

Note to Proposers: Please be advised that there is a **typographical error** in the OST RFP Addendum #1 issued on January 25, 2005. On Page 1, under “Participation by Government Entities in this RFP” the first sentence should read: “Government entities and their related affiliates, including but not limited to public libraries, public schools, and other City Agencies, are not eligible to receive a contract award under Service Options I, II, **III**, and IV.”

Frequently Asked Questions

Posted February 8, 2005

1. Under Options I, II, and III, “greater consideration” will be given to proposals that offer additional funding (from sources other than DYCD) to supplement the DYCD funding. Must proposers seeking greater consideration demonstrate the ability to secure additional funds for each year of the contract term?

Answer: Proposals that offer additional funding in year 1 of the contract are eligible to receive “greater consideration” as long as a letter of intent is provided as required by the RFP. Demonstration of the further ability to provide additional funding in years 2 and 3 of the contract is acceptable, but not required. See OST Addendum #1, item 2, page 10 for an explanation of the role of “greater consideration” in the evaluation of OST proposals.

2. ACS funding for contracted services to school-age children will end in two years. Can a current ACS provider apply for an OST award that will start in year two (September 1, 2006)?

Answer: No. **All** OST awards for direct services (Options I, II, and III) will require that programs begin September 1, 2005. As stated in Commissioner Mattingly’s letter to ACS providers (OST RFP, Appendix A, page 73), “If you intend to continue providing contracted services to school-age children, **you must compete for an OST contract** by responding to the DYCD Request for Proposals (RFP) for OST Services and propose to provide some level of OST services beginning September 2005...” (Emphasis added) The options for such ACS providers are further specified in the OST RFP, Appendix A.

3. Are OST funds available for high school programs that operate during evening hours (after 6 PM) or on weekends?

Answer: Yes. Under Option I, high school level programs may meet the required minimum program hours of operation as stated on Page 4, Item 8 in Addendum #1 by offering programming during evening hours or on weekends. Similarly, under Option II, programs serving youth in high school may meet the minimum program hours of operation as stated on Pages 16 and 24 of the OST RFP by offering programming during evening hours or on weekends.

Please note, however, as further stated on Page 4, Item 8 in Addendum #1, that for high school level programs in public schools operating during evenings and on weekends, opening fees and security coverage must be paid for by the contractor and negotiated with the DOE before final contract award.

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4. For Options I, II and III, which Pre-Proposal Conference must I attend?
Answer: You may attend any or all of the six sessions detailed on Page 6 of the RFP.
5. What forms are available for download?
Answer: The budget forms are available for download here --
<http://www.nyc.gov/html/dycd/html/cbo-rfp-ost.html>
6. Are nonpublic schools eligible *service providers* under the OST RFP?
Answer: Non-public schools that have 501(c)(3) status are eligible OST service providers.
7. Are non-public schools eligible program *sites* for an OST program?
Answer: Non-public schools are eligible program sites provided the proposer submits a linkage agreement signed by the host school's principal or assistant principal. (See Attachment 3, Linkage Agreement Form.)
8. If I am proposing multiple sites for the same school level in the same DOE Region, must I submit a separate proposal for each site?
Answer: No. However, you must submit a separate budget form for each primary program site. (See instructions under item "B" on Page 152 of the RFP.)
9. Where in my OST proposal do I indicate in-kind contributions and their dollar value, such as rent to be paid by the center in which the proposed program will be located?
Answer: In-kind contributions such as rental payments are encouraged and should be described in the proposer's budget narrative. However, in-kind contributions and their dollar value should not be included in the OST proposal budget forms.
10. Will the Department of Education or DYCD cover the costs of transportation for disabled participants attending OST programs?
Answer: The costs of transportation for disabled OST program participants will **not** be provided by either DOE or DYCD. However, transportation expenses for disabled participants are an allowable expense that may be reflected in the OST program budget.
11. Under Option II, for a program that is repeated more than once during a year, what is the total enrollment for such a proposal and how will average daily attendance be calculated?
Answer: A program that would be repeated more than once during a year is acceptable as long as each participant receives the required minimum number of hours of service. Thus, an Option II proposal that offers 3 four-month long programs during a year is acceptable as long as each participant is offered a total of at least 160 hours of service per year. In this example, if each program will serve 100 different participants and 3 programs will be conducted in one year, a total annual enrollment of 300 participants should be reflected in the proposal. Average daily attendance would be separately calculated based on the enrollment for each program.

12. Will the cost of snacks and meals offered at center-based programs be covered by the Department of Education?

Answer: As stated in the OST RFP Addendum #1, DOE will provide snacks or meals, as applicable, for participants in OST programs located at public schools ONLY. However, in the case of OST programs located at other than public schools, snack/meal costs are allowable expenses in the OST program budget. In addition, OST program participants may be eligible for federally-subsidized meals and/or snacks through the federally subsidized Child and Adult Care Food Program, administered by the New York State Department of Health. For further information, call toll free number: 1-800-942-3858 (this number only works in NY), or go to www.health.state.ny.us/nysdoh/consumer/nutrition.htm .

13. How should I propose to serve students at schools that serve Kindergarten through 8th grade, or those that serve 6th to 12th grades?

Answer: Please note that OST programs may be located at K-8 schools, or at 6th -12th grade schools, without serving these grade ranges.

Under Option II, proposers may propose within a single proposal to serve youth from more than one school level. However, the proposal should separately demonstrate that the proposed program services and activities are age-appropriate for participants at each school level. (See Page 12 of the RFP.)

Under Option I, separate proposals are required for each school level (elementary, middle and/or high school) to be served. (See Page 11 of the RFP). Thus, proposers for Option I proposing to serve participants ranging from Kindergarten to 8th grade must submit two OST proposals which meet the respective requirements of the RFP, one for an elementary school-level program and one for a middle school-level program. Similarly, to serve participants ranging from 6th grade to 12th grade, providers must submit two OST proposals which meet the respective requirements of the RFP, one for the middle school-level program and one for the high school-level program.

Note that an elementary school-level program may serve participants who are 12 years of age and under. (See Page 22 of the RFP under “populations to be served”.) Programs serving such participants must meet the OST elementary level program hourly and duration requirements, and are subject to the maximum price per participant for elementary school-level participants. (See Pages 15-16 of the OST RFP.)

14. May I submit one proposal if I am proposing to provide a program for one school level at multiple sites in a Department of Education Region?

Answer: Under Option I, multiple sites in one Region serving the same school level (elementary, middle or high school) may be proposed through a single proposal.

However, individual budget forms are requested for each site. (See Page 11 of the RFP.)

Under Option II, proposers may propose to serve more than one school level, at more than one site, in a single proposal. (See Page 12 of the RFP.)

15. Under Option I, may I include in one proposal a program that will be located at more than one site but within a single DOE Region and which will serve high school participants coming from outside that DOE Region?

Answer: Yes.

16. Are “New Beginnings” schools considered public schools or community-based organizations?

Answer: “New Beginnings” schools are public schools operated by the Department of Education (DOE) in partnership with community-based organizations. Such community-based organizations are eligible to apply for OST funding provided they meet the minimum requirements on Page 19 of the RFP.

17. Under Options I, II and III, must subcontractors have 501(c)(3) status?

Answer: Yes, subcontractors for Options I, II and III must have 501(c)(3) status by the time of contract award. See OST Addendum #1, Page 2, item 2 and OST RFP, Page 19 (“Minimum Requirements”).

18. What is the role of the Department of Education (DOE) in the selection process for OST?

Answer: Initially, public school principals were invited to offer their schools as host sites for OST programs. The schools whose principals accepted this invitation are included in the list of “pre-certified” schools in Appendix E of the OST RFP. For all school-based sites, contract award shall be subject to execution and submission of a site-specific partnership agreement (see Page 17 of the RFP, last paragraph under “Program Facilities”) between the organization selected for award and the school principal, or his/her designee. Absent execution and submission of this agreement, there cannot be an OST program at the proposed school site. In addition, representatives of DOE’s central administration will be involved in the evaluation of OST proposals.

19. May a proposer locate an OST program at a NYCHA facility other than those listed in Appendix I?

Answer: Yes. However, a linkage agreement executed by an authorized NYCHA representative or their designee must be submitted with the proposal. (See OST RFP Addendum #1, Page 6, item 15.)

20. Will rent be charged to OST contractors providing programs at a NYCHA site?

Answer: OST contractors who fully operate a center, or who locate a program within a center, will not be responsible for rental charges provided the center is among the NYCHA facilities listed in Appendix I of the OST RFP (see Pages 130-131). Please note that rental arrangements at NYCHA facilities not listed in Appendix I of the OST RFP are not affected by the OST RFP. Providers proposing to locate OST programs at a NYCHA facility that is not listed in Appendix I must submit a linkage agreement executed by an authorized NYCHA representative or their designee. (See OST RFP Addendum #1, Page 6, item 15). Such linkage agreements may address rent and other costs related to use of the proposed site.

21. What is included in the “opening costs” covered by the Department of Education for OST programs at public schools?

Answer: “Opening costs” include all facility-related expenses, including security and custodial costs. (See Addendum #1, Page 4, items 8, with respect to opening fees for high school-level programs.)

22. How may I apply for funding to cover Saturday or Sunday programs?
Answer: Under Option II, Saturday or Sunday programs are acceptable for all school levels (elementary, middle and/or high school) provided the minimum requirements for program duration and hours of operation are met. (See Pages 16 and 24 of the RFP.) Under Option I, it is acceptable to propose high school-level programs that operate on the weekends. (See OST RFP Addendum #1, page 4, item 8.) For Option I elementary school-level programs, proposals to provide services on weekends will be considered where a justification is provided based on religious observances or the extended day school schedules of a program's target population. (See OST Addendum #1, page 3, item 6.)
23. I am interested in proposing an OST program at a school that is one of several in a single Department of Education building, and the school is not on the "pre-certified" school list in the RFP. From which of the principals should I seek to obtain a linkage agreement?
Answer: In such cases, one principal is designated by DOE to be the main principal in charge. If the proposer intends to serve all the students in the building, a linkage agreement should be obtained from the main principal in charge. However, if the proposer anticipates serving primarily the students in just one of the schools, and the principal is not the main principal, the principal of the target school may execute the linkage agreement.
24. Is a summer-only program acceptable?
Answer: Under Option II only.
25. Are stipends for program participants allowable?
Answer: Stipends for program participants are allowable but should be justified in the budget narrative.
26. May "out of school youth," such as drop outs, be served through OST programs?
Answer: OST programs may only serve youth who are enrolled in school. (See footnote on Page 9 of the RFP.)
27. Are Beacon program providers eligible to apply to the OST RFP?
Answer: Beacon program providers are eligible to provide services through the OST RFP. However, the proposal must propose to serve a distinct population through a distinct program and may not propose to serve current Beacon participants with enhanced services.
28. What can I do if the program I am interested in proposing is not in a target zip code?
Answer: It is not a requirement of the OST RFP that all programs serve the target zip codes identified in Appendix D on Page 89 of the RFP. (See OST Addendum #1, page 10, items 2 and 3.)
29. Under Option V (Evaluation Services) what is the value of the entire 40 month contract?
Answer: Up to \$1.5 million.
30. How often must "pre-" and "post-"program surveys be conducted?
Answer: Surveys must be conducted at the beginning and end of each program's duration. Thus, for a year-round or school-year program, surveys would be conducted at

the beginning and end of each respective program year. Such surveys must be repeated on an annual basis throughout the three-year contract term. For programs that are repeated more than once during a year and serve different program participants, pre- and post-surveys must be conducted at the beginning and end of each program.

31. How often must average daily attendance be reported to DYCD?

Answer: The frequency of reporting average daily attendance to DYCD will depend on the program schedule and duration and will be addressed during contract negotiations.

32. What specific amount of training will be required of OST program staff?

Answer: All direct service providers will be required to participate in “core” training on the use of the OST MIS systems and on administering participant surveys. (See Page 47 to 48 of the OST RFP.) It is anticipated that this training will be offered through two one-half-day sessions per year, one session on the OST MIS system and one session on survey administration. Two staff members from each OST program will be required to attend each session of core training. Additional training may be required based on program assessments by DYCD contract monitors. (See Page 48 of the RFP under “TA Component 2: Supplemental Services/Activities.”)

Please note that apart from training DYCD requires of OST providers, organizations that are subject to New York State School-Age Child Care (SACC) regulations must fulfill specific training requirements to maintain their SACC registration. (See Pages 20 and 35 of the RFP.) DYCD anticipates that some of the training the OST TA provider(s) will offer will fulfill SACC requirements.

33. If the contract award is adjusted downward from the proposed service level, would the price per participant be adjusted upward?

Answer: This would be determined during contract negotiations and is only a possibility if the original proposal offers a price per participant below the applicable maximum prescribed in the RFP.

34. (a) May OST funding be used to enhance an existing program?

(b) Would the funding for an existing summer program merit greater consideration under Option I?

(c) Would the funding that supports an existing summer program count toward the required match under Option II?

Answer: (a) Yes. OST funding may be used to enhance an existing program, provided the existing program is supported by funds from sources other than DYCD. (See OST Addendum #1, Page 11, item 6).

(b) With respect to an Option I year-round program proposal, funding that supports an existing summer program (from sources other than DYCD) would be the basis for greater consideration. (See OST Addendum #1, Page 11, item 6).

(c) Any funding proposed as the required 30% private cash match under Option II must be applied to the proposed OST program. Thus, funding for an existing summer program would count as the required “match” for a proposed Option II program that will operate during the summer months. However, it would not

count as the required “match” for an Option II program that operates only during the school year.

