Forum**

Forum brings together dynamic education professionals and thought leaders across disciplines to address access and success issues that challenge and inspire educators at all levels and in all professions.

The table below provides a breakdown of the estimated costs for each year of the five-year contract term.

Contract Year	School Year	Estimated Annual Cost
Year 1	2023-2024	\$3,510,400
Year 2	2024-2025	\$3,570,400
Year 3	2025-2026	\$3,630,400
Year 4	2026-2027	\$3,690,400
Year 5	2027-2028	\$3,750,400
<b>Estimated Total Contract Cost:</b>		<b>\$18,152,000</b>

College Board has assured the DOE that no other district/state will receive lower pricing.

The College Board offers the DOE its highest discount (25%) off list price, resulting in the lowest price per test taken than prices offered to any other district/state using PSAT 10 and SAT School Day assessments. Prices are determined annually by the College Board trustees and, as such, prices for the 2023-24 school year are final. The prices for the remaining school years represent estimates for which the DOE will pay the lowest price. Additionally, the College Board proposed a membership fee that is the same as the prior school year. Accordingly, pricing can be determined to be fair and reasonable.

A contract for these services is necessary because the DOE does not have the expertise, personnel, and resources to meet the program’s objectives. A Negotiated Services contract is the preferred method of procurement because the SAT is owned, developed, and published solely by College Board. This contract is retroactive due to administrative delays in the approval process.

The Committee on Contracts approved the request to contract with College Board on May 9, 2023.

[Vendor Responsibility](#)

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible. Noteworthy information was found for the following vendor(s):

[College Board](#)

A review of College Board’s PASSPort submission revealed the following agency-reported cautions:

- From 2019 to present, College Board has been investigated by the United States District Court for the Central District of California and the United States District Court for the Northern District of Illinois:
  - In May 2020, four students filed a lawsuit against College Board, formerly known as College Entrance Examination Board, for failure to allow access and properly administer the 2020 Advanced Placement Exams. College Board advised that the court ordered arbitration and the matter is on-going.
  - In December 2019 a complaint was filed against College Board alleging that the Student Search Service violated various Illinois state consumer protection and privacy laws. College Board advised that in May 2023, all parties reached a confidential settlement agreement. The matter has been dismissed.
- From July 2018 to October 2022, College Board was investigated by the United States Attorney General's Office-Southern District of New York (SDNY), the United States Federal Court-Florida (USFCF), the Florida State Court (FLSC) and the New York Attorney General's Office (NYAG):
  - In October 2022, the NYAG's requested information from College Board to assess its compliance with Education Law section 2-D and information relating to its financial aid products. College Board advised that the matters are on-going and continues to cooperate with NYAG.
  - In July 2019, College Board was named in a complaint filed in connection with its decision to withhold, cancel, and/or challenge the May 2019 International SAT exam after test takers were believed to have engaged in testing misconduct. The vendor advised that this matter was dismissed.
  - In August 2018, a class action lawsuit was filed against College Board regarding an SAT exam leak. College Board advised that on August 13, 2019, the case was dismissed.
  - In July 2018, a lawsuit was filed against College Board for breach of its duty to permit access to certain public records in violation of Florida's Public Records Act. College Board advised that the case was dismissed.

In light of the resolution or pending nature of the above matters, and the College Board's satisfactory performance on prior DOE work, the DOE determines that the vendor is responsible.

Request for Authorization to Contract with Community Software Solutions, Inc. for a Student Internship Management System and Payroll Services for Career and Technical Internship Programs

**Procurement Method:** Negotiated Services Contract per DOE Procurement Policy and Procedures, Section 3-08

**Estimated Highest Annual Amount:** \$496,265

**Estimated Total Amount:** \$496,265

**Funding Source:** Reimbursable and Tax Levy

**Contract Retroactive?** Yes

**Contract Term:** 07/01/2023 – 06/30/2024

**Options:** One, 1-Year

**Options Amount:** \$528,046

**Contract Type:** Full Value

**RA Number:** 11337

**Vendor Name:** Community Software Solutions, Inc.

**Vendor Address:** 30 Jefferson Plaza, Princeton, NJ 08540

**Contract Manager:** Lisreylianna Rion, Associate Director for CBO Partnerships, Office of the First Deputy Chancellor, Office of Student Pathways

**Lead Contracting Officer:** Debra Cohen, Senior Director of Finance and Operations, Office of the First Deputy Chancellor, Office of Student Pathways

**Division of Contracts and Purchasing Contact:** Jerri Brown, Lead Procurement Analyst, Central Office Procurement

**Note:** Any document referenced in this RA will be provided to PEP members upon request.

Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Office of the First Deputy Chancellor and the Office of Student Pathways to contract with Community Software Solutions, Inc. (“CSS”) to provide a Student Internship Management System and Payroll Services (“SIMP-PS”) for an estimated 10,000 student intern programs from schools participating in centrally managed CTE and Career Connected learning internship programs.

Discussion

CSS provides software for the management of CTE Internship Programs including internship application, enrollment, assignment, payroll, stipend, funding, and reporting. CSS provides a specialized service that is designed to provide student focused payroll administration services and has the capacity to allow schools and the central team to assign various funding allocations to specific internships and track spending across schools. CSS processes the intern hours for payroll and/or stipend. Online timesheets are available for online hours entry and approvals. CSS generates bi-weekly student payrolls distributed via debit cards issued to participating student interns. CSS also prepares all required payroll tax documents and makes appropriate payments to various government entities on behalf of the DOE including issuing W-2 statements to students. Additionally, CSS provides customer support to school-based and central staff.

CSS utilizes Microsoft’s Azure cloud product for server processing, bandwidth, security, and backup services. Data is secured and monitored by Microsoft Azure and CSS personnel. CSS regularly updates their cyber policies, firewall and software updates to meet industry standard security protocols.

CSS will provide optional upgrade services, should they be required and requested by the DOE. The upgrade would allow for customization of the network platform to better serve the needs of students, school staff, and central program staff.

The requested contract amount will have two components: (1) payroll processing costs, including payroll planning for timeline and scheduling; weekly hours entry; bi-weekly payroll closing, processing and payment; adjustment payrolls; pay card creation and delivery to new enrollees; bi-weekly pay card file creation, transfer, and funding; direct deposit enrollment, prenote, and rejection processing; bi-weekly direct deposit file creation, transfer, and funding; regular funding transfer inflow from DOE; regular funding transfers for payroll; cash flow reconciliations, requests, and transfer confirmations; tax processing, payments and reporting; and regular funding transfers for various pay) and (2) program upgrades costs, including planning meetings to develop the scope of work; programming changes; testing in test database; and implementation to live database.

The following table details the total costs for both the one-year contract term and the one-year option term, which are not-to-exceed amounts.

Service	One-Year Max. Contract Amount	One-Year Max. Option Term Amount
Internship Management and Payroll Services	\$397,265	\$429,046
Optional System Upgrade Services	\$99,000	\$99,000
<b>Maximum Contract Amount:</b>	<b>\$496,265</b>	<b>\$528,046</b>

Services under this contract will be funded with a combination of reimbursable (Perkins V) and tax levy dollars. The reimbursable funding will cover CTE students (70% of the students served) who must complete at least 54 hours of documented work-based learning (i.e., internships). Tax levy funding covers 30% of the non-CTE students who participate in work-based learning experiences.

After allowing for the appropriate Bureau of Labor Statistics indices, the price per student is 40% higher than the existing contract due to additional costs primarily to serve an increase in the number of students (up to 10,000) including greater system functionality, segmentation of programs, and support for higher student volumes. The results of a cost analysis, which focused on labor, material, and IT-related expenses, representing over 70% of the total contract amount excluding system enhancements, are as follows:

- Material and IT-related expenses increased by 175% reflecting costs to provide additional system functionality, record retention, cyber security, and protection of personal identifiable information to support the expansion of the program.
- Within labor, CSS proposed hourly labor rates for IT and accounting professionals for which IT represents 73.9% of the total wages. The rates including a project manager, business analyst,

and programmers are comparable to the rates for titles with similar experience approved under the Office of Technology and Innovation's (OTI) citywide contracts for IT consulting services. Additionally, the rates for help desk support are comparable to those approved under an existing contract to provide similar help desk services. Labor hours increased by 3.0% to support the increase in system functionality and segmentation of programs.

The total contract amount for the SIMP-PS and payroll processing increased by 8% in FY25, which appears reasonable to continue to accommodate and create efficiencies to serve more internships. In addition, for system enhancements, CSS proposed an hourly rate in FY24 that is less than one percent higher than the existing contract and the rates in FY24 and FY25 are within the range of rates approved for a title with comparable experience under OTI's citywide contracts for IT consulting services.

In light of the significant increase in the number of students, schools and worksites utilizing SIMP-PS including greater system functionality and program segmentation, pricing can be determined to be fair and reasonable.

CSS was originally contracted using a Negotiated Services ("NS") method to provide and manage a student internship management system and payroll services for CTE student interns for a two-year term with a one-year option to renew. Upon expiration of the base contract, the DOE exercised the one-year renewal option. Subsequently, the DOE exercised a one-year non-contractual extension pursuant to the DOE's Procurement Policy and Procedures ("PPP") Section 4-07(a) for continuity of services.

A new NS contract with CSS is crucial in order to avoid service interruption, especially during the summer months, July and August, when a significant number of internship opportunities are offered to DOE students. A contract for these services is necessary because the DOE does not have the expertise, personnel, and/or resources to meet the program's objectives. This request is retroactive due to administrative delays in the approval process.

This contract is subject to Administration Code 6-129, Minority- and/or Women-Owned Business Enterprise subcontracting goals, as applicable.

On June 7, 2023, the Committee on Contracts recommended to contract with Community Software Solutions, Inc.

#### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.





EOS services help schools address inequity in AP classes through a combination of targeted meetings and PD for administrators, instructional staff, and support staff. The work generates data from the perspective of students and teachers around belonging, support, and equity. EOS also works with schools to generate Action for Equity surveys, the Student Insight Card, and direct partnerships to discuss progress, school policies practices, and supporting schools with closing the equity gaps.

For FY'23, EOS anticipates supporting up to 33 schools and in FY'24, up to 50 schools. For these schools to participate, they must opt-in, have an existing AP program, and a student population that includes historically underrepresented students.

For FY'23, EOS proposed a statement of work totaling \$820,000 for services for 40 schools. After review and discussions with the vendor, it became apparent that the number of schools in FY'23 actually should be 33 schools, not 40. This reduced the FY'23 proposed contract cost from \$820,000 to \$678,500.

For FY'24, the vendor proposed a statement of work totaling \$1,005,000 for services for 50 schools. A cost analysis was performed of the key drivers of the proposed pricing. Proposed unit costs for services including set up and onboarding, surveys, coaching, and consultation are unchanged from unit costs from FY'23.

As pricing reflected unit program costs for student-related services and administrative costs in line with costs for the prior contract, accordingly, pricing is determined to be fair and reasonable.

It is necessary to contract for these services because the DOE does not possess the expertise, personnel, and/or resources necessary to meet the program objectives. This contract is retroactive due to administrative delays and a delay in access to funding.

OEA intends to work with the Division of Contracts and Purchasing to release a Request for Proposals to alleviate the need for future Negotiated Service ("NS") requests for the program. It is anticipated that the new procurement will be released in 2024.

On May 9, 2023, the Committee on Contracts recommended the request to contract with Equal Opportunity Schools.

#### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

## Request for Authorization to Amend Contracts to Provide Accommodations for Indirect Cost Rate Adjustments Under Community Schools

**Procurement Method:** Contract Amendment per DOE Procurement Policy and Procedures, Section 4-08

**Estimated Highest Annual Amount:** \$531,417.30

**Estimated Total Amount:** \$1,062,834.60

**Funding Source:** Tax Levy

**Contract Retroactive?** Yes

**Contract Term:** 7/1/2019 – 6/30/2021; 2 Years

**Options:** None

**Options Amount:** None

**Contract Type:** Full Value

**RA Number:** 11437

**Vendor Name:** See List Below

**Contract Manager:** Trisia Carter, Director of Procurement & Purchasing, Office of Community Schools

**Lead Contracting Officer:** Traciah John, Senior Director of Finance and Operations, Office of Community Schools

**Division of Contracts and Purchasing Contact:** Shaena Wilson, Lead Procurement Analyst, Central Office of Procurement

**Note:** Any document referenced in this RA will be provided to PEP members upon request.

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Office of Community Schools (“OCS”) to amend the contracts with DYCD Assignment, Negotiated Services and Grants listed below to accommodate increases for amounts consistent with the Indirect Cost Rate (“ICR”) initiative implemented in 2019.

### Discussion

The Indirect Cost Rates (“ICR”) amendments are a result of New York City adopting the Health and Human Services (“HHS”) Cost Policies and Procedures Manual (“Cost Manual”) in 2019 in an effort to standardize cost allocation practices, making it easier for nonprofits to do business with NYC and to pay for critical indirect costs to deliver human services. Eligible providers apply for a City-Accepted ICR through a standardized application process, which ran from November 2019 through December 2020.

The Mayor’s Office of Contracts (“MOCS”) worked directly with vendors through an application process to determine the specific rate for each vendor and contract. Eligible providers opted to receive a City-Accepted ICR through either an Independent Accountant’s Report, Federal NICRA, or 10% de minimis. Providers that did not apply for or receive an accepted ICR defaulted to 10% de minimis.

A City-Accepted ICR is valid for three fiscal years (“FY”). Organizations that entered the ICR initiative prior to 6/30/20 and received a City-Accepted ICR have a validity period of FY20-FY22, while those that entered between 6/30/20-12/31/20 and received a city-accepted ICR have a validity period of FY21-FY23. The funding was baselined and applied to continuation actions such as renewals or extensions.

DOE Office of Community Schools programs were among the service areas deemed eligible for ICR. These programs provided partnerships with school leadership, staff, students, families, and communities to develop and implement a Community School strategy.

These amendments include Office of Community Schools contracts under grant contracts under DYCD Assignment, Negotiated Services (“NS”) contract and grant, all in effect during FY20 – FY21; therefore, these amendments will be retroactive. The underlying costs were determined to be fair and reasonable at the time of the procurement processes for each underlying contract. The following table details the annual and total ICR amendment amounts per contract, per vendor for FY20 –FY21.

Vendor Name	Procurement Ref. #	Contract Number	FY20 Amendment Value (7/1/19 - 6/30/20)	FY21 Amendment Value (7/1/20 - 6/30/21)	Total FY20 - FY21 Amendment Value
East Side House, Inc.	DYCD Assignment	9955736	\$135,965.93	\$135,965.93	\$271,931.86
Good Shepherd Services	Negotiated Services	9754866	\$4,146.66	\$4,146.66	\$8,293.32
Good Shepherd Services	DYCD Assignment	9853756	\$5,999.91	\$5,999.91	\$11,999.82
Queens Community House, Inc.	Negotiated Services	9959621	\$6,542.51	\$6,542.51	\$13,085.02
Queens Community House, Inc.	Grant	9060280	\$40,101.78	\$40,101.78	\$80,203.56
SCO Family of Services	Negotiated Services	9754791	\$3,199.70	\$3,199.70	\$6,399.40
Sunnyside Community Services, Inc.	Negotiated Services	9958916	\$5,305.71	\$5,305.71	\$10,611.42
The Child Center NY, Inc.	Negotiated Services	9755032	\$6,544.85	\$6,544.85	\$13,089.70
The Children's Aid Society	Negotiated Services	9755331	\$6,817.88	\$6,817.88	\$13,635.76
The Children's Aid Society	Negotiated Services	9956041	\$27,271.50	\$27,271.50	\$54,543.00
The Children's Aid Society	Negotiated Services	9958901	\$6,817.88	\$6,817.88	\$13,635.76
The Children's Village	Negotiated Services	9955661	\$2,541.45	\$2,541.45	\$5,082.90
United Way of New York City	DYCD Assignment	9555766	\$280,161.54	\$280,161.54	\$560,323.08
<b>Total Annual Amounts – FY20-FY21:</b>			<b>\$531,417.30</b>	<b>\$531,417.30</b>	<b>\$1,062,834.60</b>

### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible. Noteworthy information was found for the following vendor(s):

East Side House, Inc.

East Side House, Inc.'s (East Side House) PASSPort submission revealed the following information:

- PASSPort reports one poor evaluation from the New York City Department for the Aging (DFTA) for the evaluation period ending December 31, 2021, due to lack of timeliness, low outcome planning and poor case management for East Side House's Support Services for Seniors. DFTA advised that East Side House was placed on a Corrective Action Plan (CAP) and continues to monitor the vendor to ensure that the contract standards are met. DFTA further indicated that they continue to contract and work with the vendor to improve its performance. In the past three years, PASSPort otherwise reports 24 performance evaluations for East Side House of which 1 was excellent, 10 were good, and 13 were satisfactory.

The DOE is also aware of the following information:

- On December 8, 2017, an East Side House after-school worker was arrested for having a sexual relationship with a 13-year-old student participating in an after-school program known as the NYC Out-of-School Time Middle School Expansion operated under a contract with New York City Department of Youth and Community Development (DYCD). East Side House advised that on December 7, 2017, the employee was terminated with no option for rehire at East Side House in any capacity. No corrective action plan was established as DYCD terminated the contract on December 19, 2017. However, East Side House continues to contract with the agency, and DYCD indicated that it has reviewed East Side House's policies on hiring and training of staff and found them to be adequate.

As the matters above have been satisfactorily addressed, and in light of the vendor's exceptional performance on prior DOE contracts, the DOE determines the vendor to be responsible.

Good Shepherd Services

A review of Good Shepherd Services' (GSS) PASSPort submission revealed the following cautions:

- From October 2021 to March 2022, GSS was investigated by the New York City Department of Consumer and Worker Protection (DCWP) regarding termination of an employee based on use of leave. GSS settled with DCWP without an admission of wrongdoing and compensated the employee a total of \$7,500.
- In February 2022, GSS was investigated by the Special Commissioner of Investigation for the New York City School District (SCI) regarding a GSS Learning-to-Work intern that engaged in inappropriate text message communications with another student. Additionally, SCI found that the intern, who began working with GSS while still a student, had not been properly fingerprinted and cleared to work in DOE schools following graduation. Upon notice of the intern's actions DSS terminated the individual, strengthened its onboarding processes, and required additional sexual harassment prevention training for all staff. The DOE placed GSS on a corrective action plan and GSS reimbursed the DOE for all monies paid to the intern for their time working after graduation.
- From 2013 to 2018, GSS was investigated by the New York Office of Children and Family Services (OFCS), New York City Police Department (NYPD), New York City Department of Health and Mental Hygiene (DOHMH), New York City Department of Youth and Community Development (DYCD) and New York City Administration for Children's Services (ACS) relating to matters of inappropriate relations with students, fire code violations, and leaving a student behind during a school field trip. All matters have been resolved.

In light of the resolution of the matters reported above and the size of GSS, which includes approximately 1,043 employees that serve nearly 27,000 youth and family members throughout New York City and given the vendor's exceptional performance under prior DOE contracts, the DOE determines that the vendor is responsible.

Queens Community House, Inc.

A review of Queens Community House Inc's (Queens Community) PASSPort submission revealed the following information:

- Queens Community received four poor performance evaluations from the New York City Department of Youth & Community Development (DYCD) for the evaluation period ending June 30, 2020, for its Comprehensive After School System of New York City (COMPASS) and Neighborhood Development Area Opportunity Youth Renewal contracts due to failure to meet the rate of participation, failure to fulfill the scope of services in accordance with the proposed work scope and activity schedule, failure to meet the projected benchmarks and residency requirements, and having a poor recordkeeping and reporting system. DYCD advised that the vendor demonstrated improvement during FY21 by meeting projected requirements and standards with recordkeeping and reporting.

Within the last three years, the vendor has received 5 satisfactory and 8 good performance evaluations on other DYCD contracts.

In light of the resolution of the matters above, and the vendor's exceptional performance of prior DOE contracts, the DOE determines the vendor to be responsible.

SCO Family of Services

A review of SCO Family of Services' (SCO) PASSPort submission revealed the following information:

- SCO received a poor evaluation from DYCD for its Runaway & Homeless Youth Services Group Program for the evaluation period ending June 30, 2020 due to SCO's failure to meet the contractual utilization rate of 90% in all their locations resulting from the COVID pandemic, as well as for incurring building violations in two of its locations. As a result, the vendor was placed on a CAP and is working above standard but still remains on a CAP until the two building violations have been addressed.

SCO's PASSPort submission revealed the following information from the New York City Department of Homeless Services (DHS) Responsibility Determination (RD) dated 02/24/2023:

- From December 2021 to October 2022, SCO disclosed forty-eight substantiated cases of client abuse and neglect. A review by DYCD of the corrective actions taken by SCO were prudent based on the information provided.
- Two news articles from February 2018 and a July 2017 revealed a sexual assault of a woman by four young men who lived in a shelter run by SCO. All four men were arrested, and SCO submitted a letter to DYCD indicating that they have fully cooperated with the New York City Police Department (NYPD). DYCD placed SCO on a corrective action plan (CAP) and as SCO satisfactorily complied, the CAP was closed out in 2018. DYCD advised that SCO is currently in good standing.
- An April and May 2016 news article reported that a Queen's foster mother was convicted and sentenced to 13 years in prison for first degree assault after she failed to seek medical attention for a 19-month child in her care after he was burned by scalding water while sitting in a bathtub. The vendor immediately reported the incident to the appropriate authorities and closed the foster home.
- An August 2015 press release by the New York State Justice Center for the Protection of People with Special Needs (NYS Justice Center) and a September 2017 news report revealed former employees of SCO were accused of endangering the welfare of an incompetent and physically disabled client. ACS advised that SCO took immediate action to report the allegations to the

NYS Justice Center. The former employees were arrested and terminated following an internal review.

- There are a total of eight federal court cases and thirty-two New York State (NYS) civil court cases against SCO regarding violation of civil rights, job discrimination, and violation of the Child Victims Act. The vendor advised that 28 cases are still pending, and 12 cases have been closed.

SCO's PASSPort submission revealed the following information from the New York City Department of Youth and Community Development (DYCD) prior Responsibility Determination (RD) dated 01/04/2022:

- SCO received a poor evaluation from DYCD for the evaluation period ending June 30, 2020, for its COMPASS Elementary program. The vendor was not placed on a Strategic Action Plan (SAP) or a CAP and in June 2021, the program performed above standard.
- SCO received a poor evaluation from DYCD for the evaluation period ending June 30, 2019 for its COMPASS Middle School program. As a result, the vendor was placed on a CAP, and after significant improvements, was removed from its CAP.

Additionally, the DOE is aware of the following information:

- There were 4 lawsuits filed against SCO from 2018 to present in relation to employment discrimination, failure to pay overtime wages and a parent's claim that SCO wrongly took custody of two children. Of the 4 lawsuits, 1 was dismissed, 1 was settled, and 1 is pending. SCO advised that the last action was not against SCO, but relates to SCO's foster parents and the matter is considered confidential.

In light of SCO's size, as it operates approximately 84 programs at 120 locations with approximately 2,800 employees, and operating revenues of \$249.8 million in Fiscal Year 2021, the nature and number of the matters reported above are not unusual. In light of the resolution or pending status of the matters reported above, and the vendor's satisfactory performance on prior DOE contracts, the DOE determines SCO to be responsible.

[Sunnyside Community Services, Inc.](#)

A review of Sunnyside Community Services Inc.'s (Sunnyside Community Services) PASSPort submission revealed the following self-reported caution:

- Two Sunnyside Community Services staff members delayed reporting alleged inappropriate conduct between two students on August 8, 2017. Sunnyside Community Services was providing services at a DOE school through a New York City Department of Youth and Community Development (DYCD) contract and submitted a Corrective Action Plan (CAP) to the DOE which included staff retraining and revising policies regarding cellphones and supervision, among other actions. The DOE accepted the CAP, the individuals at issue have since been cleared again, and DYCD has confirmed that no incidents of this nature have reoccurred.

The DOE is also aware of the following news article:

- A January 20, 2020, news article revealed that a building housing Sunnyside Community Services was shut down after a chunk of concrete fell from its façade. The New York City Department of Buildings (DOB) issued a violation to the building's owner for failure to maintain the building. Sunnyside Community Services advised that the building owner responded to DOB and confirmed that the evacuation order was lifted by DOB on January 23, 2020.

As the matters above have been satisfactorily addressed, and in light of the vendor's satisfactory performance on prior DOE contracts, the DOE determines the vendor to be responsible.

[The Child Center NY, Inc.](#)

A review of The Child Center of NY, Inc.'s (TCCNY) PASSPort submission revealed two poor performance evaluations from the New York City Department of Youth and Community Development (DYCD) for the period ending June 30, 2020:

- The first poor evaluation was due to failure to submit accurate contract documents in a timely manner, hire adequate staff and failure to ensure participant files met program standards for eligibility and completeness for its Summer Youth Employment Program (SYEP). DYCD advised that TCCNY made improvements and received an overall satisfactory on its FY21 performance evaluation.
- The second poor evaluation was due to failure to operate activities according to the proposed work scope and activity schedule in DYCD Connect, having an inadequate record and reporting system, and failure to fulfill the scope of service for its Comprehensive After School System (COMPASS) Elementary School program. As a result, the program was referred to DYCD's Capacity Building unit for Conflict Resolution and Supervisory Skills training. Since the poor evaluation, TCCNY received a good evaluation for its COMPASS program from DYCD.

In the past three years PASSPort otherwise reports 7 excellent, 25 good and 9 satisfactory evaluations for TCCNY.

Many of the items reported above are related to services distinct from those to be provided under this contract. Further, as the above matters have been resolved, and in light of the vendor's overall exceptional performance on prior DOE contracts, the DOE determines the to be responsible.

#### The Children's Aid Society

A review of The Children's Aid Society's (CAS) PASSPort submission revealed the following two poor evaluations from the New York City Department of Youth and Community Development (DYCD) for the period ending June 30, 2020:

- The first poor evaluation was due to failure to fulfill the scope of services for its Comprehensive After School System of New York City (COMPASS) program. DYCD advised that a Correction Action Plan (CAP) was not issued, and the vendor's performance began to improve the following performance evaluation period.
- The second poor evaluation was due to failure to fulfill the scope of services for its Neighborhood Development Area Families contract (NDA) program. The vendor was placed on a CAP and since the implementation of the CAP, the vendor has made improvements and the contract was renewed by DYCD.

In the past three years, PASSPort otherwise reports 80 performance evaluations for CAS, of which 28 were excellent, 35 were good and 17 were satisfactory.

PASSPort also revealed the following information from DYCD's Responsibility Determination (RD):

- From January 2022 to December 2022, CAS disclosed eleven cases of client abuse and neglect. A review by DYCD of the corrective actions taken by CAS were prudent based on the information provided.

The DOE is also aware of the following regarding CAS:

- In October 2016, a negligence claim was filed against CAS after a student was injured during an after-school film class run by CAS. The DOE and the City of New York were cited in this lawsuit and CAS advised a confidential settlement was approved in 2021 and the case was closed.

In light of the resolution of the matters reported above, and the vendor's satisfactory performance on prior DOE contracts, the DOE determines the vendor to be responsible.

#### The Children's Village

A review of The Children's Village (TCV) PASSPort submission identified the following information:

- TCV received a poor performance evaluation for the period ending June 30, 2020 from the New York City Department of Youth and Community Development (DYCD) for its Comprehensive After School System of New York City (COMPASS) program. DYCD advised that the vendor did not fulfill the scope of services and had a poor record and reporting system. Additionally, the

vendor did not meet the COMPASS goals for quality after school activities and failed to reach the program's Rate of Participation (ROP) benchmark. DYCD advised that the vendor's performance has improved.

In the past three years PASSPort otherwise reports two good and two satisfactory performance evaluations for TCV on other DYCD contracts.

Additionally, PASSPort revealed the following information from DYCD's Responsibility Determination (RD):

- On March 31, 2023, TCV reported thirty-one substantiated cases of client abuse and neglect within the last twelve months. DYCD reviewed the corrective actions taken by TCV were prudent based on the information provided.
- From 2019-2020, several news reports revealed two ligations against TCV relating to sexual child abuse from 1972-1976. Both cases remain pending.
- An August 2018 new report revealed that five teens at one of TCV child welfare facilities escaped. The New York City Administration for Children Services (ACS) and TCV reviewed the procedures taken by staff and deemed them to be appropriate.

As the matters above are either pending or resolved, and in light of the vendor's overall satisfactory performance on prior DOE contracts, the DOE determines the vendor to be responsible.



## Request for Authorization to Extend Contracts with Early Childhood Providers of Prekindergarten Services

**Procurement Method:** Contract Extension per DOE Procurement Policy and Procedures, Section 4-07(b)

**Estimated Contract Amount:** \$23,143,316.00

**Funding Source:** Various incl. New York State Education Department (NYSED), Head Start, Child Care Development Block Grant and City Tax Levy Funds

**Contract Retroactive?** No

**Contract Term:** 07/01/2023 - 06/30/2024

**Options:** None **Options Amount:** None

**Contract Type:** Full Value

**RA Number:** 11489

**Vendor Name:** See table below.

**Contract Manager:** Monique Scales, Senior Director - Operations, Division of Early Childhood Education

**Lead Contracting Officer:** Jodina Clanton, Senior Director, Research and Special Projects, Division of Early Childhood Education

**Division of Contracts and Purchasing Contact:** Rehawi Ibrahim Chief Administrator - Contracts and Purchasing

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Division of Early Childhood Education (“DECE”) to extend its contracts to provide high-quality instructional programming as part of the EarlyLearn programs for one additional year with the vendors listed below. The subject contracts will be funded by DECE through various City, State, and Federal funding streams.

### Discussion

In 1997, the New York State Education Department established the Universal Prekindergarten (“UPK”) program, which entitles eligible four-year-olds to receive 2 hours and 30 minutes of instructional programming for 180 days at no charge to families. In March 2014, the State legislature approved a \$300 million grant to expand full-day pre-kindergarten access in New York City. In April 2017, the 3-K for All (“3-K”) program was introduced and announced as part of Mayor de Blasio’s initiative to expand high quality early childhood care and education for New York City (“NYC”) children. Implementation of the 3-K program is targeted to provide three-year-olds with universal, free, and enhanced early childhood education within NYC’s five boroughs. In addition to launching 3-K for All, Mayor de Blasio announced the City’s initiative to transfer into the DOE ACS’s system of contracted early care and education services for children ages 0-5, called EarlyLearn, which transferred from the Administration of Children Services to the DOE in July 2019.

In March 2019, the DOE released Birth-to-Five RFP (R1267) and Head Start/Early Head Start (R1268) RFP, seeking to identify and award eligible high-quality early childhood care and education providers

who are willing to collaborate with the DOE's Division of Early Childhood Education ("DECE") to implement the Birth-to-Five ("B-5") program and Head Start/Early Head Start ("HS/EHS") as part of the unified Birth-to-Five system. As part of both RFPs, the DOE procured B-5 and HS/EHS services in city owned and leased buildings as separate competition pools. The deadline for proposals was August 5, 2019. The contract start date was moved from July 1, 2020, to July 1, 2021.

The EarlyLearn contracts for vendors that currently operate in city owned or leased spaces but were not awarded through the B-5 or HS/EHS RFPs (listed below) will expire on June 30, 2023. The DOE determined that, in order to ensure continuity of services and avoid disruptions to families and program staff, these vendors were given the option to extend their current Early Learn contracts for school-year 2023-2024 as per section 4-07(b) of the DOE Procurement Policy and Procedures.

The Committee on Contracts approved this NS contract at the meeting held on May 17, 2023.

All provider sites have been evaluated for quality and demand and have otherwise met the DOE's requirements for a contract extension, including a health and safety assessment by the Department of Health and Mental Hygiene.

The pricing under the subject contracts remains consistent with the base ACS contracts which were assigned from ACS to DOE and registered as Negotiated Services agreements. Since the contracts for these services were originally awarded pursuant to a competitive solicitation, the prices, terms and conditions of the base contracts will remain the same under the proposed extensions. The total amounts of such contracts are reflected in table A below. Therefore, pricing has been determined to be fair and reasonable.

Vendors offering DOE-contracted early childhood education services, including Pre-K and 3-K for all, don't have the ability to restrict who attends as all contracted vendors are required to follow DOE's enrollment policies and participate in the DOE's enrollment system.

Site ID	Vendor Name	FY23 Value
QAOW	All My Children Day Care and Nursery School	\$899,031.00
QAPB	All My Children Day Care and Nursery School	\$1,265,550.00
XAKD	Bronxdale Tenants League Day Care Center, Inc.	\$4,390,285.00
KCKB	Bushwick United Housing Development Fund Corporation	\$579,744.00
KBES	Bushwick United Housing Development Fund Corporation	\$1,949,210.00
XAIM	Highbridge Advisory Council Family Services, Inc.	\$983,474.00
XAKA	La Peninsula Community Organization, Inc.	\$1,329,696.00
KBMB	Labor and Industry For Education, Inc.	\$1,249,920.00
XAPU	North Bronx National Council of Negro Women Child Development Center, Inc.	\$2,338,576.00
KBME	Nuestros Ninos Day Care Center, Inc.	\$882,294.00
KBVC	Nuestros Ninos Day Care Center, Inc.	\$2,018,583.00
KBJL	SCO Family of Services	\$1,577,285.00
QAPK	The Clifford Glover Day Care Center, Inc.	\$1,706,166.00
KBYM	The Friends of Crown Heights Educational Centers, Inc.	\$1,973,502.00

### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible. Noteworthy information was found for the following vendor(s)

#### All My Children's Day Care and Nursery School

A review of All My Children's Day Care and Nursery School's ("AMC") PASSPort submission identified the following agency reported caution:

- On September 11, 2019, the City of New York Department of Investigation ("DOI") sent the New York City Department of Education a referral with findings regarding All My Children Daycare and Nursery School, Inc. ("AMC") and its contract with the New York City Administration for Children's Services (ACS). The contract was for EarlyLearn services and had been assigned to the New York City Department of Education ("DOE") in July 2019. DOI's findings raised issues regarding property ownership, rental costs passed through to ACS and the DOE, conflicts of interest, and PASSPort disclosures. After its review, the DOE determined that AMC's ownership interests in property were acceptable, AMC should reimburse the DOE for an overage exceeding \$800K in rent paid by ACS and approximately \$17K as a result of failing to properly procure a consultant, and that the vendor's PASSPort submission would need to be revised. AMC submitted a corrective action plan ("CAP") determined to be satisfactory, in which it agreed to reimburse the DOE for the overage in rent, adjust the rental amounts it passed through to the DOE in the future and revise its PASSPort submission.

In light of the resolution of the matter above and AMC's satisfactory performance on current DOE contracts, the DOE determines the vendor to be responsible.

#### Highbridge Advisory Council Family Services, Inc.

In 2004, the New York State Comptroller ("NYS Comptroller") audited the Highbridge Advisory Council Family Services Inc.'s ("Highbridge") preschool special education services provided to the DOE for the two-year period ending June 30, 2001 and found that \$2.5 million of the expenses included on their Consolidated Financial Report were not in compliance with the provisions governing reportable expenses. Additionally, the NYS Comptroller found that the methodology used to calculate full-time equivalent enrollment was not consistent with the one prescribed by the New York State Education Department ("NYSED"). In 2009, the NYS Comptroller completed an audit on the subsequent years of Highbridge's preschool special education services and found an additional \$4,017,410.91 of disallowed expenses. As a result of the two audits, Highbridge executed an installment agreement beginning in July 2009, resulting in a monthly payment of \$20,000. The vendor is current with its payments on the installment agreement and the amount remaining is \$872,410.91.

As the vendor is addressing the matter above and is current in its payments, the DOE determines the vendor to be responsible.

#### SCO Family of Services

A review of SCO Family of Services' ("SCO") PASSPort submission revealed the following information:

- SCO received a poor evaluation from DYCD for its Runaway & Homeless Youth Services Group Program for the evaluation period ending June 30, 2020 due to SCO's failure to meet the contractual utilization rate of 90% in all their locations resulting from the COVID pandemic, as well as for incurring building violations in two of its locations. As a result, the vendor was placed on a CAP and is working above standard but still remains on a CAP until the two building violations have been addressed.

SCO's PASSPort submission revealed the following information from the New York City Department of Homeless Services ("DHS") Responsibility Determination ("RD") dated 02/24/2023:

- From December 2021 to October 2022, SCO disclosed forty-eight substantiated cases of client abuse and neglect. A review by DYCD of the corrective actions taken by SCO were prudent based on the information provided.
- Two news articles from February 2018 and a July 2017 revealed a sexual assault of a woman by four young men who lived in a shelter run by SCO. All four men were arrested, and SCO submitted a letter to DYCD indicating that they have fully cooperated with the New York City Police Department ("NYPD"). DYCD placed SCO on a corrective action plan ("CAP") and as SCO satisfactorily complied, the CAP was closed out in 2018. DYCD advised that SCO is currently in good standing.
- An April and May 2016 news article reported that a Queen's foster mother was convicted and sentenced to 13 years in prison for first degree assault after she failed to seek medical attention for a 19-month child in her care after he was burned by scalding water while sitting in a bathtub. The vendor immediately reported the incident to the appropriate authorities and closed the foster home.
- An August 2015 press release by the New York State Justice Center for the Protection of People with Special Needs ("NYS Justice Center") and a September 2017 news report revealed former employees of SCO were accused of endangering the welfare of an incompetent and physically disabled client. ACS advised that SCO took immediate action to report the allegations to the NYS Justice Center. The former employees were arrested and terminated following an internal review.
- There are a total of eight federal court cases and thirty-two New York State ("NYS") civil court cases against SCO regarding violation of civil rights, job discrimination, and violation of the Child Victims Act. The vendor advised that 28 cases are still pending, and 12 cases have been closed.

SCO's PASSPort submission revealed the following information from the New York City Department of Youth and Community Development ("DYCD") prior Responsibility Determination ("RD") dated 01/04/2022:

- SCO received a poor evaluation from DYCD for the evaluation period ending June 30, 2020, for its COMPASS Elementary program. The vendor was not placed on a Strategic Action Plan ("SAP") or a CAP and in June 2021, the program performed above standard.
- SCO received a poor evaluation from DYCD for the evaluation period ending June 30, 2019 for its COMPASS Middle School program. As a result, the vendor was placed on a CAP, and after significant improvements, was removed from its CAP.

Additionally, the DOE is aware of the following information:

- There were 4 lawsuits filed against SCO from 2018 to present in relation to employment discrimination, failure to pay overtime wages and a parent's claim that SCO wrongly took custody of two children. Of the 4 lawsuits, 1 was dismissed, 1 was settled, and 1 is pending. SCO advised that the last action was not against SCO, but relates to SCO's foster parents and the matter is considered confidential.

In light of the resolution or pending status of the matters reported above, and the vendor's satisfactory performance on prior DOE contracts, the DOE determines SCO to be responsible.

[The Friends of Crown Heights Educational Centers, Inc.](#)

A review of Friends of Crown Heights Educational Centers Inc. ("FOCHEC") PASSPort submission revealed the following information:

- FOCHEC received a poor performance evaluation from the New York City Department of Youth and Community Development ("DYCD") for its Comprehensive Afterschool System

("COMPASS") Middle School Expansion program for the evaluation period ending June 30, 2020. The vendor failed to meet deadlines for submitting budget, programmatic documents and meet the required Rate of Participation ("ROP"). DYCD advised the vendor was placed on a Corrective Action Plan ("CAP"), has made improvements and the contract has been renewed. Additionally, within the last three years, FOCHEC has received three satisfactory and one good performance evaluations on other contracts from DYCD.

In light of the resolution of the matter above and the vendor's overall satisfactory work on DOE contracts, the DOE determines the vendor to be responsible.

## Request for Authorization to Extend Contracts with Early Childhood Providers of Prekindergarten Services

**Procurement Method:** Contract Extension per DOE Procurement Policy and Procedures, Section 4-07(b)

**Estimated Contract Amount:** \$8,163,681.82

**Funding Source:** Various, including Tax Levy, NYS Education Department

**Contract Retroactive?** No

**Contract Term:** 07/01/2023 - 06/30/2024

**Options:** None **Options Amount:** None

**Contract Type:** Requirements

**RA Number:** 11408

**Vendor Name:** See table below

**Contract Manager:** Monique Scales, Senior Director - Operations, Division of Early Childhood Education

**Lead Contracting Officer:** Jodina Clanton, Senior Director, Research and Special Projects, Division of Early Childhood Education

**Division of Contracts and Purchasing Contact:** Ibrahim Rehawi Chief Administrator, Early Childhood Procurement

**Note:** Any document referenced in this RA will be provided to PEP members upon request.

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Division of Early Childhood Education (“DECE”) to extend contracts with the vendors listed below for one additional year to provide high-quality instructional programming as part of the Pre-K for All and 3-K for All programs. These contracts will be funded by DECE.

### Discussion

In 1997, the New York State Education Department established the Universal Prekindergarten (“UPK”) program, which entitles eligible four-year-olds to receive 2 hours and 30 minutes of instructional programming for 180 days at no charge to families. In March 2014, the State legislature approved a \$300 million grant to expand full-day pre-kindergarten access in New York City. The legislation allows for high-quality UPK programs to be awarded new full-day UPK seats or to convert existing half-day seats to full-day seats.

The vendors listed below were awarded contracts through various solicitations in order for these sites to provide Pre-K for All services. These contracts contained set terms and renewal options which were exhausted, then extended for school years 2018-2019, 2019-2020, 2020-2021 2021-2022 and 2022-2023 and will reach the end of their current contract term in June 2023. In order to avoid service interruption within areas where there is demand for Pre-K for All and 3-K for All services, existing sites with contracts expiring contracts with no further renewal options and whom have exhausted the 4-07(a) and/or 4-07(b) one year extension, were given the option to extend their contracts for one additional year. These contract extensions include full day and half day Pre-K for All, full day 3-K for all and Pre-K for All in charter schools. These sites have met the Department of Education’s (“DOE’s”) requirements

for a contract extension, but will need to submit a proposal in response to an upcoming RFP for Pre-K and/or 3-K for All services if they want to continue providing services upon the expiration of this extension term.

Since the contracts for these services were awarded pursuant to a competitive solicitation, the prices, terms, and conditions of the base contract will remain the same under the proposed extension. Therefore, pricing has been determined fair and reasonable.

The original contract amounts were based on the number of awarded Pre-K and/or 3-K seats and the negotiated costs per child, as determined collaboratively by the DOE and the vendors. Vendors offering DOE-contracted early childhood education services, including Pre-K and 3-K for all, don't have the ability to restrict who attends as all contracted vendors are required to follow DOE's enrollment policies and participate in the DOE's enrollment system.

The Committee on Contracts approved these contract extensions at the meeting held on June 13, 2023.

Awards for both Pre-K for All and 3-K for All programs

Site ID	Vendor Name	Awarded 3K seats	3K Cost per child	Awarded 4K seats	4K Cost per Child	Pay Parity Year 1	Pay Parity Year 2	Annual Total Contract Amount
KAAS	Associated Beth Rivkah School for Girls, Inc.	-	-	80	\$3,902.00	-	-	\$312,160.00
MAWM	Association to Benefit Children	-	-	40	\$5,534.00	-	-	\$221,360.00
MABK	Association to Benefit Children	-	-	18	\$3,358.00	-	-	\$60,444.00
KABD	BAIS TZIPORAH INC	-	-	15	\$3,996.00	-	-	\$59,940.00
KABF	BAIS YAAKOV ACADEMY	-	-	60	\$3,928.00	-	-	\$235,680.00
KBKW	Bais Yaakov Faigeh Schonberger of Adas Yereim	-	-	20	\$3,620.00	-	-	\$72,400.00
MATK	Bank Street College of Education	28	\$12,930.00	40	\$10,775.00	\$51,068.00	\$22,842.00	\$866,950.00
KBLK	Bedford Stuyvesant Early Childhood Development Center, Inc.	-	-	38	\$4,006.85	\$2,145.00	\$11,196.00	\$165,601.30
KBNL	Bedford Stuyvesant Early Childhood Development Center, Inc.	-	-	45	\$4,006.85	\$23,098.00	-	\$203,406.25
KBTA	Bedford Stuyvesant Early Childhood Development Center, Inc.	-	-	15	\$4,006.85	\$6,460.00	-	\$66,562.75
KBZU	Bedford Stuyvesant Early Childhood Development Center, Inc.	-	-	30	\$4,006.85	\$26,544.00	-	\$146,749.50
KCEB	Brooklyn Chinese-American Association, Inc.	36	\$3,864.00	0	-	-	-	\$139,104.00
KCRV	Brooklyn Chinese-American Association, Inc.	36	\$3,800.00	0	-	-	-	\$136,800.00
MATM	CHINESE COMMUNITY CONCERNS CORP	-	-	36	\$3,500.00	-	-	\$126,000.00

84M168	East Harlem Scholars Academy Charter School	-	-	36	\$9,744.00	\$4,201.00	\$5,610.00	\$360,595.00
84M518	East Harlem Scholars Academy Charter School	-	-	54	\$10,948.00	\$4,201.00	\$2,863.00	\$598,256.00
QAYN	Jackson Children's Services, Inc.	-	-	30	\$4,272.00	-	-	\$128,160.00
KBMB	Labor and Industry for Education, Inc dba Life-Audrey Johnson Learning Center	30	\$12,590.00	18	\$9,050.00	\$4,200.00	\$17,038.00	\$561,838.00
MAMQ	Lenox Hill Neighborhood House Inc	52	\$14,282.00	56	\$11,901.00	-	-	\$1,490,120.00
KAHA	Masores Bais Yaakov	-	-	46	\$3,701.37	-	-	\$170,263.02
XAHM	Northeast Bronx Day Care Center, Inc	-	-	54	\$4,033.00	-	-	\$217,782.00
XATE	Northeast Bronx Day Care Center, Inc	-	-	36	\$4,026.00	-	\$35,254.00	\$180,190.00
MBGS	The Hudson Guild	30	\$13,428.00	16	\$11,190.00	\$13,428.00	-	\$595,308.00
KBOQ	Yeled V'Yalda Early Childhood Center Inc.	-	-	24	\$3,600.00	-	-	\$86,400.00
KBVX	Yeled V'Yalda Early Childhood Center Inc.	-	-	54	\$3,600.00	-	-	\$194,400.00
KBXU	Yeled V'Yalda Early Childhood Center Inc.	-	-	12	\$3,600.00	-	-	\$43,200.00
KBRN	Yeled V'Yalda Early Childhood Center Inc.	-	-	36	\$3,600.00	-	-	\$129,600.00
KBVO	Yeled V'Yalda Early Childhood Center Inc.	-	-	40	\$3,600.00	-	-	\$144,000.00
KBIS	Yeled V'Yalda Early Childhood Center Inc.	-	-	36	\$3,600.00	-	-	\$129,600.00
KBGI	Yeled V'Yalda Early Childhood Center Inc.	-	-	54	\$3,600.00	-	-	\$194,400.00
KABG	YESHIVA YESODA HATORAH VETZ CHAIM DBA BAIS YAKOV DKHAL ADAS YEREIM	-	-	34	\$3,718.00	-	-	\$126,412.00

Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible. Noteworthy information was found for the following vendor(s)

Bank Street College of Education

In 2018, the New York State Comptroller (NYS Comptroller) conducted an audit of Bank Street College of Education's (Bank Street) reimbursable costs for its State Education Department (SED) Special Education programs for fiscal year 2014.

The audit uncovered \$585,047 in ineligible costs that Bank Street reported on its Consolidated Fiscal Report (CFR) and recommended that SED review the disallowances and the costs reported on Bank Street's CFR and adjust tuition reimbursement rates as necessary. Additionally, the NYS Comptroller recommended that SED work with Bank Street to ensure that costs reported on future CFRs comply with the requirements in the Reimbursable Cost Manual (Manual). Bank Street and SED advised that



all recommendations outlined in the report are being addressed and the review of the disallowances and its impact on the tuition rate is ongoing.

As the matter above is pending, and in the light of the vendor's overall satisfactory performance on prior DOE contracts, the vendor is determined to be responsible.

[Bedford Stuyvesant Early Childhood Development Center, Inc.](#)

A review of Bedford Stuyvesant Early Childhood Development Center Inc.'s (Bedford Stuyvesant) PASSPort submission revealed the following information:

- On November 18, 2016, an eviction warrant was executed by the City Marshal for Bedford Stuyvesant, which at the time was at 275-281 Marcus Garvey Boulevard, Brooklyn, NY 11221. On the date of eviction, the facility was closed. The New York City Department of Health and Mental Hygiene (DOHMH) advised that they were notified by Bedford Stuyvesant in April 2016 that they were going out of business due to landlord/tenant issues. Bedford Stuyvesant advised that they no longer operate at the premises due to issues with the fire alarm system installation and high rent prices. Since that time, Bedford Stuyvesant has been providing services at numerous sites, with current DOHMH permits.

In light of the resolution of the matter above, and the vendor's satisfactory performance on prior DOE contracts, the DOE determines the vendor to be responsible.

[Northeast Bronx Day Care Center, Inc.](#)

In November 2016, the Office of the New York State Comptroller (NYS Comptroller) released an audit of Northeast Bronx Day Care Center, Inc. (NBDCC), which was conducted as part of its standard review of special education programs. The audit found that over a three year fiscal period ending June 30, 2014, of \$17.1 million in costs reported, less than one percent, \$140,902, were for ineligible expenses. The NYS Comptroller recommended that the New York State Education Department (NYSED) disallow some costs submitted by NBDCC for reimbursement along with an adjustment to NBDCC's reimbursement rate. Further, the NYS Comptroller recommended that NYSED work with NBDCC to ensure future compliance with cost reimbursable guidelines for these programs. NYSED has not yet completed its review, nor has it reset the rates, and determined how much if anything should be reimbursed to the DOE

As the matter above is pending, and in light of the vendor's satisfactory performance on prior DOE contracts, the DOE determines the vendor to be responsible.

[The Hudson Guild](#)

A review of The Hudson Guild's (Hudson Guild) PASSPort submission reveals the following cautions:

- From 2017 to 2018, Hudson Guild was investigated by the United States Equal Employment Opportunity Commission (EEOC), the New York State Division of Human Rights (DHR), and the Supreme Court of New York State:
  - On May 11, 2018, a parent filed a civil complaint against Hudson Guild in the Supreme Court of New York State alleging that failure to maintain the premises of PS 191 resulted in her middle school aged child being injured in the school gym. This matter is now closed.
  - On October 10, 2017, Hudson Guild was the subject of a NYC Civil Court complaint and was investigated by DHR and EEOC for allegations of wrongful termination of an assistance teacher based on religious discrimination and harassment. This matter was withdrawn and dismissed without prejudice.

Additionally, a review of Hudson Guild's PASSPort submission revealed one poor performance evaluation from the New York City Department of Youth and Community Development (DYCD) for the evaluation period ending June 30, 2020, due to failure to operate activities according to the proposed work scope and activity schedule, having an inadequate record and reporting system, and failure to meet the Comprehensive After School System (COMPASS) goals for its COMPASS Middle School Program. As a result, a Corrective Action Plan (CAP) was implemented and DYCD advised that it

continues to monitor the vendor. In the past three years PASSPort otherwise reports four satisfactory performance evaluations for Hudson Guild from DYCD on other contracts.

Many of the items reported above are related to services distinct from those to be provided under this contract. Further, as the matters above were resolved satisfactorily, and in light of the vendor's satisfactory performance on prior DOE contracts, the DOE determines the vendor to be responsible.

Yeled V'Yalda Early Childhood Center Inc.

The following information was identified for Yeled V'Yalda Early Childhood Center Inc. ("YvY"):

- A December 2022 news article, citing a 2015 New York State Office of the Comptroller (NYS Comptroller) preschool special education services audit, discussed several allegations against YvY, including claims that YvY misallocated program funds to run a community gym, provided donations to religious schools that referred students to its company, and had its special education providers participate in religious instruction. The vendor denied misusing funds and requested a reconsideration of the state auditors' findings. The New York State Education Department (NYSED) determined that YvY met the criteria for reapproval to continue providing services to preschool students with disabilities. YvY informed this office that schools do not refer families to YvY on a quid pro quo basis and that YvY only awards grants to schools that apply and meet YvY's selection criteria. YvY maintained that its providers' services address the unique needs of students as mandated by their IEPs and do not include religious instruction.
- A December 31, 2015, NYS Comptroller financial audit found that YvY claimed approximately \$3 million in ineligible expenses for reimbursement over three years, ending June 30, 2014. The NYS Comptroller recommended that the NYSED review the audit's recommended disallowances and recoup the money through adjustments to YvY's reimbursement rates. NYSED advised that revised rates have not yet been approved. Once NYSED does so, the DOE will use the revised rate to determine the amount that needs to be recovered from the vendor.

Since the release of the news article, no law enforcement or prosecutorial agencies have substantiated the allegations or arrested or charged YvY or its current owners with a crime. Additionally, as NYSED has not yet approved the revised reimbursement rates to recoup the monies owed, and YvY continues providing satisfactory services under its existing contracts, the DOE determines the vendor to be responsible.

## Request for Authorization to Contract with CNC Consulting, Inc. for the Provision of IT Support Services

**Procurement Method:** MWBE Procurement and Contract Method Purchases per DOE Procurement Policy and Procedures, Section 3-10(2-A)

**Estimated Highest Annual Amount:** \$222,822.60

**Estimated Total Amount:** \$445,645.20

**Funding Source:** Capital

**Contract Retroactive?** No

**Contract Term:** 2 Years

**Options:** One, 2-Year

**Options Amount:** \$445,645.20

**Contract Type:** Full Value

**RA Number:** 11539

**Vendor Name:** CNC Consulting, Inc.

**Vendor Address:** 50 E. Palisade Ave., Ste. 422, Englewood, NJ 07631

**Contract Manager:** Steven Stein, Senior IT Services Manager, Division of Instructional and Information Technology

**Lead Contracting Officer:** Nadia Molinari, Sr. Director, Division of Instructional and Information Technology

**Division of Contracts and Purchasing Contact:** Kesse Wallace, Strategic Sourcing Supervisor, Division of Contracts and Purchasing

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization to enter into a Minority and Women Owned Business Enterprise (“M/WBE”) Non-competitive Small Purchase Contract with CNC Consulting, Inc. (“CNC”), a certified Black-Owned Enterprise. CNC will be responsible for the provision of one (1) Server Deployment Engineer (“Engineer”) to support IT-related efforts for the Division of Instructional & Information Technology (“DIIT”). The contract will be funded by DIIT.

### Discussion

DIIT is responsible for managing the Classroom Connectivity Universal Refresh Project (“CCU”), which is an effort to upgrade the technology infrastructure in DOE school buildings in order to enhance the speed at which students are able to access the internet. The Engineer will perform the deployment and configuration of servers for CCU and manage day-to-day duties of troubleshooting server issues and working with vendors to resolve them.

The Engineer will provide professional services to support the following project goals:

- Provide support for school server integration in all five boroughs.
- Provide Quality Assurance, provisioning, deployment, and maintenance of server technologies in DOE schools.

The DOE solicited twenty-two (22) Minority/Women-owned Business Enterprise (“M/WBE”) vendors to submit candidates for this request. Five (5) proposals were received from CNC, Donia LLC, K Systems

Solutions LLC, LMJ HealthIT Consulting Services LLC, and Quality and Assurance Technology Corp., receiving a total of five (5) candidates. An evaluation committee (“Committee”) consisting of three members from DIIT reviewed the resumes and requested to interview three (3) candidates in accordance with the evaluation criteria set forth in the solicitation.

<b>Evaluation Criteria</b>	<b>Weight</b>
Experience	40%
Technical Ability	30%
Cost	30%
<b>Total</b>	<b>100%</b>

The Committee determined that the candidate proposed by CNC exhibited thorough experience and technical ability and provided the most advantageous offer to the DOE. As a result, the candidate proposed by CNC was selected for award.

This procurement is subjected to the Cost Limitation of an approved Certificate to Proceed (“CP”) for the specific services under contract. Any services rendered will not pre-date the date of CP approval and must meet all capital eligibility requirements specified in The City Of New York Office of Comptroller Directive 10 and any other authorizing documents as deemed appropriate.

The DOE compared the rate proposed for this effort to the average rates under the New York City Office of Technology Innovation (“OTI”) contracts for Systems Integration Services (“SI”) and determined that the proposed rate is lower than the average rate for an identical or similar title under OTI’s SI contracts. Therefore, pricing has been determined to be fair and reasonable.

**Vendor Responsibility**

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

## Request for Authorization to Contract with Achieve3000, Inc. to Provide the Achieve3000 Software Program Line

**Procurement Method:** Listing Application per DOE Procurement Policy and Procedures, Section 3-06

**Estimated Highest Annual Amount:** \$8,955,583

**Estimated Total Amount:** \$1,279,369

**Funding Source:** Various, including Tax Levy & Reimbursable

**Contract Retroactive?** No

**Contract Term:** 7 Years

**Options:** 180 days

**Options Amount:** \$639,684.50

**Contract Type:** Requirements

**RA Number:** 9971

**Vendor Name:** Achieve3000, Inc.

**Vendor Address:** 1985 Cedar Bridge Ave. Suite 3, Lakewood, NJ 08701

**Contract Manager:** Verlene Davidson, Division of Enterprise Purchasing

**Lead Contracting Officer:** Kimberly De Vine, Director, Division of Enterprise Purchasing

**Division of Contracts and Purchasing Contact:** Domion Pontrelli, Procurement Analyst, Technology and Instructional Materials Procurement

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Division of Enterprise Purchasing (“DEP”) to contract with Achieve3000, Inc. (“Achieve3000”) to provide the entire Achieve3000 software program line on a school-wide requirements basis.

### Discussion

Achieve3000 offers game-based foundational literacy learning, differentiated literacy instruction, a curriculum platform for learning in ELA, Science, and Social Studies, and individualized practice and intervention for math. Achieve3000 solutions are designed to reach a school’s entire student population including English language learners, special needs, and gifted and talented.

Achieve3000 provides a wide range educational software programs cover grades PreK-12 under its product line including but not limited to, the following:

Achieve3000 Literacy (formerly *KidBiz*, *TeenBiz*, and *Empower*) provides literacy instruction into your grades 2-12 content-area classrooms to build key reading skills while simultaneously developing disciplinary knowledge and vocabulary. With the same grade-appropriate content tailored at 12 levels in English and 8 in Spanish, Achieve3000 Literacy is the differentiated literacy solution that accelerates reading gains for all students in a single English language arts, science or social studies classroom.

Smarty Ants programs prepares learners in grades PreK-2 to become independent readers with multisensory and adaptive foundational literacy instruction. Available in English and Spanish, Smarty Ants combines foundational skills instruction, independent practice, and embedded assessment in a

single program with teacher supports that builds reading skills and accelerates learning in an interactive online learning environment.

Actively Learn is a curriculum platform for grades 3-12 that is designed to drive learning, engagement, and equity with interactive, standards-aligned solutions in ELA, social studies, and science.

Achieve3000 Math provides an individualized, research-based math solution for grades K-12. Designed for targeted practice, Achieve3000 Math helps students fill knowledge gaps with over 25,000 scaffolded, standards-aligned problems. Precision assessments based on the MetaMetrics' Quantile Framework, targeted scaffolding and feedback, and real-time reporting help educators identify skill gaps and tailor instruction to each student's needs.

These software programs can be used remotely or in the classroom.

Achieve3000 is the sole producer and exclusive distributor of the Achieve3000 software product line and cannot be purchased by open competitive means. Accordingly, a competitive procurement is impractical, and the DOE will utilize a listing application as its solicitation method pursuant to Section 3-06 of the DOE's Procurement Policy and Procedures ("PPP").

The awarded vendor will be required to meet applicable DOE Minority and Women Owned Business Enterprise Subcontracting Goals.

Achieve 3000 proposed discounts in the range of 10% - 50% off list price, higher than the 5 – 25% discount range in the prior contract. Although one item was offered with a discount rate below the range, the item represents only 2% of the estimated spend in the proposed contract. A review of the submitted price list showed that discounted pricing for NYC DOE items were accurately reflected as contractually stipulated.

In addition, the vendor has agreed to the inclusion of a "Most Favored Customer" price certification in its contract, which ensures that the DOE will receive pricing as favorable as any Municipal, County, or State Government Agency, Board of Education, School, or School System in the United States for the same or a substantially similar quantity of items. The estimated annual amount is based on an average of the last two years of expenditures by schools.

Accordingly, pricing is determined to be fair and reasonable.

#### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible. Noteworthy information was found for the following vendor(s):

Achieve3000, Inc.

The DOE is aware of the following news articles on affiliate McGraw Hill LLC and parent McGraw-Hill Education Inc.:

- A September 2022 news article revealed that a class action suit was filed against McGraw Hill LLC (McGraw Hill) due to a breach of contract and reduction of authors royalties. McGraw Hill advised that the claim was dismissed.
- A news story reported that the Florida Department of Education (Florida DOE) rejected dozens of math textbooks because some of the books "contained prohibited topics" from social-

emotional learning (SEL) or critical race theory. In a news release, the Florida DOE stated 54 out of 132 of the textbook submissions would not be added to the state's adopted list because they did not adhere to Florida's new standards or contained prohibited topics. Reasons for rejecting textbooks included references to critical race theory, "inclusions of Common Core, and the unsolicited addition of Social Emotional Learning (SEL) in mathematics," the release states.

- A February 2021 news article revealed that McGraw Hill was named in an online controversy as activist groups and students from the City University of New York (CUNY) petitioned for an e-proctoring software to no longer be allowed to work with McGraw Hill. The students alleged that the software captured invasive user information. The vendor advised that no legal action was taken in regard to this matter.
- From September 2019 to April 2021, numerous media reports reported that several antitrust lawsuits were filed against McGraw Hill and parent company McGraw-Hill Education, Inc. (McGraw-Hill Education). McGraw Hill advised that all matters were consolidated and have been dismissed.

As the matters above relate to the affiliate and parent company, and Achieve3000 has performed satisfactorily on prior DOE contacts, the DOE determines the vendor to be responsible.

## Request for Authorization to Contract with Alegra Learning, Inc. to Provide the entire line of Alegra Learning Educational Software and Digital Content

**Procurement Method:** Listing Application per DOE Procurement Policy and Procedures, Section 3-06

**Estimated Highest Annual Amount:** \$25,000.00

**Estimated Total Amount:** \$175,000.00

**Funding Source:** Various, including Tax Levy & Reimbursable

**Contract Retroactive?** No

**Contract Term:** 7 Years

**Options:** One 180-Day

**Options Amount:** \$12,500.00

**Contract Type:** Requirements

**RA Number:** 11148

**Vendor Name:** Alegra Learning, Inc.

**Vendor Address:** 3210 North Canyon Road, Suite 306, Provo, Utah, 84604

**Contract Manager:** Kimberly De Vine, Director, Division of Enterprise Purchasing

**Lead Contracting Officer:** Verlene Davidson, Division of Enterprise Purchasing

**Division of Contracts and Purchasing Contact:** Domion Pontrelli, Procurement Analyst, Technology, and Instructional Materials Procurement

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Division of Enterprise Purchasing (“DEP”) to contract with Alegra Learning, Inc. (“Alegra Learning”) to provide the entire line of Educational Software and Digital Content.

### Discussion

Alegra Learning provides various software programs under its product line including, but not limited to, the following:

Joy School English is a curriculum-based software program for PreK through 5<sup>th</sup> grade. Students focus on oral language, early literacy, and social and emotional learning. This program uses voice recognition technology where students use their own voice to explore and encourage speaking. Joy School English provides teachers with data and progress monitoring with the ability to create their own lesson plans.

These software programs can be used remotely or in the classroom.

Alegra Learning is the sole producer and exclusive distributor of the Alegra Learning software product line and cannot be purchased by open competitive means. Accordingly, competitive procurement is impractical, and the DOE will utilize a listing application as its solicitation method pursuant to Section 3-06 of the DOE’s Procurement Policy and Procedures (“PPP”).

The awarded vendor will be required to meet applicable DOE Minority and Women Owned Business Enterprise Subcontracting Goals.



Alegra Learning has offered a 16.67% discount off manufacturer's suggested retail price ("MSRP") for the entire line of Alegra Learning. In addition, the vendor has agreed to the inclusion of a "Most Favored Customer" price certification in its contract, which ensures that the DOE will receive pricing as favorable as any Municipal, County, or State Government Agency, Board of Education, School, or School System in the United States for the same or a substantially similar quantity of items. The estimated annual amount is based on previous expenditures by schools.

Accordingly, pricing is determined to be fair and reasonable.

#### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check and have been determined to be responsible.

Request for Authorization to Contract with Franklin Covey Client Sales, Inc. to Provide the entire line of Franklin Covey Client Sales Educational Software and Digital Content

**Procurement Method:** Listing Application per DOE Procurement Policy and Procedures, Section 3-06

**Estimated Highest Annual Amount:** \$689,372

**Estimated Total Amount:** \$4,853,604.00

**Funding Source:** Various, including Tax Levy & Reimbursable

**Contract Retroactive?** No

**Contract Term:** 7 Years

**Options:** One; 180-Day

**Options Amount:** \$346,686

**Contract Type:** Requirements

**RA Number:** 11115

**Vendor Name:** Franklin Covey Client Sales, Inc.

**Vendor Address:** PO Box 25127, Salt Lake City, Utah 84125

**Contract Manager:** Verlene Davidson, Division of Enterprise Purchasing

**Lead Contracting Officer:** Kimberly De Vine, Director, Division of Enterprise Purchasing

**Division of Contracts and Purchasing Contact:** Domion Pontrelli, Procurement Analyst, Technology, and Instructional Materials Procurement

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Division of Enterprise Purchasing (“DEP”) to contract with Franklin Covey Client Sales, Inc. (“Franklin Covey”) to provide the entire line of Franklin Covey Educational Software and Digital Content.

Discussion

Franklin Covey provides The Leader in Me online software program. This program is a web-based application for grades 9-12 that provides content to support college and career readiness. Teachers can create a curriculum for the students, or the software application can provide a self-paced on demand learning course. The platform allows teachers to monitor and track the progress of students using the program.

These software programs can be used remotely or in the classroom.

Franklin Covey is the sole producer and exclusive distributor of the Franklin Covey software product line and cannot be purchased by open competitive means. Accordingly, a competitive procurement is impractical, and the DOE will utilize a listing application as its solicitation method pursuant to Section 3-06 of the DOE’s Procurement Policy and Procedures (“PPP”).

The awarded vendor will be required to meet applicable DOE Minority and Women Owned Business Enterprise Subcontracting Goals.

Franklin Covey has offered a 10% discount off manufacturer's suggested retail price ("MSRP") for the entire line of Franklin Covey software. A review of catalog pricing showed that discounted pricing for NYC DOE items were accurately reflected as contractually stipulated. In addition, the vendor has agreed to the inclusion of a "Most Favored Customer" price certification in its contract, which ensures that the DOE will receive pricing as favorable as any Municipal, County, or State Government Agency, Board of Education, School, or School System in the United States for the same or a substantially similar quantity of items. The estimated annual amount is based on previous expenditures by schools.

Accordingly, pricing is determined to be fair and reasonable.

#### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check and have been determined to be responsible.

## Request for Authorization to Contract with Texthelp Inc. to Provide the entire line of Texthelp Educational Software and Digital Content

**Procurement Method:** Listing Application per DOE Procurement Policy and Procedures, Section 3-06  
**Estimated Highest Annual Amount:** \$44,915  
**Estimated Total Amount:** \$314,405  
**Funding Source:** Various, including Tax Levy & Reimbursable  
**Contract Retroactive?** No  
**Contract Term:** 7 Years  
**Options:** One 180-Day **Options Amount:** \$22,457.50  
**Contract Type:** Requirements  
**RA Number:** 11304

**Vendor Name:** Texthelp Inc.

**Vendor Address:** 500 Unicorn Park Drive, Woburn, MA, 01801

**Contract Manager:** Verlene Davidson, Division of Enterprise Purchasing

**Lead Contracting Officer:** Kimberly De Vine, Director, Division of Enterprise Purchasing

**Division of Contracts and Purchasing Contact:** Domion Pontrelli, Procurement Analyst, Technology, and Instructional Materials Procurement

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Division of Enterprise Purchasing (“DEP”) to contract with Texthelp Inc. (“Texthelp”) to provide the entire line of Educational Software and Digital Content.

### Discussion

Texthelp provides various digital programs under its product line including, but not limited to, the following:

Read & Write is a comprehensive Reading and Writing Support toolbar designed to boost reading and writing confidence across all types of content and devices for students in grades K-12. This program includes a variety of literacy support tools designed to be used independently by students including Text To Speech, Speech To Text, Dictionary/Picture Dictionary, Practice Reading Aloud, Audio Maker and Word Prediction. In addition, Read & Write provides includes a variety of features that can serve as instructional tools such as integrated highlighters, automatic web page simplification which converts any website to a more school friendly format, and automatic vocabulary list generators.

CoWriter provides word prediction support that is grammar smart and inventive spelling aware, helping students in grades K-12 to write more with greater complexity than they would independently. This program provides advanced word prediction that delivers suggestions as students type to help them complete words, Read Back support for completed words/sentences, Speech to Text, the ability to set a Topic Dictionary that allows students to customize the prediction list to a specific topic either from the web or by selecting specific text, Translation support including predicting a translated word as well as Speech to Text translation. CoWriter is appropriate for any student at any grade level

struggling with writing as the prediction functionality will recognize what a student is trying to write and help them complete it. The use of topics also allows this to extend to complex technical writing seen at the high school level.

Snap & Read is a reading support toolbar designed to provide a wide array of reading supports to help students struggling to comprehend for students in grades K-12. This program provides Text-To-Speech anywhere online, Dynamic Text Leveling which scans passages and levels down particularly hard to understand vocabulary with simple synonyms to increase readability, full page translation into 100+ languages, an OCR Screenshot reader to turn the inaccessible accessible, and a fully integrated outline and note-taking tool that includes automatic citations and a wide variety of outline templates to help students more effectively take notes.

uPAR is a fast and efficient digital reading protocol designed to identify a student's ability to comprehend text with and without accommodation while providing actionable data to educators in an easy to use format. As a protocol/assessment the key features are relevant for educators. These include clear data reports that show the difference in student reading comprehension levels as well as other strategic data points like the time spent on particular segments, percentages of questions correct, and an overall recommendation of how best to accommodate a student. uPAR can be customized and used with students of all grade levels. uPAR is a series of reading passages with standard multiple choice comprehension questions that follow. Students begin the assessment using a Text-to-Speech passage at their grade level, but uPAR then presents new passages at different grade levels or with different accommodations based on their real time results. Other accommodation types include independent reading, and an audiobook recording of the passage. Upon completion (which is also based on real time results) educators are automatically given the student data allowing uPAR to be given at scale to multiple students at once.

These software programs can be used remotely or in the classroom.

Texthelp is the sole producer and exclusive distributor of the Texthelp software product line and cannot be purchased by open competitive means. Accordingly, a competitive procurement is impractical, and the DOE will utilize a listing application as its solicitation method pursuant to Section 3-06 of the DOE's Procurement Policy and Procedures ("PPP").

The awarded vendor will be required to meet applicable DOE Minority and Women Owned Business Enterprise Subcontracting Goals.

Texthelp has offered a 10% to 12% discount off manufacturer's suggested retail price ("MSRP") for the entire line of Texthelp software. In addition, the vendor has agreed to the inclusion of a "Most Favored Customer" price certification in its contract, which ensures that the DOE will receive pricing as favorable as any Municipal, County, or State Government Agency, Board of Education, School, or School System in the United States for the same or a substantially similar quantity of items. The estimated annual amount is based on previous expenditures by schools.

Accordingly, pricing is determined to be fair and reasonable.

#### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check and have been determined to be responsible.

## Request for Authorization to Contract with N2Y, LLC to Provide the Unique Learning System Software Program Line

**Procurement Method:** Listing Application per DOE Procurement Policy and Procedures, Section 3-06  
**Estimated Highest Annual Amount:** \$204,421  
**Estimated Total Amount:** \$1,430,947  
**Funding Source:** Various, including Tax Levy & Reimbursable  
**Contract Retroactive?** No  
**Contract Term:** 7 Years  
**Options:** 180 days                      **Options Amount:** \$102,210.50  
**Contract Type:** Requirements  
**RA Number:** 10284

**Vendor Name:** N2Y, LLC  
**Vendor Address:** 909 University Drive South, Huron, OH 44839

**Contract Manager:** Verlene Davidson, Division of Enterprise Purchasing  
**Lead Contracting Officer:** Kimberly De Vine, Director, Division of Enterprise Purchasing  
**Division of Contracts and Purchasing Contact:** Domion Pontrelli, Procurement Analyst, Technology and Instructional Materials Procurement

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Division of Enterprise Purchasing (“DEP”) to contract with N2Y, LLC (“N2Y”) to provide the entire Unique Learning System software program line on a school-wide requirements basis.

### Discussion

N2Y provides the Unique Learning System software, an online standards-based curriculum designed for students with special needs. The lesson plans consist of downloadable programs that teachers can readily implement in the classroom learning activities. All materials within the program are created using SymbolStix graphics, which are symbols designed and developed by N2Y that depict activities and persons as lively stick figures for use with their online curriculum. The lesson plans are categorized into three levels of differentiated tasks to accommodate the diversity of learners with significant disabilities.

These software programs can be used remotely or in the classroom.

N2Y is the sole producer and exclusive distributor of the Unique Learning System software and cannot be purchased by open competitive means. Accordingly, a competitive procurement is impractical, and the DOE will utilize a listing application as its solicitation method pursuant to Section 3-06 of the DOE’s Procurement Policy and Procedures (“PPP”).

The awarded vendor will be required to meet applicable DOE Minority and Women Owned Business Enterprise Subcontracting Goals.

N2Y initially proposed a 5% discount off list price for its online, standards-aligned content used in District 75 for specialized learners. After negotiation, the vendor agreed to increase its discount off list price from 5% to 7%. A review of the pricing offered in its 2023 catalog and the pricing it offered to NYC DOE, found that its offered pricing accurately reflects the 7% contractually stipulated discount off list price.

In addition, the vendor has agreed to the inclusion of a “Most Favored Customer” price certification in its contract, which ensures that the DOE will receive pricing as favorable as any Municipal, County, or State Government Agency, Board of Education, School, or School System in the United States for the same or a substantially similar quantity of items. Accordingly, pricing is determined to be fair and reasonable.

The estimated annual amount is based on previous expenditures by schools.

#### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

## Request for Authorization to Contract with McGraw Hill LLC to Provide the McGraw Hill Software and Digital Program Line

**Procurement Method:** Listing Application per DOE Procurement Policy and Procedures, Section 3-06  
**Estimated Highest Annual Amount:** \$773,200  
**Estimated Total Amount:** \$2,319,600  
**Funding Source:** Various, including Tax Levy & Reimbursable  
**Contract Retroactive?** No  
**Contract Term:** 3 Years  
**Options:** 1 Year **Options Amount:** \$773,200  
**Contract Type:** Requirements  
**RA Number:** 10768

**Vendor Name:** McGraw Hill LLC

**Vendor Address:** 1325 Avenue of the Americas, New York, NY 10019

**Contract Manager:** Verlene Davidson, Division of Enterprise Purchasing

**Lead Contracting Officer:** Kimberly De Vine, Director, Division of Enterprise Purchasing

**Division of Contracts and Purchasing Contact:** Domion Pontrelli, Procurement Analyst, Technology and Instructional Materials Procurement

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Division of Enterprise Purchasing (“DEP”) to contract with McGraw Hill LLC (“McGraw Hill”) to provide the entire McGraw Hill software and digital program line on a school-wide requirements basis.

### Discussion

McGraw Hill provides a wide variety of software and digital educational programs for students in grades PreK to 12 covering the following subject areas: math, science, health, social studies, language arts, performing arts, AP honors, and supplemental subjects. The McGraw Hill software and digital product line includes, but is not limited to, the following:

The Wonders for English Learners program (“Wonders”) is used to build proficiency in speaking, listening, reading, and writing with scaffolded support for all language proficiency levels. Wonders compliments any English Language Arts curriculum. It provides English language development instruction designed to accelerate English Learners (“Els”) through all language proficiency levels.

The WonderWorks program (“WonderWorks”) is a personalized, flexible, and intensive intervention program for struggling readers in Grades K-6 that addresses the Standards for English Language Arts while also integrating seamlessly with Wonders, the core program. WonderWorks specifically helps students who are reading below grade level to develop critical reading, writing, and analytical skills so that they can accelerate through the curriculum and read on grade level by the following year.

Maravillas is a Spanish Language Arts program that supports students as they become bilingual, biliterate, and bicultural. Instructional plans, themes, skills, strategies, and test preparation mirror those



of the core program, Wonders. With a multitude of authentic literature ranging across the Spanish-speaking world, Maravillas gives students equity of access to rich texts and rigorous instruction.

StudySync is an integrated digital ELA program for grades 6–12. A multimedia-rich curriculum, StudySync brings great literature to life digitally and supports student exploration in the classroom. The curriculum provides a learning environment that meets the specific needs of 6-8 and 9-12 grade classrooms, focusing on building strong, skills-based foundations at 6-8, and providing flexible instructional choice for teachers and a guided path towards independent critical thinking and analysis skills for students at 9-12. StudySync's combination of hundreds of core texts, engaging multimedia, and skills-based lessons is effective in advancing reading, writing, listening, and critical-thinking skills to prepare all students for college and careers.

Open Court Reading is a comprehensive K–5 reading and language arts program. Building on the foundation of phonological and phonemic-awareness skills introduced in kindergarten, teachers help students in Grade 1 assign spoken sounds to written language through phonics skills as students learn to read. In Grades 2–3, students transition from reading smaller units, such as sound-by-sound, to word-by-word or sentence-by-sentence. By Grades 4–5, students should be applying comprehension, vocabulary, and word analysis skills as they read.

Everyday Mathematics 4 helps students achieve true mastery of math concepts through engineered learning progressions and concrete real-world applications. This digital-learning environment allows students to work through lesson activities, access relevant resources, save progress to a personal portfolio, receive immediate feedback, and more.

Reveal Math is an elementary math program which works by incorporating both inquiry-focused and teacher-guided instructional strategies within each lesson. This program reinforces a positive classroom environment, explores mathematics through a flexible lesson design, and tailors classroom activities to student needs.

These software programs can be used remotely or in the classroom.

McGraw Hill is the sole producer and exclusive distributor of the McGraw Hill software and digital product line and cannot be purchased by open competitive means. Accordingly, a competitive procurement is impractical, and the DOE will utilize a listing application as its solicitation method pursuant to Section 3-06 of the DOE's Procurement Policy and Procedures ("PPP").

The awarded vendor will be required to meet applicable DOE Minority and Women Owned Business Enterprise Subcontracting Goals.

McGraw Hill, LLC. initially proposed a 0% discount off list price to NYC DOE. After discussions with the vendor, it clarified that a 25% discount was incorporated into its list price reflected on its public website. NYC DOE requested and the vendor agreed to amend its website pricing to reflect the list price without any discount and that NYC DOE purchases would receive a 25% discount off list price. Following these changes, a subsequent review of website pricing and the submitted price list showed that discounted pricing for NYC DOE items were accurately reflected as contractually stipulated.

In addition, the vendor has agreed to the inclusion of a "Most Favored Customer" price certification in its contract, which ensures that the DOE will receive favorable pricing compared with any municipal, county, or state government agency, board of education, school, or school system in the United States

for the same or a substantially similar quantity of items. The estimated annual amount is based on previous expenditures by schools.

Accordingly, pricing is determined to be fair and reasonable.

#### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible. Noteworthy information was found for the following vendor(s):

#### McGraw Hill LLC

The DOE is aware of the following news articles:

- A September 2022 news article revealed that a class action suit was filed against McGraw Hill LLC (McGraw Hill) due to a breach of contract and reduction of authors royalties. McGraw Hill advised that the claim was dismissed.
- A news story reported that the Florida Department of Education (Florida DOE) rejected dozens of math textbooks because some of the books “contained prohibited topics” from social-emotional learning (SEL) or critical race theory. In a news release, the Florida DOE stated 54 out of 132 of the textbook submissions would not be added to the state’s adopted list because they did not adhere to Florida’s new standards or contained prohibited topics. Reasons for rejecting textbooks included references to critical race theory, “inclusions of Common Core, and the unsolicited addition of Social Emotional Learning (SEL) in mathematics,” the release states.
- A February 2021 news article revealed that McGraw Hill was named in an online controversy as activist groups and students from the City University of New York (CUNY) petitioned for an e-proctoring software to longer be allowed to work with McGraw Hill. The students alleged that the software captured invasive user information. The vendor advised that no legal action was taken in regard to this matter.
- From September 2019 to April 2021, numerous media reports reported that several antitrust lawsuits were filed against McGraw Hill and parent company McGraw-Hill Education, Inc. (McGraw-Hill Education). McGraw Hill advised that all matters were consolidated and have been dismissed.

In light of the resolution of the matters reported above, and the size of McGraw Hill which had operating revenues of \$1.79 billion in fiscal year 2022, as well as its satisfactory performance on prior DOE contacts, the DOE determines McGraw Hill to be responsible.

## Request for Authorization to Contract with McGraw Hill, LLC to Provide Textbooks and Ancillary Materials

**Procurement Method:** Listing Application per DOE Procurement Policy and Procedures, Section 3-06

**Estimated Highest Annual Amount:** \$3,519,669.30

**Estimated Total Amount:** \$10,559,008.00

**Funding Source:** Tax Levy and Reimbursable

**Contract Retroactive?** No

**Contract Term:** 3 Years

**Options:** Two, 1-Year

**Options Amount:** \$7,039,338.60

**Contract Type:** Requirements

**RA Number:** 10963

**Vendor Name:** McGraw Hill LLC

**Vendor Address:** 1325 Avenue of the Americas NY N.Y. 10019

**Contract Manager:** Verlene Davidson, Enterprise Data Analyst, Division of Enterprise Purchasing

**Lead Contracting Officer:** Kimberly De Vine, Director, Division of Enterprise Purchasing

**Division of Contracts and Purchasing Contact:** Dolly Figueroa, Instructional Materials Procurement

**Note:** Any document referenced in this RA will be provided to PEP members upon request.

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Division of Enterprise Purchasing (“DEP”) to contract with McGraw Hill LLC to provide textbooks and ancillary materials to participating public and non-public schools.

### Discussion

McGraw Hill, LLC provides educational materials in English Language Arts, Math, Science, and Social Studies, in grades K-12. McGraw Hill, LLC also provides SAT exam preparation workbooks. The programs are also available in Spanish. These resources also provide teachers with support in implementing culturally responsive pedagogy that values family knowledge and the experiences of students and can be used remotely or in classrooms.

McGraw Hill, LLC is the sole producer and exclusive distributor of its materials which cannot be purchased by open competitive means. Accordingly, a competitive procurement is impractical, and the DOE will utilize a listing application as its solicitation method pursuant to section 3-06 of the DOE Procurement Policy and Procedures.

The awarded vendor will be required to meet applicable New York City Department of Education Subcontracting Goals.

The estimated contract amount is based on the past expenditures under McGraw Hill, LLC expiring contract.

McGraw Hill, LLC initially proposed a 0% discount off list price with a 7% shipping and handling charge for NYC DOE. After discussions with the vendor, it clarified that a 25% discount was incorporated into its list price reflected on its public website. NYC DOE requested and the vendor agreed to amend its website pricing to reflect the list price without any discount and that NYC DOE purchases would receive a 25% discount off list price. The vendor also offered NYC DOE a reduction in its shipping and handling fee from 7% in its prior contract to 5%. Through subsequent negotiations, the vendor agreed to further reduce the shipping and handling charge to 3%.

Following these changes, a subsequent review of website pricing and the submitted price list showed that discounted pricing and the shipping and handling charge for NYC DOE items were accurately reflected as contractually stipulated.

In addition, the vendor has agreed to the inclusion of a “Most Favored Customer” price certification in its contract, which ensures that the DOE will receive pricing as favorable as any Municipal, County, or State Government Agency, Board of Education, School, or School System in the United States for the same or a substantially similar quantity of items.

Accordingly, pricing is determined to be fair and reasonable.

#### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible. Noteworthy information was found for the following vendor(s):

##### McGraw Hill LLC

The DOE is aware of the following news articles:

- A September 2022 news article revealed that a class action suit was filed against McGraw Hill LLC (McGraw Hill) due to a breach of contract and reduction of authors royalties. McGraw Hill advised that the claim was dismissed.
- A news story reported that the Florida Department of Education (Florida DOE) rejected dozens of math textbooks because some of the books “contained prohibited topics” from social-emotional learning (SEL) or critical race theory. In a news release, the Florida DOE stated 54 out of 132 of the textbook submissions would not be added to the state’s adopted list because they did not adhere to Florida’s new standards or contained prohibited topics. Reasons for rejecting textbooks included references to critical race theory, “inclusions of Common Core, and the unsolicited addition of Social Emotional Learning (SEL) in mathematics,” the release states.
- A February 2021 news article revealed that McGraw Hill was named in an online controversy as activist groups and students from the City University of New York (CUNY) petitioned for an e-proctoring software to no longer be allowed to work with McGraw Hill. The students alleged that the software captured invasive user information. The vendor advised that no legal action was taken in regard to this matter.
- From September 2019 to April 2021, numerous media reports reported that several antitrust lawsuits were filed against McGraw Hill and parent company McGraw-Hill Education, Inc. (McGraw-Hill Education). McGraw Hill advised that all matters were consolidated and have been dismissed.

In light of the resolution of the matters reported above, and the size of McGraw Hill which had operating revenues of \$1.79 billion in fiscal year 2022, as well as its satisfactory performance on prior DOE contacts, the DOE determines McGraw Hill to be responsible.



The estimated contract amount is based on the past seven years of expenditures under Really Great Reading's LLC expiring contract.

Really Great Reading Company, LLC. proposed a 12.5% discount off list price with a 6% shipping and handling fee. After negotiations, the vendor agreed to lower its shipping and handling fee to 5%. In its prior contract, Really Great Reading Company had offered a 0% discount off list price and a 6% shipping and handling fee. A review of its submitted price sheet and public pricing showed that the proposed discounted pricing for NYC DOE items was accurately reflected and the shipping and handling fee was accurately applied as contractually stipulated.

In addition, the vendor has agreed to the inclusion of a "Most Favored Customer" price certification in its contract, which ensures that the DOE will receive favorable pricing compared with any municipal, county, or state government agency, board of education, school, or school system in the United States for the same or a substantially similar quantity of items.

Accordingly, pricing can be determined to be fair and reasonable.

#### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

## Request for Authorization to Contract with The Continental Press Inc to Provide Textbooks and Ancillary Materials

**Procurement Method:** Listing Application per DOE Procurement Policy and Procedures, Section 3-06  
**Estimated Highest Annual Amount:** \$1,932,329.48  
**Estimated Total Amount:** \$13,526,306.38  
**Funding Source:** Reimbursable /Tax Levy  
**Contract Retroactive?** No  
**Contract Term:** 7 Years  
**Options:** None **Options Amount:** None  
**Contract Type:** Requirements  
**RA Number:** 11203

**Vendor Name:** The Continental Press, Inc.  
**Vendor Address:** 520 East Bainbridge St. Elizabethtown PA 17022

**Contract Manager:** Verlene Davidson, Enterprise Data Analyst, Division Enterprise Purchasing  
**Lead Contracting Officer:** Kimberly M. De Vine, Director, Division Enterprise Purchasing  
**Division of Contracts and Purchasing Contact:** Dolly Figueroa, Instructional Materials Procurement

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

### Purpose

The New York City Department of Education (“DOE”) hereby request authorization on behalf of the Division of Enterprise Purchasing (“DEP”) to contract with The Continental Press, Inc. to provide textbooks and ancillary materials to participating public and non-public schools.

### Discussion

The Continental Press, Inc. publishes Mathematics, English Language Arts, Social Studies, and Science books for grades Pre-K – 12. These materials are designed to support response to intervention and differentiated instruction and prepare students for future success. The resources provided by the Vendor also provide teachers with support in implementing culturally responsive pedagogies which value student’s families, knowledge and experiences, and can be used either remotely or in the classroom.

The Continental Press, Inc. is the sole publisher and exclusive distributor of its materials, which cannot be purchased by open competitive means. Accordingly, competitive procurement is impractical, and the DOE will utilize a listing application as its solution method.

The awarded vendor will be required to meet applicable New York City Department of Education Subcontracting Goals.

The estimated contract amount is based on the expenditures of The Continental Press Inc. expiring contract.

The Continental Press, Inc. initially proposed a 0% discount off list price with a 10% charge for shipping & handling, the same pricing terms stated in its prior contract. After negotiation, the vendor agreed to increase the discount off the list price to 20%, up from the previous 0% discount.

The vendor has agreed to the inclusion of a “Most Favored Customer” price certification clause in its contract, which ensures that the DOE will receive favorable pricing compared with any municipal, county, or state government agency, board of education, school, or school system in the United States for the same or a substantially similar quantity of items.

Accordingly, pricing can be determined to be fair and reasonable.

[Vendor Responsibility](#)

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.



## Request for Authorization to Contract with Multiple Vendors for the Expansion of Community Schools Services (RA 5) – R1408

**Procurement Method:** Innovative Procurement per DOE Procurement Policy and Procedures, Section 3-13

**Estimated Highest Annual Amount:** \$444,467.00

**Estimated Total Amount:** \$800,040.60

**Funding Source:** ARPA – American Rescue Plan Act

**Contract Retroactive?** Yes

**Contract Term:** 07/01/2022 – 06/30/2024; 2 Years

**Options:** One, 2-Year

**Options Amount:** \$888,934.00

**Contract Type:** Full Value

**RA Number:** 11509

**Vendor Name:** LE RU Multi Service Agency LLC

**Contract Manager:** Trisia Carter, Deputy of Procurement and Purchasing, Office of Community Schools

**Lead Contracting Officer:** Traciah John, Senior Executive Director, Office of Community Schools

**Division of Contracts and Purchasing Contact:** Rudy Bislam, Procurement Analyst, Central Office Procurement

**Note:** Any document referenced in this RA will be provided to PEP members upon request.

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Office of Community Schools (“OCS”) to contract with the community-based organizations (“Lead CBOs”) listed below to work with DOE schools as part of the expansion of the Community School strategy in approximately 74 schools at 68 school sites (campuses), ranging from elementary, middle, and high school.

### Discussion

The Community School strategy is based on a growing body of evidence showing that an integrated focus on academics, health and mental health services, social services, expanded learning opportunities (such as afterschool and summer enrichment activities), positive youth development, and family and community supports is critical to improving student achievement and bolstering equitable outcomes for all students, including vulnerable populations. In a Community School, these integrated elements become part of the core function of the school and the school becomes a hub of opportunity and civic engagement. Through collaborative planning, strategic resource allocation, and community-based partnerships, Community Schools create welcoming, supportive environments that help students navigate barriers and build on strengths so that every student can thrive academically, socially, and emotionally. In New York City, the Community School strategy has been proven to be effective in increasing graduation rates and student achievement, and in reducing chronic absenteeism and disciplinary incidents.

To date, the DOE has released four Community Schools Services Requests for Proposals (“RFP”) solicitations through the City's digital Procurement and Sourcing Solutions Portal, known as PASSPort, seeking to contract with multiple Lead CBOs under the Community Schools initiative. The first RFP – R1191 was released in August of 2020, which resulted in 136 contract awards. The second RFP – R1341 was released in February of 2021 as part of the expansion of the Community Schools strategy in neighborhoods severely impacted by the COVID-19 pandemic; that RFP resulted in 27 contract awards. The third RFP – R1365 was released in August of 2021, to re-solicit nine competitions that did not result in a contract award under the first RFP – R1191 and to add an additional nine school sites to the program; this RFP resulted in 17 contract awards. This RFP – R1408 was released in December of 2021 to expand the Community Schools strategy in 74 additional schools at 68 campuses. Contract awards under this RFP are being rolled out on an on-going basis as evaluations are completed.

An innovative procurement method was the preferred method of procurement because it allowed for the use of a two-step award selection process – as discussed further below – for a request for proposals where school principals and representatives from the School Leadership Team had input in the final award selection after proposals had been evaluated by a committee based on a pre-established criteria, thus ensuring the needs of schools are being met and programs are customized to the needs of the students and community.

While there may be multiple partners working in DOE schools, the Lead CBO coordinates all partners and aligns services with the school's goals. Proposers, in conjunction with school leadership, staff, students, families, and communities, will be required to develop and implement the four evidenced-based features of the Community School Strategy:

1. **Collaborative Leadership and Practice:** Community Schools build a culture of professional learning, collective trust, and shared responsibility through hiring a Community School Director (“CSD”) to manage the multiple, complex joint work of school and community organizations and develop site-based leadership/governance teams.
2. **Family and Community Engagement:** parents and community members should be welcomed and empowered to participate in decision-making and leadership roles that drive school change. It is critical that Lead CBOs partner with principals, School Leadership Teams, parent coordinators, and Parent Teacher Associations to engage parents as leaders in the development of the Community School vision, programs, and services. To support continuous improvement of the Community School, Lead CBOs will partner with families and school teams to regularly review data, assess the level to which the Community School strategy is resulting in improved student outcomes, and make adjustments where needed.
3. **Expanded Learning Time (“ELT”):** research demonstrates that students do not have equitable access to learning opportunities and that by the time low income students reach sixth grade, they have accrued a 6,000 hour learning gap. To address this gap and provide opportunities for all young people to reach their full potential, NYC Community Schools provide expanded learning time through after-school, weekend, and summer programs, as well as additional instruction, individualized academic support, and enrichment activities that emphasize real-world learning and community problem solving.
4. **Wellness and Integrated Supports:** Community Schools addresses out of school barriers to learning through partnerships with social and health service agencies and providers, usually coordinated by a dedicated professional staff member. These partnerships help students attend school regularly and engage in learning through the provision of programs such as social emotional learning, conflict resolution training, and restorative justice which support mental health and decrease conflict, bullying, and punitive disciplinary actions, including suspensions.

While all NYC Community Schools embrace the aforementioned mindsets and features, the Community School strategy is not “one size fits all.” Every community is different, and schools vary by grade levels and the size and composition of the student population. Therefore, vendors (“Lead CBOs”), in collaboration with their school partners, will undertake in a thorough assets and needs assessment process in which families, students, teachers, school leaders, and community stakeholders will work in collaboration to identify school/community strengths and needs and make decisions together about how to allocate resources so that the right students are being connected to the right services at the right time.

This RFP solicited proposals from organizations to support 74 Community Schools ranging from elementary, middle, and high school. Community Schools that share a building or campus with other Community School(s) will partner with a single Lead CBO organization; of the 74 schools, 6 were co-located/shared campuses. Vendors were able to bid in any one or multiple competition pools and within each competition pool, they could select their matching preferences to become the Lead CBO partner in any one or multiple school sites/campuses. Proposers that applied at a Community School that shares a campus with another Community School(s) were required to partner with all the Community Schools on that campus. Vendors were required to submit one proposal per competition pool (not per school site/campus) and a corresponding budget that would apply to each program site within the competition pool for which they were proposing to provide services.

Proposals were evaluated and awards were made on a per school basis, with the exception of co-located schools, where a single award were made for the schools sharing the same campus. The evaluation of proposals was done through a two-step process as following:

- **Step One – Initial Evaluation and Scoring of Proposals:** multiple evaluation committees comprised of DOE personnel with expertise in the Community School strategy evaluated proposals based on the following criteria: Demonstrated Effectiveness (26 points), Organizational Capacity (15 points), Program Plan (49 points), and Accountability to Achieving Results (10 points). A standardized rubric was utilized by the evaluation committees. Proposals were ranked in descending order of their overall average scores within each competition pool and the DOE established a shortlist through a natural break in scores for viable proposals to advance to “Step Two” of the evaluation process.
- **Step Two – School-Based Interview and Review of Highest Scored Proposals:** a School-Based Interview Committee (“SBIC”) for each competition (school or school campus) independently conducted a one-on-one interview with each of the proposers for that particular school or campus, as determined in “Step One” of the evaluation process.
  - The SBIC was comprised by the school Principal, or their designee, a Student Representative for High Schools serving grades 9-12, and at least two additional representatives from the School Leadership Team (“SLT”), including the Parent Association President and/or their designee and the UFT Chapter leader and/or their designee.
  - For each interview, the SBIC completed a School Interview Rubric and submitted a unified score on behalf of the interview committee.
  - The highest rated proposal determined the award for that particular school or school campus.

In response to this RFP, 52 vendors submitted a total of 343 proposals. Of those, 6 proposals, from 4 vendors, were submitted as duplicates by mistake and 12 proposals, from 1 vendor, were found non-responsive, thus leaving 325 proposals to be evaluated.

After “Step One” evaluations, 184 proposals qualified to move on to “Step Two” based on the established evaluation criteria. Upon completion of “Step Two” evaluations, award recommendations

are being processed on a rolling basis in order to expedite award approvals. Twenty-three vendors in 65 competition pools were recommended for award under preceding Request for Authorizations (“RAs”). One vendor in one competition pool is being recommended for award under this RA. The remaining two competitions (CP# 40 – K027 / 15K676 / Red Hook Neighborhood School and CP# 50 – K224 / 19K224 / P.S. 224 Hale A. Woodruff), will be awarded under a Negotiated Services contract. CP# 40 did not result in an award through this RFP as the proposers who originally applied, withdrew. The vendor who was originally selected as the lead CBO for CP# 50 is currently under investigation and can no longer be selected as a lead CBO. These two competitions will be awarded under a Negotiated Service contract so that services can start in FY23.

Table 1, further below, details the vendor recommended for awards under this RA and their estimated annual and total contract amounts.

The estimated annual and total contracts amounts include the following factors: Economic Need Index (“ENI”) of a school community, student enrollment, as well as grade level.

- \$275,000 base to allow for CBOs to hire a Community School Director (“CSD”) and coordinate support to implement the community school strategy. In a campus with multiple Community Schools that are included in this RFP, the base allocation will be shared those schools.
- **Economic Need Allocation:** Community Schools are uniquely positioned to support students and families affected by poverty.
- **Student Enrollment Allocation:** Larger schools require more services, and the funding formula should be adjusted based on school size.
- **Grade Band Allocation:** Expanded Learning Time is one of the four core evidence-based features of the Community School strategy. Each grade band (elementary school, middle school, high school) requires different types of expanded learning opportunities for their students, including, but not limited to, afterschool and summer programming.

Due to the timing of the release of this RFP, the estimated time of the award will be late in the 2022-2023 school year. As the Office of Community Schools does not have the ability to roll these funds into subsequent fiscal years, the DOE reduced year one funding amounts by 20% and created a School Allocation Memorandum (“SAM”) with those funds to enable schools to begin planning services support and initial community school programming and services. In year two, the funding that was allocated through the SAM is included in the awarded CBO allocation.

As articulated above, the funding formula results in an equitable allocation of funding and ensures that resources are distributed in a fair and reasonable manner across all contracts. Accordingly, pricing is determined to be fair and reasonable.

Table 1 – List of Awarded Vendors per School Site/Campus

Competition Pool / School Site	Vendor Name	Original Annual Contract Amount	SAM Allocation (20% of Contract)	Year 1 Contract Amount (Original Annual Amount – SAM)	Year 2 Contract Amount	Total 2-Year Contract Amount	Total 2-Year Extension Amount
66. Q142 / 75Q752 / Queens Transition Center	LE RU Multi Service Agency LLC	\$444,467.00	\$88,893.40	\$355,573.60	\$444,467.00	\$800,040.60	\$888,934.00

Total Estimated Amounts:	\$444,467.00	\$88,893.40	\$355,573.60	\$444,467.00	\$800,040.60	\$888,934.00
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A contract for these services is necessary because the DOE does not have the expertise, personnel, and/or resources to meet the program’s objectives. Services are retroactive because, while funding availability through ARPA was announced in the FY22 Executive Budget in April 2021, there was an administrative delay in identifying schools for the expansion, delaying the release of this RFP until December 2021. R1408 was released in December 2021 with the intention of services beginning in July of 2022, but there have been delays in the review/award process. The contract term will be retroactive to the intended start date.

[Vendor Responsibility](#)

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

## Request for Authorization to Contract with The Lambda Literary Foundation to provide the LGBTQ-Inclusive Curriculum to selected schools

**Procurement Method:** City Council Allocation per DOE Procurement Policy and Procedures, Section 1-03(c)

**Estimated Highest Annual Amount:** \$500,000.00

**Estimated Total Amount:** \$500,000.00

**Funding Source:** City Council Discretionary Funding

**Contract Retroactive?** Yes

**Contract Term:** 07/01/2022 – 06/30/2023

**Options:** Two, 1-Year

**Options Amount:** \$500,000.00/\$1,000,000.00

**Contract Type:** Full Value

**RA Number:** 11428

**Vendor Name:** The Lambda Literary Foundation

**Vendor Address:** 520 8<sup>th</sup> Avenue, Suite 2200, New York, NY 10018

**Contract Manager:** Melissa Jacobs, Director of Library Services, Department of Library Services

**Lead Contracting Officer:** Melissa Jacobs, Director of Library Services, Department of Library Services

**Division of Contracts and Purchasing Contact:** Akil Ward, Procurement Analyst, Central Office Procurement

**Note: Any document referenced in this RA will be provided to PEP members upon request.**

### Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Office of the Chief Academic Officer, Division of Teaching and Learning to contract with The Lambda Literary Foundation (“Lambda”) to provide an LGBTQ-inclusive curriculum to selected schools.

### Discussion

The LGBTQ-Inclusive Curriculum provided through Lambda’s LGBTQ Writers in Schools program pairs LGBTQ authors with students to discuss the author’s teacher-assigned book. The author will visit schools in person or conduct the visit via video teleconferencing. Lambda provides students with age-appropriate books and after the visit, students take home copies of these books signed by the author. Schools are selected via an application process managed by the DOE whereby school-based staff are required to select their top three choices of the proposed texts and dates for sessions.

LGBTQ Writers in Schools program aims to help students:

- Realize that LGBTQ literature, both fiction and nonfiction, is relevant and important for all students.
- Develop skills in communicating about the importance of LGBTQ literature to their school communities.
- Bring literature to life by connecting students with working authors.
- Make connections between literature and contemporary issues in their own lives; and,
- Learn to create a safe space for all students in the classroom and the school.

Professional Development will take place in the 2022-2023 academic year and serve up to 250 educators on how to conduct the visits and best practices in LGBTQ-inclusive curriculum. Additional electronic curricular materials on LGBTQ literature and content are made available to all NYC teachers.

This contract is retroactive because it is a Council discretionary contract for FY23 with a term beginning July 1, 2022, following a June 13, 2022, enacted budget.

A competitive sealed bid was not done since this was a City Council discretionary grant naming the vendor and allocating a specific amount to be paid for these services. The DOE has sole discretion to renew this contract each year and renewal will be contingent on future City Council Discretionary awards.

#### Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.