



**Department of  
Youth & Community  
Development**

Jeanne B. Mullgrav  
Commissioner

# **Summer Youth Employment Program (SYEP) Request For Proposals (RFP)**

**PIN: 26009SYEPRFP**

<b>RFP Release Date:</b>	<b>Wednesday October 22, 2008</b>
<b>Deadline For Proposals:</b>	<b>2:00 pm, Wednesday November 19, 2008</b>
<b>Return To:</b>	<b>DYCD Office of Contract Procurement 156 William Street, 2<sup>nd</sup> Floor New York, New York 10038</b>
<b>Attention:</b>	<b>Daniel Symon Agency Chief Contracting Officer</b>
<b>Pre-Proposal Conference:</b>	<b>10:00 am, Wednesday November 5, 2008</b>
<b>Pre-Proposal Conference Location:</b>	<b>New York City Technical College Klitgord Center 285 Jay Street Brooklyn, New York 11201</b>

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



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**SYEP RFP  
PIN: 26009SYEPRFP**

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## Authorized Agency Contact Persons

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

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### **Procurement**

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**NOTE ON E-MAIL INQUIRIES: Proposers must enter “SYEP RFP” in the subject line of their email message.** DYCD cannot guarantee a timely response to phoned-in and written questions regarding this RFP that are received less than one week prior to the RFP due date.

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

## **SECTION I - TIMETABLE**

**A. Release Date: Wednesday October 22, 2008**

**B. Pre-Proposal Conference:**

**Date:** Wednesday November 5, 2008  
**Time:** 10:00am – 12:00pm  
**Location:** New York City Technical College  
Klitgord Center\*  
285 Jay Street  
Brooklyn, New York 11201

\*For directions to the Klitgord Center at New York City Technical College, call (718) 260-5500 or visit their website at <http://www.citytech.cuny.edu/aboutus/directions/index.shtml>.

Attendance by proposers is optional, but recommended by the DYCD.

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

**Date:** Wednesday November 19, 2008  
**Time:** 2:00 p.m.  
**Location:** Hand deliver proposals to:  
Office of Contract Procurement  
Attention: Daniel Symon, Agency Chief Contracting Officer  
156 William Street, 2<sup>nd</sup> Floor, New York, NY 10038

DYCD will not accept emailed or faxed proposals.

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

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

**D. Anticipated Contract Start Date: April 1, 2009**

## SECTION II - SUMMARY OF THE REQUEST FOR PROPOSALS

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

Through this RFP, DYCD is seeking appropriately qualified organizations to administer the SYEP. The program serves youth ages 14-21 throughout New York City (City) by providing opportunities to become familiar with the world of work, gain employment experience, and identify educational pathways that support career and life goals. SYEP participants are placed in a summer job and take part in focused educational activities that integrate life skills, life-long learning, and career planning. Each of the five boroughs will be served through a separate competition, and an additional, citywide competition will support programs serving vulnerable youth, defined as court-involved youth,<sup>1</sup> runaway and homeless youth, and foster care youth.<sup>2</sup>

The value of employment experience during young adulthood is both immediate and long term. Youth with employment experience are more likely to see the connection between school and career success as well as increase their employability skills.<sup>3</sup> Research also shows that the more teenagers work in one year, the more likely they are to work in the following year.<sup>4</sup> Among low-income teenagers, higher employment rates have been associated with higher rates of high school graduation and lower teen pregnancy rates.<sup>5</sup>

Although the benefits of employment experience are clear, it has become increasingly difficult for youth to find employment. Recent statistics on youth employment underscore the challenges faced by youth in the labor market, particularly in the City. Labor economists have expressed alarm over the pattern of youth employment in recent years. Despite periods of strong economic growth and reduced unemployment since 2000, youth employment has reached historic lows. In 2007, the employment to population ratio<sup>6</sup> for teenagers ages 16-19 nationwide was 34.8 percent, the lowest annual average employment to population ratio for teenagers ever recorded since the end of World War II.<sup>7</sup>

In a study of teenage employment in the City, the employment-to-population ratio for youth ages 16-19 in 2005 was 15.6 percent, the lowest ratio among the nation's 20 largest cities.<sup>8</sup> Within the City, the ratio was lowest for teenagers living in households with incomes below 20,000 dollars: 9.9 percent.<sup>9</sup> If the age range is expanded to include young adults, the employment-to-population ratio rises, but remains low compared to other age groups: 34.6 percent for youth ages 16-24 versus 56.4 percent for all persons 16 and older in 2006.<sup>10</sup> As youth enter their late teens, they more actively seek employment and in many cases, need to earn income. However, unemployment statistics for the City suggest that young adults are having a harder time finding a job than in the past. In 2006, the unemployment rate for youth ages 16-19 was 32.1 percent, for youth ages 20-24, it was 15.6 percent, compared to an overall unemployment rate of 7.8 percent.<sup>11</sup>

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<sup>1</sup> For the purposes of this RFP, court-involved youth are youth who (i) have been arrested and have been given alternatives to detention or incarceration, including probation, or (ii) are returning or have returned to their community from a New York State placement or detention in a Department of Juvenile Justice facility.

<sup>2</sup> For the purposes of this RFP, foster care youth are youth who (i) are in foster care or (ii) have aged out of foster care.

<sup>3</sup> Sum, Andrew, *et al.*, "The Collapse of the National Teen Job Market and the Case for An Immediate Summer and Year Round Youth Jobs Creation Program," prepared testimony before the U.S. House of Representatives Subcommittee on Labor, Health, Human Services and Education, Washington, D.C., March 2008.

<sup>4</sup> *Ibid.*

<sup>5</sup> *Ibid.*

<sup>6</sup> The employment-to-population ratio is the share of the population, in this case youth ages 16-19, that is employed.

<sup>7</sup> Sum, Andrew, *et al.*, March 2008.

<sup>8</sup> Sum, Andrew, *et al.*, "Combating High Levels of Teen Joblessness in New York City: The Case for New Job Creation Strategies and Their Financing," Center for Labor Market Studies, Northeastern University, Boston, Massachusetts, January 2007.

<sup>9</sup> *Ibid.*

<sup>10</sup> Levitan, Mark, "Unemployment and Joblessness in New York City, 2006: Recovery bypasses Youth," Community Service Society, New York, February 2007.

<sup>11</sup> Source: American Community Survey for NYC, 2006.

Research has shown that court-involved youth, runaway and homeless youth, and foster care youth have higher unemployment rates and more sporadic employment experiences than youth in the general population.<sup>12</sup> Many of these youth lack strong family support systems, a stable place of residence, and community connections that could help them secure employment. Research has also shown that there is employer bias against individuals with detention records.<sup>13</sup>

Given the recent and anticipated contraction of the City economy, the low employment ratios and high unemployment rates among youth, and the labor market barriers faced by vulnerable youth, the value of SYEP employment and educational experiences increases. Ensuring that these experiences are of the highest quality becomes even more important.

When DYCD acquired the program in 2003, it introduced innovative programmatic changes in SYEP, all of which expanded the ways in which youth could benefit from their employment experience. These innovations included an educational component to complement the work experience, a debit card which allowed participants to be paid electronically, targeting youth from neighborhoods of high poverty and unemployment, and increased accountability for placing youth in quality work assignments, including private sector placements.

In this RFP, DYCD builds upon these innovative features to ensure that both job placements and educational activities are age-appropriate, introduce a common curriculum for the educational component, expand the number of private-sector jobs, diversify the types of jobs offered to participants and ensure that vulnerable youth with special barriers to employment are served through SYEP.

## **B. Competition Areas**

There are six competitions in this RFP. Five competitions are borough-based, one each for the Bronx, Brooklyn, Manhattan, Queens, and Staten Island. The sixth competition is citywide for programs that will serve vulnerable youth (court-involved youth, runaway and homeless youth, and foster care youth). Although DYCD anticipates that vulnerable youth would be served throughout the SYEP system, programs in this competition would provide services that specifically address their distinct needs. Addressing these needs will take place outside the work site placement. The goal is to place these youth into mainstream work sites and strengthen their ability to compete in the open labor market.

Proposers may submit proposals in more than one competition; however, a separate and complete proposal must be submitted for each competition. In borough competitions, the service area may be the entire borough or one or more neighborhoods within a particular borough. In the case that a proposer is eligible for award in more than one competition, DYCD reserves the right to determine, based on the proposer's demonstrated organizational capability and the best interests of the City, for how many and which competition(s) the proposer will be awarded a contract.

DYCD encourages program designs that recruit participants from areas of high unemployment within each borough. To determine these areas, the zip codes of each borough were ranked in descending order according to their respective unemployment rates. Those zip codes that ranked in the top one-third are the designated "areas of high unemployment." (See **Appendix A** for maps denoting high unemployment areas by zip code, in each borough.)

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<sup>12</sup> See, for example, John Hagan and Bill McCarthy, "Homeless Youth and the Perilous Passage to Adulthood," Network on Transitions to Adulthood Policy Brief, April 2005, Issue 25 and Richard Wertheimer, "Youth Who Age Out of Foster Care: Troubled Lives, Troubling Prospects," Child Trends Research Brief, December 2002.

<sup>13</sup> See Harry J. Holzer, et al., "Employment Barriers Facing Ex-Offenders," Paper presented at the Urban Institute Reentry Roundtable: Employment Dimensions of Reentry, New York University Law School, May, 2003.

### C. Anticipated Contract Term

It is anticipated that the term of the contracts awarded from this RFP will be three years, from April 1, 2009 to March 31, 2012, with an option for DYCD to renew for up to three (3) additional years.

### D. Funding, Allocation, and Price per Participant

Maximum Annual Available Funding: Based on the 2008 funding level, the anticipated annual maximum is \$10,476,000. Of this total, it is anticipated that up to \$10,281,000 will be for the borough competitions and up to \$195,000 will be for the citywide vulnerable youth competition. These amounts do not include participant salaries,<sup>14</sup> which are paid separately through a payroll vendor of DYCD.

Allocation to Borough Competitions: The funding allocation of each borough competition will be based on the relative numbers of youth and low-income youth in each borough.<sup>15</sup> The percentage of funding allocated to each borough will be equally weighted by the number of youth ages 14 through 21 in each borough and the number of low-income youth<sup>16</sup> ages 14 through 21 in each borough, relative to the City as a whole. The anticipated borough allocations based on this formula are shown in the chart below:

Borough	Total Youth in the Borough	Percentage of NYC Total (number of youth)	Total Low-income Youth in the Borough	Percentage of NYC Total (number of low-income youth)	Percentage of City-wide SYEP Funding	Funding Allotment
Bronx	164,062	19.44%	55,017	25.77%	22.60%	\$2,323,842
Brooklyn	295,275	34.99%	83,263	39.00%	36.99%	\$3,803,072
Manhattan	102,272	12.12%	35,365	16.56%	14.34%	\$1,474,356
Queens	230,905	27.36%	34,555	16.18%	21.77%	\$2,238,319
Staten Island	51,479	6.10%	5,311	2.49%	4.29%	\$441,411
<b>NYC</b>	<b>843,993</b>	<b>100.00%</b>	<b>213,511</b>	<b>100.00%</b>	<b>100.00%</b>	<b>\$10,281,000</b>

#### Price-per-participant

DYCD anticipates it will pay contractors a price-per-participant of up to \$325 per participant for non-disabled youth. DYCD will consider a higher price per participant for programs serving youth with disabilities (physical, emotional, behavioral, and/or cognitive impairments) in all competitions, if the proposer demonstrates that the program design justifies such a higher price per participant.

Allocation to Vulnerable Youth Competition: This citywide competition will fund services for up to 600 vulnerable youth. DYCD will also pay contractors a price-per-participant of up to \$325 per participant. DYCD will consider a higher price per participant for programs serving youth whose needs may require enhanced or special program services, including but not restricted to vulnerable youth with disabilities, if the proposer demonstrates that the program design justifies such a higher price per participant. As in the borough-based competitions, these amounts do not include participant salaries,<sup>17</sup> which are paid separately through a payroll vendor of DYCD.

All Competitions: DYCD reserves the right to determine, based upon a proposer's demonstrated organizational capability and the best interests of the City, how many participants the proposer will be awarded.

<sup>14</sup> Participant salaries will be based upon an hourly rate of \$7.25, the minimum wage in New York State as of July 1, 2009.

<sup>15</sup> The figures utilized in the chart below are from the 2006 American Community Survey.

<sup>16</sup> In this document, the term "low-income youth" refers to youth residing in households with incomes below the federal poverty guidelines, which can be found at: <http://aspe.hhs.gov/poverty/figures-fed-reg.htm>

<sup>17</sup> Participant salaries will be based upon an hourly rate of \$7.25, the minimum wage in New York State as of July 1, 2009.

## **E. Anticipated Payment Structure**

It is anticipated that the payment structure of the contracts awarded from this RFP will be based on 100 percent line-item budget reimbursement.

## **F. Subcontracting**

- Contractors have the option to subcontract program activities to other organizations if all requirements of the RFP are met and the amount budgeted for subcontracts does not exceed 30 percent of the total proposed budget.
- A selected contractor shall not enter into any subcontract for the performance of its obligations, in whole or in part, without the prior written approval of DYCD.

## **G. Regulatory Requirements**

### **Non-discrimination**

The contractor shall provide services to all persons regardless of actual or perceived race, color, creed, national origin, alienage or citizenship status, gender (including gender identity), sexual orientation, disability, marital status, arrest or conviction record, status as a victim of domestic violence, lawful occupation, and family status.

### **Liability Insurance**

The City requires that all human service contractors maintain, at a minimum, the following insurance:

- Commercial general liability of \$1 million per occurrence and \$2 million aggregate minimum
- Motor vehicle liability insurance of \$5 million, if applicable
- Workers' Compensation insurance, in accordance with City regulations

The contractor would demonstrate the possession of necessary insurance coverage by providing, prior to contract signing, an original certificate of insurance naming DYCD and the City of New York as additional insured. DYCD will not release funds to any proposer awarded a contract until it has obtained the necessary insurance coverage.

### **Due Diligence**

The contractor would conduct due diligence to determine whether any program staff member, including volunteers, has a criminal conviction record. If evidence of such history is found, the contractor would inform DYCD of the history and, in consultation with DYCD, would determine whether such history poses a threat to program participants, and if appropriate, remove the staff member from the program.

### **Free and Unconditional Participation**

Contractor shall not charge, impose, or request, nor allow any work site or third party to charge, impose, or request, any fee, payment, or condition of any kind with respect to the application or employment of any participant.

### **Contract Payments**

All payments to contractors shall be made as reimbursements of expenses pursuant to a budget approved by DYCD, and no payments shall be made nor funds applied to other uses. All contract payments are subject to audit.

## SECTION III - SCOPE OF SERVICES

### **A. Goals and Objectives**

The goals and objectives of the SYEP are:

- To provide a valuable work experience at job sites that are safe and well supervised;
- To assist youth in identifying their career interests through exposure to different industries, occupations, educational pathways, and the requirements for success in each of them;
- To enable youth to acquire good work habits and develop employment-related skills;
- To facilitate the long-term employment and self-sufficiency of youth;
- To enable youth to develop a greater understanding of higher education and career options available to them; and
- To enable youth to develop financial literacy and other competencies that will prepare them to succeed in their transition to adulthood.

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

- The contractor would be fiscally sound and capable of managing the proposed program.
- The contractor's Board of Directors would remain free of conflicts of interest and exercise active oversight of
  - program management, including regular reviews of executive compensation, audits, and financial controls, and
  - program operations and outcomes.
- The contractor would successfully integrate the proposed program into its overall operations.
- The contractor would have an effective internal monitoring system that includes quality assurance measures for all aspects of the program and identifies program, personnel, and fiscal issues.

### **C. Assumptions Regarding Program Approach**

DYCD's assumptions regarding which approach will best achieve the agency's goals and objectives for SYEP are as follows:

#### **Program Design**

All programs would build on youths' strengths, foster their resiliency while providing them support, and promote healthy youth development. Programs would be designed to accommodate diversity in age, work experience, and past participation in SYEP, so that each participant can meaningfully add to their employment and educational experiences and further advance toward achieving their personal goals.

In keeping with effective youth development practices,<sup>18</sup> programs would:

1. Offer activities that are age and stage appropriate,

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<sup>18</sup> Zuckerman, Alan, *The More Things Change, The More They Stay the Same: The Evolution and Devolution of Youth Employment Programs*, National Youth Employment Coalition, in Youth Development: Issues, Challenges, and Directions, Public/Private Ventures, 2000.

2. Create an environment that engages the interest of youth,
3. Individualize services to youth,
4. Assure that youth benefit from ongoing support and relationships with caring adults,
5. Incorporate opportunities for youth to interact with peers,
6. Include active and self-directed learning, and
7. Provide access to long-term support and developmental activities.

In addition, programs would address the following:

### **1. Target Population**

The population to be served by SYEP is youth who:

- are residents of New York City aged 14 through 21;
- are permitted to work and have valid working documents; and
- have parental or guardian permission (if under 18 years of age), and meet any other eligibility requirements mandated by current or future funding sources. (For example, federal funds allocated to the program may require that a certain percentage of participants reside in low-income households.)

For the vulnerable youth competition, eligible youth must, in addition to the above, have one or more of the following characteristics: be a court-involved youth (defined on page 5 in footnote 1) a runaway and homeless youth, or a foster care youth (defined on page 5 in footnote 2).

Contractors are to serve youth who reside in their proposed borough and are encouraged to enroll youth with disabilities. (See Section II, (D) above regarding fees per participant.)

### **2. Anticipated Annual Levels of Service**

Borough Competitions: DYCD regards the optimal SYEP program service level to be from 300 to 800 participants. DYCD will consider program service levels greater than 800, however the proposer must demonstrate their capacity to implement SYEP with fidelity and establish additional intake sites in different zip codes within the same borough. Contractors will be assigned participants through the SYEP lottery.

Vulnerable Youth Competition: In total, up to 600 youth will be served in this competition. Given the special barriers to employment faced by vulnerable youth and program content designed to address their distinct needs, DYCD anticipates reduced program service levels for contracts awarded under this competition. Proposers may design programs to serve youth from one category of vulnerable youth, for example, “court-involved youth,” or from multiple categories. Contractors will be responsible for conducting outreach and recruitment of vulnerable youth to encourage them to apply to SYEP. Contractors will be assigned participants through a separate SYEP lottery.

### **3. Contractor and Staff Qualifications and Experience**

- The contractor would have successful experience in program administration, maintenance and reporting of time records and payroll information.
- The contractor would have the technological capacity to operate the web-based SYEP database. DYCD and the SYEP payroll vendor would provide software and training for the database. It is anticipated that this system will require a personal computer with a standard operating system and reliable Internet and email access.

- The contractor and key staff would have at least two years of experience operating a summer youth employment program or providing other occupational and educational services for youth. This would include demonstrated experience developing work sites for youth, working effectively with youth and employers, recruiting youth participants, and placing them in jobs. It would also include experience delivering individualized programming to youth in programs serving a large number of participants. In addition, the contractor would have experience in providing youth with support services or referrals to other organizations that provide such services, to ensure that youth are able to successfully participate in SYEP.

For contractors serving vulnerable youth, the contractor and key staff would, in addition, have experience providing services that prepare vulnerable youth for mainstream employment.

- The contractor would ensure that all paid staff--as well as volunteers, if utilized--are qualified and appropriately trained in areas such as youth development and employment. In addition, all staff would participate in training to increase their capacity to effectively serve SYEP participants in a manner that incorporates DYCD's core competencies for youth workers. These competencies are posted on the agency's website at [www.dycd.nyc.gov](http://www.dycd.nyc.gov).
- Contractors would also ensure that program staff attends training sessions offered by DYCD.

#### 4. Program Facility

There are four types of SYEP facilities: 1. application intake facility, the contractor site where SYEP applications are accepted; 2. program administration facility, the contractor site where SYEP administrative staff are located; 3. educational facility(ies), the contractor site(s) where the educational activities of SYEP are delivered; and 4. work site facility, the site where the participant is employed. These facilities may occupy the same or different sites, but the following conditions would apply:

- The application intake facility and the program administration facility would be located, where feasible, in the area that the contractor is proposing to serve.
- The application intake facility, program administration facility, and educational facility(ies) would be appropriate in size and design to adequately accommodate the SYEP staff, participants, and services they are intended to house.
- All facilities would be near public transportation.<sup>19</sup> They would also be easily accessible for people with disabilities and would meet all requirements of the Americans with Disabilities Act (ADA). If they do not, DYCD-approved alternative measures must be in place to make activities accessible to staff and program participants with disabilities, *e.g.* access to other suitable space.
- All facilities would meet applicable safety standards.

#### 5. Participant Services

The contractor would deliver participant services as specified below:

- **Individual Service Strategy for Participants**

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<sup>19</sup> For out-of-city programs, work site and educational facilities are not required to be near public transportation. In that case, contractors would arrange safe, convenient, and free transportation for participants to and from those facilities.

On an individual basis, the contractor would make a reasonable effort to assess the employment-related needs and interests of each enrollee and develop an Individual Service Strategy (ISS). The contractor would then place each participant in a job setting that matches these needs and interests, and monitor the participant throughout the program in accordance with the participant's specific service strategy. DYCD will provide the contractor with an ISS form, which would be completed for each participant and kept at the contractor location.

- **Work Site Development, Job Placement, and Program Schedule**

The contractor would make a reasonable effort to place participants in work sites that match their talents and interests, and from which they can gain skills to compete in the labor market. DYCD encourages program designs that incorporate job placements which expose participants to occupations with growth potential. Information on occupations predicted for growth is attached as **Appendix B**.

The contractor would identify a range of job opportunities in which participants can be placed to meet the required hours of employment and the goals of the employment experience. At least 10 percent and no more than 30 percent of the SYEP work sites must be in the private sector.<sup>20</sup> The remaining work sites must be in not-for-profit organizations, government, or other public entities.

Contractors would provide employment for participants at work sites for 90 percent of program time. The remaining 10 percent would be devoted to educational services. There is no set schedule for when employment or educational services must take place during the day; rather, contractors would choose a schedule that accommodates the needs of employers and participants. This flexibility in meeting the SYEP hours enables contractors to enroll youth who must attend summer school.

Once youth are enrolled in the program and ISSs are developed, contractors would make a reasonable effort to match each participant to an appropriate job. Job placements should offer participants opportunities to explore career interests, acquire good work habits, and develop employment-related skills. Contractors would provide policy and procedures guidelines to employers, provide in-service orientation to employers, and ensure implementation of appropriate work site policies and procedures.

For each participant, the contractor would secure and maintain a work site agreement with the participant's employer that is signed by the employer and summarizes the terms and information pertaining to the job placement. DYCD will provide a work site agreement form to contractors. Contractors would then enter work site information into the SYEP online database system and submit the work site agreements to DYCD for review and approval.

The contractor would provide job placement follow-up support to participants throughout the seven-week program period. Follow-up activities include monitoring the work site, resolving conflicts, and, where necessary, job replacement.

#### *Out-of-City Work Sites*

Contractors will be allowed to provide City youth with summer employment opportunities located outside the City, however, the work sites must be located in New York State and be located no more than 100 miles from the City. Such work sites must meet the same SYEP requirements as programs located within the City. Organizations interested in proposing a program with out-of-city work sites will be required to indicate in their proposals how participants will be assigned to out-of-city work sites and to specify:

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<sup>20</sup> Private sector employers include large private, not-for-profit organizations such as hospitals and universities.

- The number of participants who will be assigned out-of-city work sites;
  - The activities participants will be involved in other than the 25 hours per week of DYCD-paid work/educational sessions;
  - The rate at which participants will be paid by the employer for any additional hours worked at the worksite;
  - Any expenses participants might incur;
  - Additional documentation that will be used, including, but not limited to, parental permission slips and volunteer work assignments;
  - The means by which participants will be able to communicate with their families (*e.g.*, telephone or email access);
  - The transportation services that will be provided, and whether and how transportation services will be provided to participants who may travel between home and the work site during the program;
  - The type of vehicle that will be used for such transportation;
  - For summer camps and other employment sites, as applicable, medical personnel and their qualifications;
  - The safety measures for program participants and procedures for medical emergency transportation;
  - If participants will not commute daily between their homes and the work site, the accommodations, including meals and living arrangements, for all such participants.
  - For summer camps, copies of any necessary certifications required by the City or State, (*e.g.*, camps in New York State should be certified by the New York State Department of Health’s Bureau of Community Sanitation and Food Protection).
- **SYEP Educational Services and Curriculum**

The contractor would provide educational services to all participants. Educational services would comprise 10 percent of the total program hours, equal to 17.5 hours. Participants would be required to attend all educational/training sessions and be paid for their attendance. Guidelines for the topics to be covered and scheduling are provided below.

*Educational Services: Required Topics and Subtopics*

DYCD will provide contractors with a curriculum that addresses each of the required topics and subtopics set out below. DYCD will also provide training on how to implement the curriculum. The contractor may, however, develop its own educational approaches that incorporate the topics and subtopics. However, any substitution of the DYCD curriculum or parts thereof will be subject to DYCD approval prior to program start.

Program orientation. During the first week of the program, the contractor would provide each participant with program orientation. Topics should include information about the program, its timekeeping and payroll system, and preliminary issues of workplace readiness.

Workplace readiness. This topic would outline the “soft skills” and interpersonal competencies that are essential to workplace success, including the following required subtopics:

- Communication and Conflict
- Interview Skills
- Resume Writing
- Workplace Etiquette and Attire

Financial literacy. This topic would include basic personal financial management skills such as balancing a checkbook and understanding the basic principles of earning, spending, saving and credit. The required subtopics are:

- Budget Basics
- Investing
- Self-sufficiency

Health education. This topic would include information on issues such as stress management, nutrition, fitness, HIV/AIDS and STD prevention, anti-smoking, and substance abuse education. The required subtopics are:

- Sexual Health
- Physical Health
- Mental Health

Higher education exploration. This topic would outline the public and private post-secondary education options available to participants and include discussions of admissions requirements, study habits, and financial assistance. The required subtopics are:

- Time Management
- College Choice
- Application Process
- Financial Aid

Career exploration. This topic would include the career options available to young adults, as well as the preparation necessary to attain different goals, and could include presentations by successful practitioners in a variety of professions. The required subtopics are:

- Self-assessment
- My Education Plan
- Career Roadmap

Reflection and analysis. During the last week of the program, the contractor would guide participants in a discussion and reflection on their summer employment experiences and explore employment and educational choices available to them in the future.

#### *Educational Services: Required Schedule*

The scheduling requirements for the delivery of the SYEP educational component are as follows. All other sessions can be scheduled at any time during the program.

- Program orientation must be delivered to participants in the first week; and
- The session on reflection and analysis should take place in the final week.

**Supportive Services** – The contractors would provide or refer participants to other organizations for support services, *e.g.*, mental health and substance abuse treatment, as needed, to ensure their participation in the program.

## **6. Program Administration**

The contractor would conduct the following administrative aspects of the program:

- **Outreach/Recruitment of Participants**

The contractor would develop and implement an effective outreach and recruitment plan to identify and enroll youth residing in the proposed geographic service area.

- **Application, Intake, and Enrollment**

Before DYCD's application deadline, the contractor would distribute the SYEP application forms, assist youth in completing the application, and collect applications. All the completed hard-copy applications submitted directly to the contractor would be entered into the SYEP online database system. The contractor would also maintain computer stations at its intake facility for youth to apply online.

After DYCD's application deadline, DYCD will run lotteries through the SYEP online database system for each contractor and select applicants who are eligible to participate in the program. Each contractor will be given a time period to contact selected applicants, collect and verify eligibility documents, and enroll the applicant into the database system.

Upon enrollment of an applicant, the contractor would complete the ISS to determine the participant's job placement, education activities, and support services. (See Section III (B)(5) above.)

Contractors would generate SYEP identification cards for each participant. DYCD will provide a template for printing the identification cards with the name, SYEP number, and photo of each participant. The contractor would distribute the identification card together with the SYEP debit card to each participant.

- **Payroll**

The contractor would collect information on the hours worked and educational sessions attended by each participant and enter it into the SYEP database. The payroll vendor will issue payment to participants through debit cards and provide contractors with access to payroll reports for their program participants. The payroll vendor will provide training to contractors on the payroll system and the use of the debit card. The contractor would securely store and distribute debit cards and educate participants about their use during program orientation. At the end of the calendar year, the payroll vendor will send W-2 forms directly to program participants. The contractor would be responsible for responding to inquiries as well as for providing replacement W-2 forms to their program participants. Representatives from the payroll vendor will be available to speak to contractors regarding any payroll issues during the program period.

## **Record Keeping and Reporting**

DYCD will provide the contractor with a set of forms for record-keeping and reporting. The contractor would collect the following information:

- ISS information. As discussed earlier in this section, the contractor would determine the needs of and complete an ISS for each participant. DYCD will provide ISS forms to each contractor, which would be available for review by DYCD contract managers during visits to each contractor site.
- Work Site Agreements. As noted earlier, the contractor would maintain information on each job placement. DYCD will provide work site agreement forms to each contractor.
- Participant Hours Worked/Attendance. DYCD will provide contractors with timesheets to record participant hours spent at work sites and educational sessions. The contractor would transfer these

data from the timesheets to the SYEP database. Participants will be paid only for hours worked and hours in educational sessions that can be verified through SYEP timesheets and attendance records.

- Work Site Supervisory Evaluations of Participants. DYCD will provide contractors with evaluation forms for distribution to employers. Contractors would instruct employers to complete evaluations of participants in the third and seventh weeks of the program. Contractors would collect evaluation forms from employers, and make them available to DYCD Contract Managers.
- Incident Reports. DYCD will provide contractors with Incident Report Forms to document incidents including, but not limited to, injuries to participants, existing or suspected incidents of child abuse, property damage or loss, criminal activity, and incidents involving the police. Contractors would notify DYCD within 24 hours and complete and send all supporting forms to DYCD within three working days of any incident.
- Close-out Report. Contractors would provide DYCD with a summative report on the SYEP program, including information on participant plans (*e.g.*, school, employment, or training) after SYEP.

The SYEP contractors receiving awards will be required to attend an orientation and all training sessions that will be offered by DYCD.

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

Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any "person" that has "business dealings with the city" as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, **vendors responding to this solicitation are required to complete the attached Doing Business Data Form (Attachment 5) and return it with this proposal**, and should do so in a separate envelope. (If the responding vendor is a proposed joint venture, the entities that comprise the proposed joint venture must each complete a Data Form.)

If the City determines that a vendor has failed to submit a Data Form or has submitted a Data Form that is not complete, the vendor will be notified by the agency and will be given four (4) calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to the agency. Failure to do so will result in a determination that the proposal is non-responsive. Receipt of notification is defined as the day notice is e-mailed or faxed (if the vendor has provided an e-mail address or fax number), or no later than five (5) days from the date of mailing or upon delivery, if delivered.

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

**Instructions:** Proposers should provide all of the information requested in the format indicated below.

- The proposal should be typed on both sides of 8½” x 11” white paper.
- Lines should be double-spaced with 1” margins, using 12-point font size.
- Pages should be **numbered** and include a header or footer identifying the proposer.
- Proposals should preferably not exceed 17 pages (excluding requested attachments).
- The proposal should include a Table of Contents, placed directly following the Proposal Summary Form.
- The City of New York requests that all applications be submitted on paper with no less than 30 percent post consumer material content, i.e., the minimum recovered fiber content level for reprographic papers recommended by the United States Environmental Protection Agency. (For any change to that standard please consult: <http://www.epa.gov/cpg/products/printing.htm>.)
- The proposal will be evaluated on the basis of its content, not length. Failure to comply with any of these instructions will not make the proposal non-responsive.

### **A. Proposal Format**

#### **1. Proposal Summary Form**

The Proposal Summary Form (**Attachment 1**) transmits the proposer’s Proposal Package to DYCD. The document should be completed in full, signed, and dated by an authorized representative of the proposing organization.

#### **2. Program Proposal**

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

##### **a. Experience** (Preferable page limit: 3 pages, excluding requested attachments)

Describe the successful relevant experience of the proposer in working with the target population and providing all the elements of service described in Section III – Scope of Services. Specifically, the proposal should address the following:

- (1) Demonstrate the proposer’s successful relevant experience as an organization and of its key staff in providing youth employment and educational services to the target population to be served. Specifically address the proposer’s experience and success of existing or prior programs in each of the following areas:
  - (a) Delivering individualized programming to youth—managing programs with large numbers of participants, developing individualized service strategies;
  - (b) Delivering employment services for youth—finding and developing work sites, placing youth in appropriate job sites, monitoring and communicating with work sites and employer representatives;
  - (c) Delivering educational services to youth; and
  - (d) Administering programs of similar scope—including application, enrollment, and reporting elements.

Note: For organizations proposing programs for the vulnerable youth competition, responses to (b) and (c) should demonstrate how these services were offered in a manner that avoids segregating or stigmatizing the targeted vulnerable youth in the program and at the worksite.

- (2) For staff already identified for the proposed program, attach resumes and describe their experience and qualifications in delivering summer youth employment and educational services. Attach for each staff position a job description and qualifications that will be required.
- (3) Attach a listing of at least two, but no more than five, relevant references other than DYCD from funding sources for services the proposer has successfully provided that are similar to those described in Section III—Scope of Services. Include the name of the reference entity, a brief statement describing the relationship between the proposer and the reference entity, and the name, title and telephone number of a contact person at the reference entity. Please also include the type of program service provided, service level and population served, budget type and amount, and the years the proposer was funded by this entity.

**b. Organizational Capability** (Preferable page limit: 2 pages, excluding requested attachments)

Demonstrate the proposer's organizational (*i.e.*, programmatic, managerial and financial) capability to carry out the program described in Section III—Scope of Services of the RFP. In addition:

- (1) Describe the involvement of the Board of Directors in the proposed program, if applicable.
- (2) Complete and submit with the proposal the Corporate Governance Certification, Attachment 2.
- (3) Demonstrate the organization's capability to integrate the proposed program into its overall operation. Attach an organizational chart for the proposer's organization and the proposed program. Describe how the proposed program and program staff will relate to the overall organization.
- (4) Demonstrate that the organization's computer and telephone technology meet the following specifications required to support the SYEP Internet-based Management Information System and the SYEP payroll system:
  - Microsoft Internet Explorer 6 or greater.
  - A minimum connection speed of 512 kb/s download speed (basic DSL) is required. Dial-up modems are not sufficient.
  - Up-to-date Antivirus software is required.
  - Firewall software or hardware is strongly recommended.
  - A computer system that employs hierarchical password protection to define and restrict access to specified users who are SYEP program staff members.
- (5) Demonstrate successful joint efforts with other organizations and agencies in providing youth employment services and other related services.
- (6) Describe the organization's internal monitoring system and demonstrate how it is used to:
  - assure program quality for all aspects of the program, including
    - Outreach/recruitment and enrollment;
    - ISS development, job placement and follow-up;
    - Educational services; and
    - Administrative management; and
  - identify program, personnel, and fiscal issues.

- (7) Indicate whether or not the proposer has submitted more than one SYEP proposal. If yes, indicate how many proposals were submitted and the total number of participants the proposer intends to serve across all programs. If No, indicate the total number of participants the proposer intends to serve in the program that is the subject of this proposal. In both cases, demonstrate the organization's capability to successfully serve the intended number of participants.
- (8) If the proposer is required to file with the federal Office of Management and Budget pursuant to Circular A-133, attach a hard copy of the latest report filed with that office, indicating the period covered. If not, provide as a hard-copy attachment the most recent audit or audited financial statement of the organization conducted by a Certified Public Accountant, indicating the period covered, **or**, if no audit has been performed, the most recent financial statement indicating the period covered **and** an explanation of why no audited financial statement is available.

**c. Program Approach** (Preferable page limit: 10 pages, excluding requested attachments)

Describe in detail how the proposer will provide the proposed program and demonstrate that the proposed program approach will fulfill DYCD's program goals and objectives cited in Section III–Scope of Services of the RFP. Specifically, address each of the following:

(1) Target Population

- Identify the geographic service area (borough and if applicable, area(s) of high unemployment noted in Appendix A) from which youth will be recruited to participate. This description could include recruitment strategies, program facility location, or organizational experience working with populations in these areas.
- Describe the characteristics of the target population and its needs.
- Demonstrate the proposer's ability to serve this population and address its needs.
- Demonstrate the effectiveness of the strategies and sources to be used to conduct outreach to the target population, as well as ensure full participation in the program.

(2) Program Facility

- Indicate the location of the proposed program facility.
- Describe the program facility and demonstrate that it is appropriate to adequately accommodate educational/training activities and the administrative management of the program.
- Demonstrate that the program facility is accessible to public transportation and easily and readily accessible to persons with disabilities. If not, describe the alternate measures used for making all educational/training activities available to all potential participants, including youth with disabilities.

(3) Program Design

- Describe the overall design of the proposed program and discuss how the program will incorporate principles of effective youth development.
- Include a description of each of the service elements discussed in Section III-Scope of Services, including:
  - Development of ISS for participants. Describe how the contractor would individually assess and develop an ISS for each participant.
  - Work site development and job placement. Describe how work sites would be developed for the program, including strategies for private sector job development and placement. In addition, include information about the types of jobs participants will be placed in and how, in the case of vulnerable youth, participants would not be segregated or stigmatized. Be as specific as possible about the number of participants

that will be placed in each type of job. Use **Attachment 3**, the Worksite Development Chart, to summarize these efforts.

- o Educational services. Describe how your organization would deliver the educational component of the program.
- o Job placements and educational services. Describe strategies and measures to ensure that job placements and educational services are tailored to the age and experience of each SYEP participant.
- o Job placement follow-up. Include a description of how your organization will ensure the sustainability of each job placement.
- Demonstrate that the proposed program’s administration will be structured as described in Section III (B)(6).

#### (4) Staffing

- Describe the salaried and non-salaried, if any, staff positions that will be utilized to provide the proposed program and demonstrate that they are sufficient to assist program participants to achieve the proposed program goals and objectives.
- Demonstrate how all individuals, including volunteers who will be part of the program, will provide the services in a manner that is sensitive to the characteristics of the target population.
- For each staff position attach a job description and state the qualifications that will be required. Include resumes of those staff members who are already identified for the proposed program.

### 3. Price Proposal

The Price Proposal is the funding request for providing the services described in Section III – Scope of Services. It includes the proposal Budget Forms and Budget Justification.

#### a. Completed Budget Forms (Attachment 4)

#### b. Budget Justification (Preferable page limit: 2 pages)

Justify how requested funds would be used to deliver program services. Proposers should ensure that the budget and budget justification are consistent with the proposed program.

### 4. Acknowledgement of Addenda

The Acknowledgement of Addenda (**Attachment 6**) serves as the proposer’s acknowledgement of the receipt of addenda to this RFP, which may have been issued by DYCD prior to the Proposal Due Date and Time. The proposer should complete this acknowledgement as instructed on the form.

### 5. Other Required Documents

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

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

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

1. The proposal package should include one original set and four duplicate sets of the documents listed below in the following order:
  - Proposal Summary (**Attachment 1**)
  - Program Proposal
    - Narrative
    - Organizational Chart
    - Resumes and/or description of qualifications for key staff positions
    - Audit Report or Certified Financial Statement or a statement as to why no report or statement is available
    - References from funding sources for services similar to those described in Section III—Scope of Services
  - Corporate Governance Certification (**Attachment 2**)
  - Work Site Development Chart (**Attachment 3**)
  - Price Proposal
    - Narrative, including Budget Justification
    - Budget Forms (**Attachment 4**)
  - Acknowledgement of Addenda (**Attachment 6**)
2. In a sealed, inner envelope, one original and one duplicate set of the Doing Business Data Form (**Attachment 5**) should be included in the proposal package.

For each proposal submitted, enclose the documents listed above in a sealed envelope and hand deliver to Daniel Symon, Agency Chief Contracting Officer, Office of Procurement. Label the envelope with the proposer’s name and address, “Summer Youth Employment Program” and “PIN: 26009SYEPRFP” and the name and telephone number of the proposer’s contact person.

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

### **A. Evaluation Procedures**

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

### **B. Evaluation Criteria**

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

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

DYCD will award contracts to the responsible proposers whose proposals are determined to be the most advantageous to the City, taking into consideration the price and such other factors or criteria set forth in this RFP, including geographic distribution of the programs in New York City and/or the target population(s) to be served. Within each competition pool, proposals will be ranked in descending order of their overall average technical scores. For the borough based competitions, all technically viable proposals with a price per participant (for non-disabled youth) that is at or below \$325 will be considered for an award. For the vulnerable youth competition, DYCD will consider technically viable proposals with a higher price per participant only if adequate justification is provided. For all competitions, DYCD will also consider a higher price per participant for youth with disabilities with adequate justification. DYCD reserves the right to determine, based on the proposer's demonstrated organizational capability and the best interests of the City, how many participants the proposer will be awarded. Likewise, in the case that a proposer is eligible for award in more than one borough, DYCD reserves the right to determine, based on the proposer's demonstrated organizational capability and the best interests of the City, for how many and which borough(s) the proposer will be awarded a contract. Contract award will be subject to timely completion of contract negotiations between DYCD and the selected proposer.

## **SECTION VI - GENERAL INFORMATION TO PROPOSERS**

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

The Agency has determined that the contract(s) to be awarded through this Request for Proposals will not directly result in the displacement of any New York City employee.



Agency Chief Contracting Officer

10.22.08

Date

Message from the New York City Vendor Enrollment Center  
Get on mailing lists for New York City contract opportunities!  
**Submit a NYC-FMS Vendor Application - Call 212/857-1680**

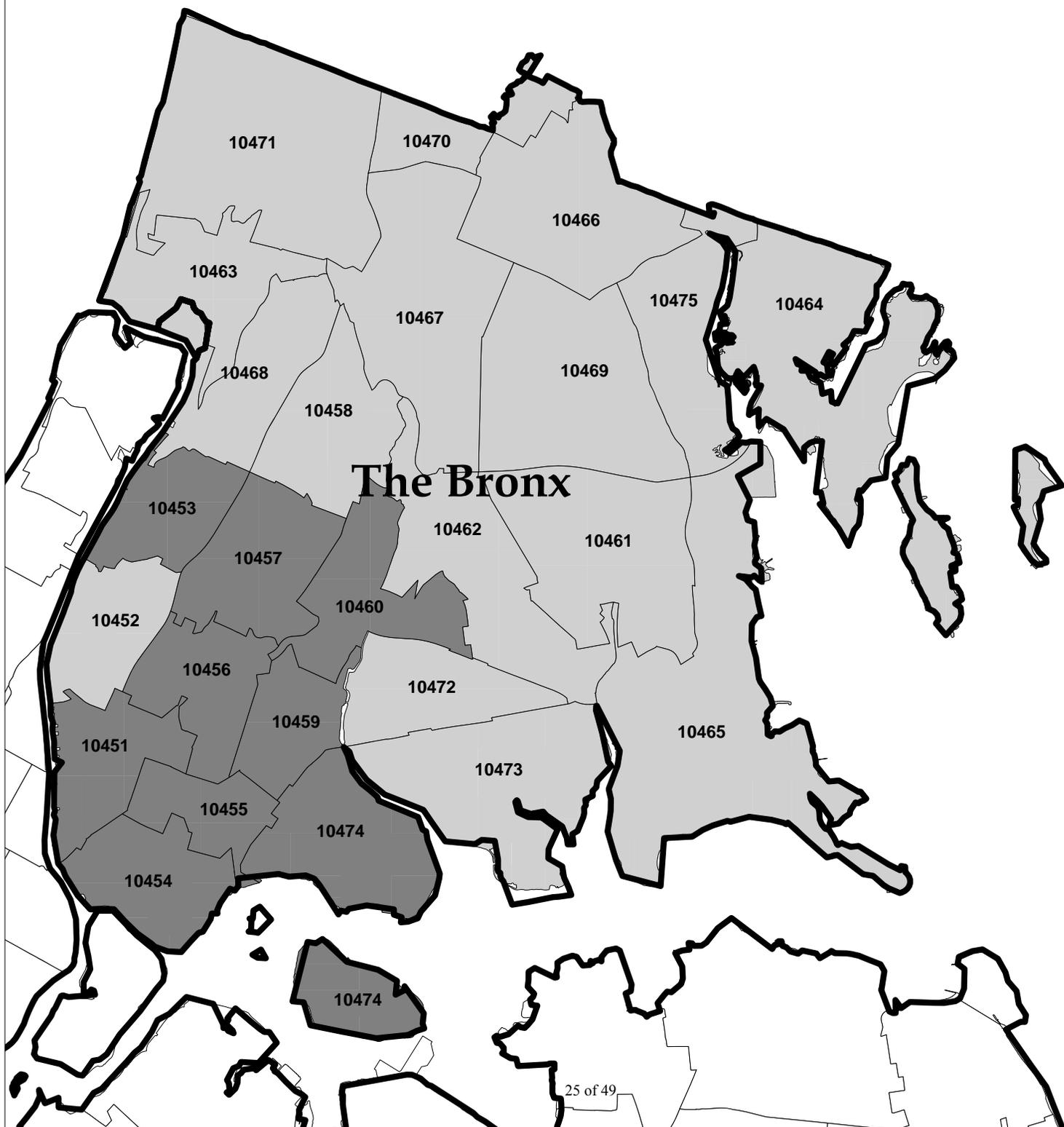
# APPENDIX A

**SUMMER YOUTH EMPLOYMENT PROGRAM  
REQUEST FOR PROPOSALS    PIN: 26009SYEPRFP**

**TARGETED HIGH UNEMPLOYMENT AREAS WITHIN BOROUGHES**

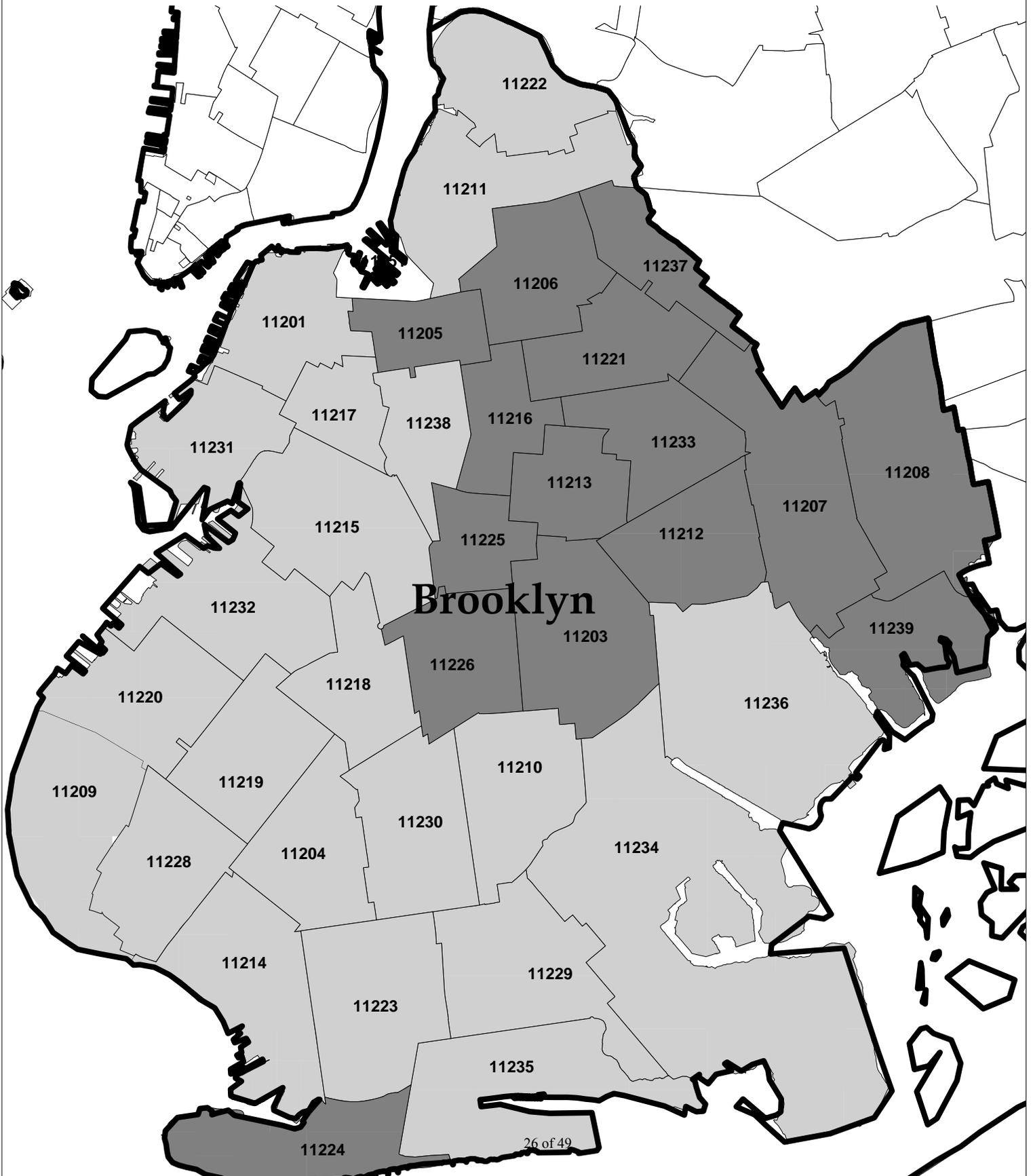
# ZIP CODE AREAS WITH THE HIGHEST UNEMPLOYMENT BRONX

The zip code areas in the Bronx were ranked in descending order according to their unemployment rates. The target zip code areas are those that ranked in the top 1/3 of the list and are shown in the darker shade.



# ZIP CODE AREAS WITH THE HIGHEST UNEMPLOYMENT BROOKLYN

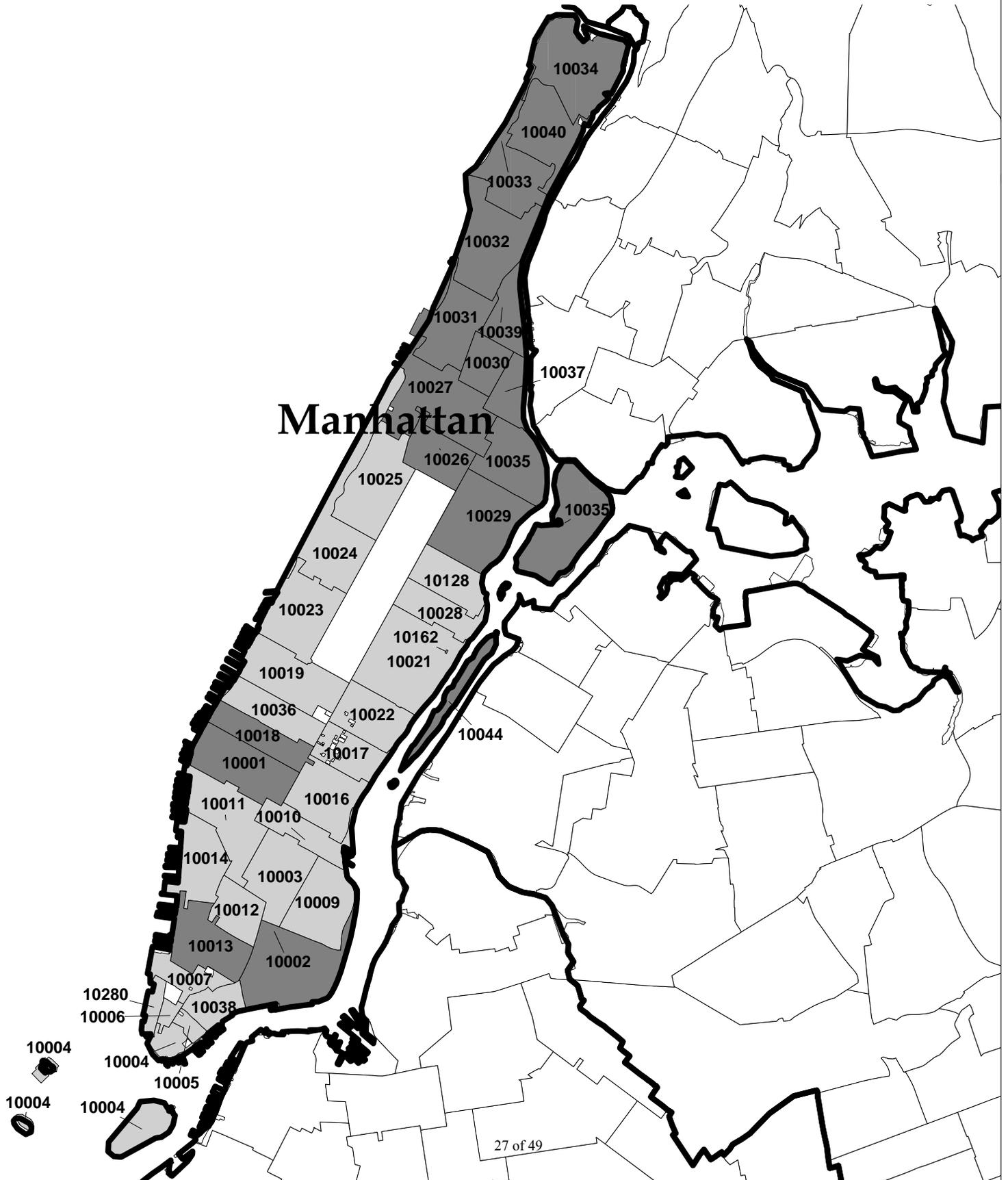
The zip code areas in the Brooklyn were ranked in descending order according to their unemployment rates. The target zip code areas are those that ranked in the top 1/3 of the list and are shown in the darker shade.



# ZIP CODE AREAS WITH THE HIGHEST UNEMPLOYMENT MANHATTAN

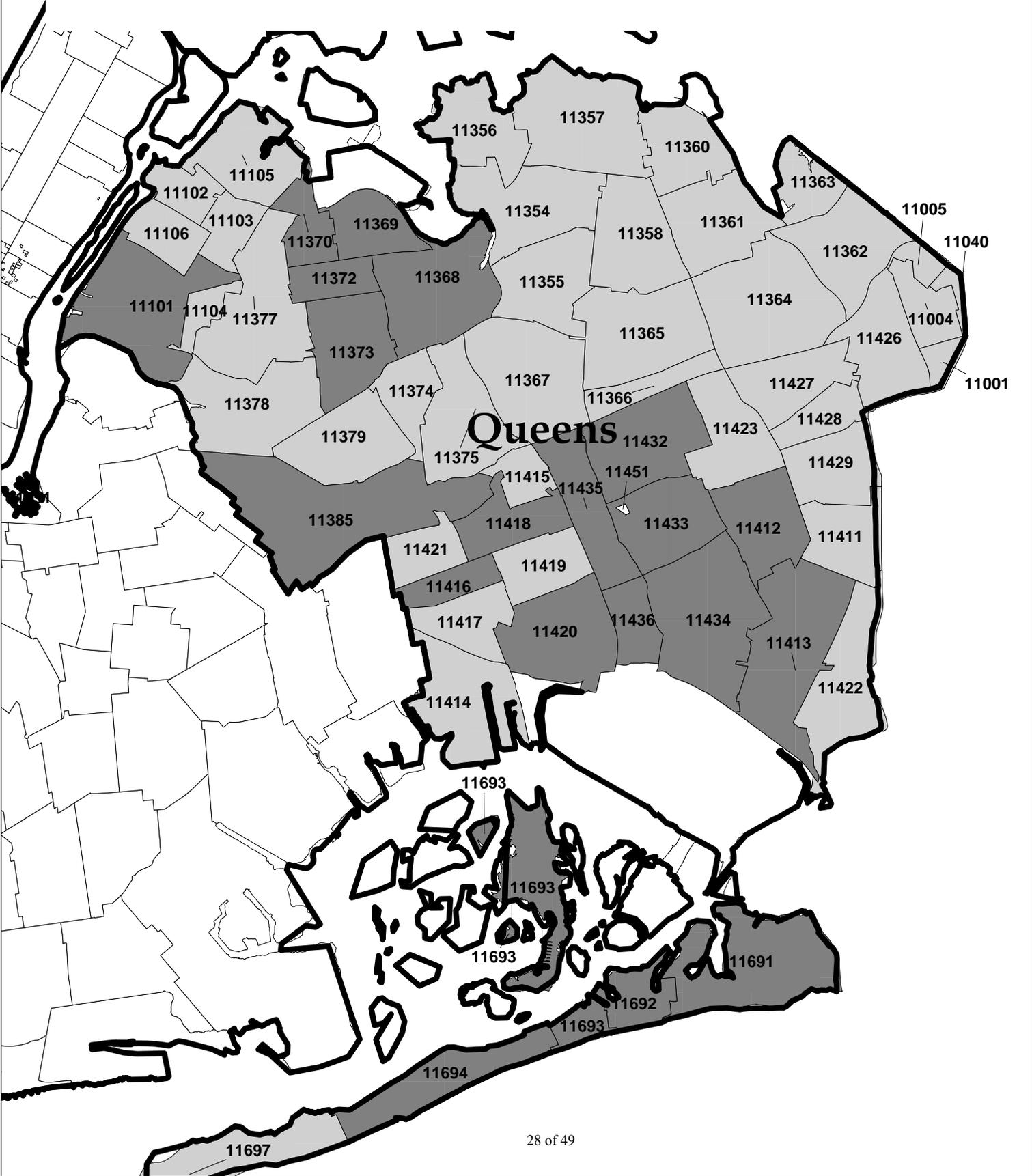
The zip code areas in the Manhattan were ranked in descending order according to their unemployment rates. The target zip code areas are those that ranked in the top 1/3 of the list and are shown in the darker shade.

Manhattan



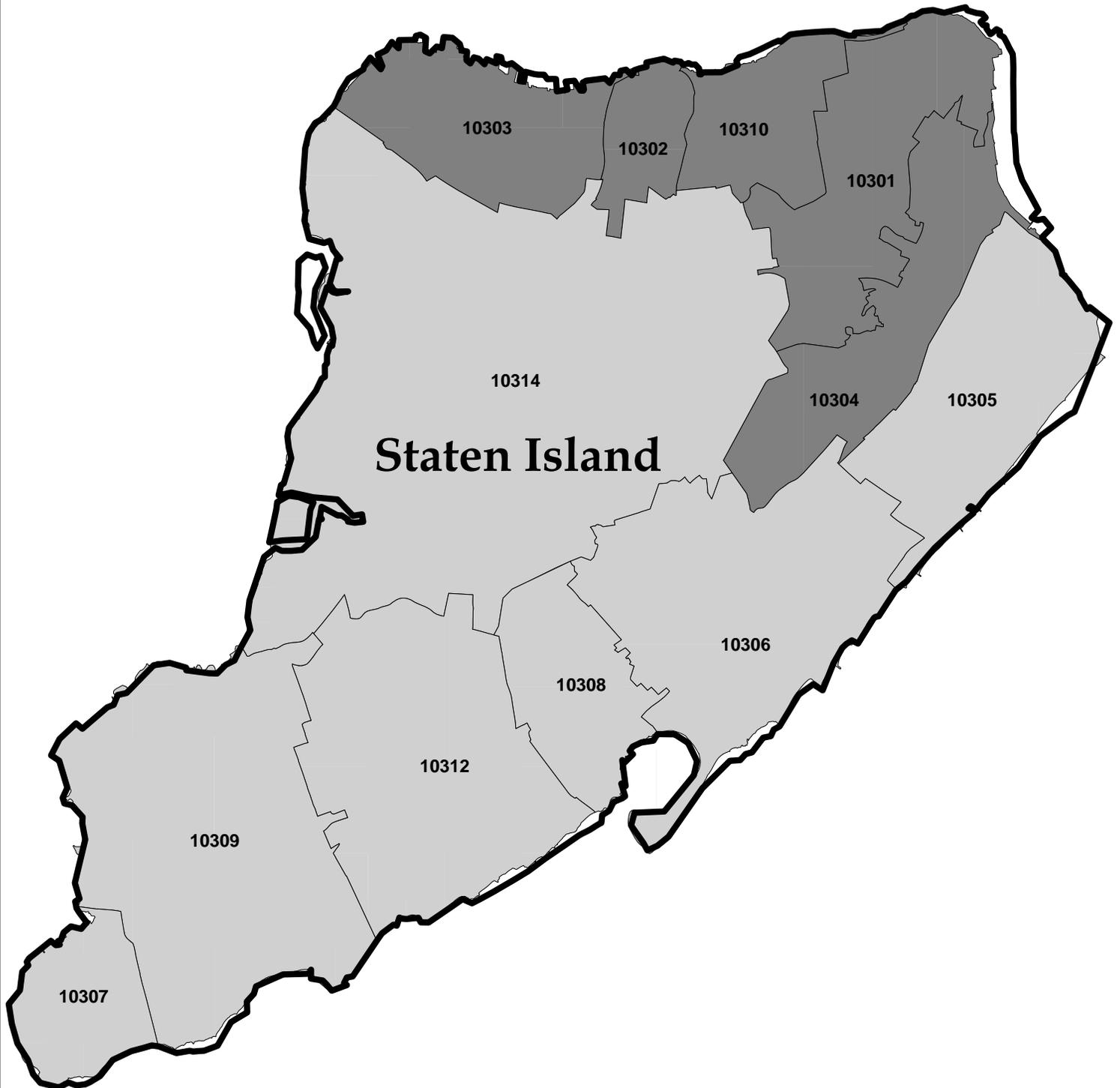
# ZIP CODE AREAS WITH THE HIGHEST UNEMPLOYMENT QUEENS

The zip code areas in the Queens were ranked in descending order according to their unemployment rates. The target zip code areas are those that ranked in the top 1/3 of the list and are shown in the darker shade.



# ZIP CODE AREAS WITH THE HIGHEST UNEMPLOYMENT STATEN ISLAND

The zip code areas in the Staten Island were ranked in descending order according to their unemployment rates. The target zip code areas are those that ranked in the top 1/3 of the list and are shown in the darker shade.



# APPENDIX B

## SUMMER YOUTH EMPLOYMENT PROGRAM REQUEST FOR PROPOSALS PIN: 26009SYEPRFP

### WORK SITE PREFERENCE INFORMATION

#### Work Site Preference Information

The following lists occupations with strong long-term growth openings based on current NY State Department of Labor estimates, by the education level they require. Under each education level, the occupations are listed in order of the largest estimated job growth openings through 2014. **Although it will not be possible to place youth in these positions, DYCD encourages placements in the industries where they would come into contact with individuals in these occupations.**

Growing occupations requiring Bachelor's degree or higher	Growing occupations requiring some post-secondary or extensive employer training	Growing occupations requiring some job training and high school diploma or less
Registered Nurses Accountants & Auditors Teachers, Secondary and Special Education General and Operations Managers Lawyers Financial Managers Computer Programmers Market Research Analysts Editors Financial Analysts Management Analysts Business Operations Specialists Child, Family, and School Social Workers Graphic Designers Public Relations Specialist	Secretaries and Administrative Assistants Sales Representatives First-Line Supervisors, Managers of Offices and Administrative Support Workers Customer Service Representatives Maintenance and Repair Workers, General Police and Sheriff's Patrol Officers Nursing Aides, Orderlies, and Attendants Electricians Carpenters Social and Human Service Assistants Automotive Service Technicians and Mechanics Hairdressers, Hairstylists, and Cosmetologists Artists and Commercial Artists Correctional Officers and Jailers Medical Assistants	Retail Salesperson Cashiers Office Clerks, General Waiters and Waitresses Janitors and Cleaners Child Care Workers Security Guards Teacher Assistants Stock Clerks and Order Fillers Laborers and Freight, Stock, and Material Movers Landscaping and Groundskeeping Workers Truck Drivers, Light or Delivery Service Bill and Account Collectors Painters, Construction and Maintenance Cooks, Restaurant

## Proposal Summary Form

RFP TITLE: Summer Youth Employment Program

PIN: 26009SYEPRFP

Organization: \_\_\_\_\_ EIN: \_\_\_\_\_

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

\_\_\_\_\_ City State Zip Code

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

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

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

### Enrollment and Price Proposal Summary

<u>Check one</u>	Program Area	a. Non-Disabled Youth To Be Served	b. Rate per Participant	c. Youth with Disabilities To Be Served	d. Rate per Participant	*DYCD Funding Request:
<input type="checkbox"/>	Bronx		\$		\$	\$
<input type="checkbox"/>	Brooklyn		\$		\$	\$
<input type="checkbox"/>	Manhattan		\$		\$	\$
<input type="checkbox"/>	Queens		\$		\$	\$
<input type="checkbox"/>	Staten Island		\$		\$	\$
<input type="checkbox"/>	Vulnerable Youth		\$		\$	\$

\* DYCD Funding Request = (a x b) + (c x d)

**For the Vulnerable Youth competition only, list the number of youth by category:**

Court-involved Youth \_\_\_\_\_  
 Runaway and Homeless Youth \_\_\_\_\_  
 Foster Care Youth \_\_\_\_\_

**Indicate the High Unemployment Zip Codes (see Appendix A) to be targeted for recruitment:**

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

# Proposed Sites

**Application Intake Site:** \_\_\_\_\_

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

\_\_\_\_\_

City State Zip Code

**Other Intake Sites:** If there is more than one intake site, create a list with each site name, city, state, and zip code and attach to the Proposal Summary.

**Program Site:** \_\_\_\_\_

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

\_\_\_\_\_

City State Zip Code

**Primary Education Site:** \_\_\_\_\_

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

\_\_\_\_\_

City State Zip Code

**Other Education Sites:** If there is more than one education site, create a list with each site name, city, state, and zip code and attach to the Proposal Summary.

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

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

# Attachment 2

## CORPORATE GOVERNANCE CERTIFICATION

**SYEP RFP**

**PIN #: 26009SYEPRFP**

To enter into a contract with DYCD, each organization must certify that its organizational capability is sufficient to support the services it has contracted to provide. To certify, complete the form below (including the attached list of the members of the Board of Directors, with the name, title, address, telephone number, and e-mail address of each member). The certification must be notarized by a Notary Public.

---

---

I, \_\_\_\_\_, am the Chairperson of the Board of \_\_\_\_\_ (“Proposer”), a not-for-profit organization that has proposed to provide certain youth or community development services. I hereby certify that the Proposer:

1. Is governed by a Board of Directors, whose names and addresses are fully and accurately set forth on the attached list.
2. Maintains its corporate books and records, including minutes of each meeting, at the Proposer address stated on the Proposal Summary Form (Attachment 1 to this RFP).
3. Has held in the past 12 months \_\_\_\_\_ meetings of the Board of Directors at which a quorum was present.
4. Reviews, at least annually, at a meeting of the Board of Directors and has reviewed in the past 12 months each of the following topics:
  - a. Executive compensation
  - b. Internal controls, including financial controls
  - c. Audits
  - d. Program operations and outcomes.

Name of Organization (Print):

Name of Board Chairperson (Print):

Signature of Board Chairperson

\_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
**NOTARY PUBLIC**



# Attachment 3

## SUMMER YOUTH EMPLOYMENT PROGRAM REQUEST FOR PROPOSALS PIN: 26009SYEPRFP

### WORK SITE DEVELOPMENT CHART

Name of Proposing Organization \_\_\_\_\_

Total Number of Program Participants Requested \_\_\_\_\_

Name of Proposer or Subcontractor	Employer Organization	Job Title	Summary or Rationale	Number of Anticipated Summer Jobs

Use additional sheets, if needed.

# Attachment 4

## RFP BUDGET INSTRUCTIONS

### BUDGET FACE SHEET IDENTIFYING INFORMATION – Page 1 of 4

To assist with proper completion of the budget, DYCD has made the budget forms available for download (in Microsoft Excel and the Instructions in Microsoft Word) on the DYCD Website: [www.nyc.gov/dycd](http://www.nyc.gov/dycd)

- Indicate the official name of your organization, address, e-mail, telephone number and fax number.
- The **Executive Director** is the person responsible for this proposal, or in charge of the overall agency. Please include his/her e-mail and telephone numbers.
- The **Fiscal Officer** is the person responsible for preparing the financial documents for this contract, i.e., the Comptroller, Bookkeeper and/or Accountant. Please include his/her e-mail and telephone numbers.
- **Federal Employer Identification Number (EIN)**: Indicate the proposer's EIN #.  
(A copy of any official IRS document reflecting the Federal Employer Identification Number will be required before entering into contract with your organization.)
- **State Unemployment Insurance Number (SUI)**: A number appearing on all correspondence relating to State Unemployment Insurance. It is obtainable through the New York State Department of Labor (1-888-899-8810).
- **Operating Period**: The first 12 month period of your proposed contract should coincide with the dates that activities operate within the budget.

**The budget has one column, DYCD Funding Request, in which to enter the funding requested from DYCD for each line item.**

### BUDGET SUMMARY BY THE BUDGET CATEGORIES

To complete the remainder of Page 1 of the budget, first complete Pages 2, 3, and 4 as described below. For proposers completing the budget electronically, the appropriate totals for each budget category will automatically transfer into the corresponding box on Page 1.

#### **I. BUDGET SALARIES AND WAGES SUPPORT SHEET- Page 2 of 4**

**1100** The Salaries are divided in two categories:

Category 1 Full Time employees: Persons who work **35 hours or more** per week

Category 2 Part Time employees: Persons who work **less than 35 hours** per week

All required information should be entered on the budget, including all personnel, Full-Time (35 hours or more) and Part-Time (less than 35 hours), who will receive a salary from this program. For Full-Time employees, enter the title, salary, number of positions within the title and percent of salary that will be allocated to this contract. For Part-Time staff, enter the title, hourly wage rate, number of positions number of annual hours on the program per position, and the percent of the wages that will be allocated to this program.

Helpful Hints

**To calculate the annual salary for FY 2008 multiply the hourly rate by 1827 hours per year (35 hours per week).**

**To calculate the number of hours per year multiply the number of hours worked per day by the number of days per year. (FY 2008=261 days)**

**To calculate the annual salary for FY 2008, multiply the hourly rate by 2088 hours per year (40 hours per week).**

The minimum wage is \$7.15 effective January 1, 2007. This is subject to change. Part Time salaries should be calculated by consolidating same titles with the maximum hourly rate. The Sub-Total of all salaries should be calculated and transferred to Page 1, Salaries and Wages (1100) both boxes.

## II. FRINGE BENEFITS – Page 3 of 4

- 1200** Fringe Benefits must include FICA. Charges to Fringe Benefits may also include unemployment insurance, worker's compensation, disability, pension, life insurance and medical coverage as per your policies. Enter the Fringe Benefit rate as indicated on the budget summary page. Fringe rates must not be less than 7.65% or exceed 30% of total salaries. If the contractor uses the Fiscal Agent, the minimum rate for Fringe Benefits is 12.65%.
- 1300** **Central Insurance Program (CIP):** Proposers without general liability insurance at the time of selection have the option of purchasing insurance through CIP or other sources. CIP includes general liability, special accident, property insurance (equipment), worker's compensation and disability, at a cost of 4.5% of the total program cost. CIP only covers DYCD- funded programs and activities. **All funded programs must have general liability insurance of \$1 million, with a certificate naming DYCD and the City of New York as additional insureds, if they do not participate in CIP.**

## CONSULTANTS/SUBCONTRACTORS/STIPENDS/VENDORS

- 2100** **Consultant:** An independent individual with professional and/or technical skills retained to perform specific tasks or complete projects related to the program that cannot be accomplished by regular staff. Consultant cannot be a salaried employee.
- 2200** **Subcontractor:** An independent entity retained to perform program services. A subcontract will be part of the DYCD contract and will be registered with the NYC Comptroller. Each Subcontractor's EIN# must be listed on the subcontract and on its budget.
- 2300** **Stipend:** An incentive allowance **ONLY** for the benefit of a participant and/or client.
- 2400** **Vendor:** An independent business entity retained to provide non-program services. Examples: Cleaning Services, Security and Accounting Services.

## OTHER THAN PERSONNEL SERVICES (OTPS) - Page 4 of 4

- 3100** **Consumable Supplies:** Supplies that are not lasting or permanent in nature, such as office, program and/or maintenance supplies.
- 3200** **Equipment Purchase:** Purchase of equipment that is durable or permanent, such as furniture, printers, calculators, telephones, computers. All equipment and/or furniture purchased with DYCD funds at a cost of \$200 or more become the property of The City of New York/DYCD. If the program is terminated, all such items must be returned to DYCD. Indicate items being purchased.
- 3300** **Equipment Other:** The rental, lease, repair and maintenance of office/programmatic equipment utilized in the program's operation. This category also includes Computer Software.
- 3400** **Space Rental:** This category is separated into two subcategories (3410 and 3420).
- 3410** **Public School:** Opening fees and room rentals paid to the Department of Education (DOE).
- 3420** **Rent/Other:** All other rent paid by a program for all sites utilized by that program. It also includes all related charges associated with the use of the site such as **minor** repairs and maintenance costs. **No** renovation or construction projects can be budgeted or paid for with DYCD program funds. After being selected, all contractors charging for rent are required to submit a Space Rental - Cost Allocation Plan. In addition, you will be required to submit a copy of your lease, DOE permit and/or month to month rental agreement at the time of the budget submission.

**3500 Travel:** Local travel (i.e., bus and subway fares) by the employees of the program to and from sites that are being used for day-to-day programmatic functions. Expenditures for employees who use their personal automobile for business are reimbursed a maximum of \$0.35 per mile plus tolls. Charge to this account all participant related travel, such as bus trips and local travel.

**3600 Utilities and Telephone:** Self-explanatory.

**3700 Other Operational Costs:** This category is separated into two subcategories (3710 and 3720).

**3710 Other Costs:** Items such as postage, printing and publications, subscriptions, internet fees, etc. Also include any other operating costs that cannot be classified in any other category. In addition, include costs associated with and for the benefit of the participants such as food, refreshments, entrance fees, awards, T-shirts, uniforms, and sporting equipment. This category also includes general liability insurance for contractors not in the Central Insurance Program. Please note regarding audit costs, DYCD will accept a portion of your audit fees for Fiscal Year 2008. If your organization receives additional funding besides that from DYCD, you may only include DYCD's proportionate share. The proportionate share should be calculated by dividing the total DYCD budget by the agency's total budget and applying that percentage to the total audit cost. You must submit an Audit Cost Allocation Plan with your budget.

**3720 Indirect Cost:** The purpose of Indirect Cost is to capture overhead costs incurred by a contractor operating several programs. The following guides are to be used to request Indirect Cost:

- A detailed justification and/or an analysis from a CPA or Audit detailing how the rate was determined must be provided.
- The maximum allowable rate is 10% of the total budget.

**3900 Fiscal Agent Services:** All contractors now have the option of purchasing the services of the Fiscal Agent. A contractor may also be required by DYCD to have its funds administered by the Fiscal Agent. An agency that chooses or is mandated to utilize the Fiscal Agent must have all DYCD contracts administered by the Fiscal Agent. The following is a brief description of services that will be offered by the Fiscal Agent:

- Establish financial records
- Maintain and report on available budget balance
- Verify invoices
- Provide payroll services and personnel reporting
- Be responsible for the timely filing and payments of employment related taxes.
- Maintain an Accounts Payable and Ledger system in accordance with generally accepted accounting practices and procedures.

Fiscal Agent services will be charged from your total budgeted amount at this scale:

<u>Budget \$ Value</u>	<u>Fiscal Agent Services Fee</u>
\$0 - \$25,000	\$1,200
\$25,001 - \$50,000	\$3,500
\$50,001 - \$100,000	\$5,100
\$100,001 - \$250,000	\$7,100
Over \$250,001	\$10,000

Department of Youth and Community Development  
**REQUEST FOR PROPOSAL**  
**PIN: 26009SYEPRFP**  
**SYEP BUDGET SUMMARY**

**ATTACHMENT 4**

Form Revised 12/06

Proposer's Name \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Tel #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Ex. Director \_\_\_\_\_ Tel #: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Fiscal Officer: \_\_\_\_\_ Tel #: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 EIN: \_\_\_\_\_ SUI #: \_\_\_\_\_  
 Operating Period: \_\_\_\_\_ Through: \_\_\_\_\_

Account Code		DYCD FUNDING REQUEST
	<u>PERSONNEL SERVICES</u>	
1100	Salaries and Wages	
1200	Fringe Benefits*	
1300	Central Insurance Program (CIP) **	
	<b>TOTAL PERSONNEL SERVICES</b>	
	<u>NON STAFF SERVICES</u>	
2100	Consultants	
2200	Sub-Contractors	
2300	Stipends	
2400	Vendors	
	<b>TOTAL NON-STAFF SERVICES</b>	
	<u>OTHER THAN PERSONNEL SERVICES</u>	
3100	Consumable Supplies	
3200	Equipment Purchases	
3300	Equipment Other	
3400	Space Rental	
3500	Travel	
3600	Utilities & Telephone	
3700	Other Operational Costs	
3900	Fiscal Agent Services	
	<b>TOTAL OTHER THAN PERSONNEL SERVICES</b>	
	<b>TOTAL COST</b>	

\* The maximum rate is 30%; and the minimum rate is 7.65% of the total salaries.

\*\* CIP rate is 4.50% of total budget for insurance coverage



Acct Code

**FRINGE BENEFITS**

1200 **FRINGE BENEFITS**

FICA @ 7.65%, Unemployment Insurance, Medical,  
Workers' Compensation, Disability, Life insurance, & Pension.

The maximum fringe benefit rate is 30%; and the minimum rate is 7.65% of the total salaries.

If under the Fiscal Agent, the minimum fringe benefit rate is 12.65% of the total salaries.

1300 **CENTRAL INSURANCE PROGRAM (CIP)**

Central Insurance Package

4.5 % of Total Budgeted Amount

General Liability, Workers' Compensation,  
Disability, Special Accident, and Property  
Insurance are covered under the DYCD Central  
Insurance Program.

**NON STAFF SERVICES**

2100 **CONSULTANTS (Total)**

(Total of all Consultants)

Description and amount for each Consultant (If additional space is required submit attachments)



2200 **SUB-CONTRACTORS (Total)**

(Total of all Consultants)

Description and amount for each Sub-Contractor (If additional space is required submit attachments)



2300 **STIPENDS (Total)**

Description (If additional space is required submit attachments)


2400 **VENDORS (Total)**

Description (If additional space is required submit attachments)


**FUNDING  
REQUESTED**

Acct Code

**OTHER THAN PERSONNEL SERVICES**

<p>3100 <b>CONSUMABLE SUPPLIES</b>  Office , Program and Maintenance Supplies</p>	<input style="width: 100px; height: 20px;" type="text"/>
<p>3200 <b>EQUIPMENT PURCHASES *</b>  <u><i>*Attach description or itemized equipment list.</i></u>  Copiers, Computers, Printers, and Furniture Etc.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<input style="width: 100px; height: 20px;" type="text"/>
<p>3300 <b>EQUIPMENT OTHER</b>  Maintenance, Repairs, Rentals, &amp; Computer Software</p>	<input style="width: 100px; height: 20px;" type="text"/>
<p>3400 <b>SPACE RENTAL (Total of Lines 3410 &amp; 3420)</b></p>	<input style="width: 100px; height: 20px;" type="text"/>
<p><b>3410</b> Public School</p>	<input style="width: 100px; height: 20px;" type="text"/>
<p><b>3420</b> Rent / Other</p>	<input style="width: 100px; height: 20px;" type="text"/>
<p>3500 <b>T R A V E L</b>  Staff Travel , Bus Trips, Other</p>	<input style="width: 100px; height: 20px;" type="text"/>
<p>3600 <b>TOTAL UTILITIES AND TELEPHONE</b></p>	<input style="width: 100px; height: 20px;" type="text"/>
<p>3700 <b>OTHER OPERATIONAL COSTS (Total of Lines 3710 &amp; 3720)</b>  Postage, Admission tickets, Printing and Publications  Bank Charges, Training and Conferences, Audit Fee, Internet Fee  Food and Refreshments, Participant Costs, and Liability Ins, Etc.</p>	<input style="width: 100px; height: 20px;" type="text"/>
<p><b>3710</b> Other Costs</p>	<input style="width: 100px; height: 20px;" type="text"/>
<p><b>3720</b> Indirect Costs *    <span style="color: blue;">%</span> _____</p>	<input style="width: 100px; height: 20px;" type="text"/>
<p>3900 <b>FISCAL AGENT SERVICES</b>  See Fee Scale on Budget Instructions</p>	<input style="width: 100px; height: 20px;" type="text"/>

\* Maximum rate is 10% of Total Budget.

**Please note: All highlighted fields (Blue) are calculated automatically and cannot be changed manually.**

## DYCD Title Codes

AA	ADMINISTRATIVE ASSISTANT	JR	JOB READINESS COUNSELOR
AB	ASSISTANT BOOKKEEPER	LA	LITERARY ARTIST
AC	ACCOUNT SPECIALIST	LC	LATCHKEY COORDINATOR
AD	ADMINISTRATOR	LD	LEADERSHIP DEVELOPMENT SPECIALIST
AE	ASSISTANT EXECUTIVE DIRECTOR	LG	LIFEGUARD
AI	ARTISTIC INSTRUCTOR	LS	LEADERSHIP SPECIALIST
AP	AFTER SCHOOL PROGRAM DIRECTOR	MA	MAINTENANCE
AR	ART SPECIALIST – ARTS PARTNER	MC	MEDIATOR COUNSELOR
AS	ACTIVITY SPECIALIST	ME	MENTOR
AT	ATTENDANT	MI	MUSIC INSTRUCTOR
AX	ACTOR	MS	MSW CASE PLANNER
BA	BA CASE PLANNER	OM	OFFICE MANAGER
BK	BOOKKEEPER	OW	OUTREACH WORKER
BM	BUDGET MANAGER	PA	PROGRAM DIRECTOR ASSISTANT
BS	BILINGUAL SPECIALIST	PB	PHYSICIAN'S ASSISTANT
CA	COACHES	PC	PROGRAM COORDINATOR
CC	CHILD CARE PROVIDER	PD	PROGRAM DIRECTOR
CI	CAMP INSTRUCTOR	PE	PARENT AIDE
CK	COOK	PJ	PROJECT COORDINATOR
CL	CLERK	PL	PARALEGAL
CM	CONTRACT MANAGER	PM	PROGRAM DIRECTOR (MD LICENSE)
CO	COUNSELOR	PO	DIRECTOR OF PROGRAM OPERATIONS
CP	CASE PLANNER	PR	PROGRAM AIDE
CR	COORDINATOR	PS	PROGRAM SUPERVISOR
CS	COUNSELING SPECIALIST	PT	PROGRAM DIRECTOR (TEACHER LICENSE)
CT	CONTROLLER	RC	RECEPTIONIST
CU	CUSTODIAN	RD	REGIONAL DIRECTOR
CW	CASE WORKER	RE	RELIEF
CZ	COMPUTER SPECIALIST	RN	REGISTERED NURSE
DC	DRUG COUNSELOR	RR	RECREATION COORDINATOR
DD	DEPUTY DIRECTOR	RS	RECREATION SPECIALIST
DE	DIRECTOR	SA	STAFF ATTORNEY
DF	DIRECTOR OF FINANCE	SC	SERVICES COORDINATOR
DI	DANCE INSTRUCTOR	SE	SECRETARY
DP	DIRECTOR OF PERSONNEL	SF	ADMINISTRATIVE SECRETARY
DR	DOCTOR	SG	SECURITY GUARD
DS	DEVELOPMENT SPECIALIST	SI	SHOP INSTRUCTOR
DT	DIRECTOR OF PROGRAM AND JOB DEVELOPMENT	SN	SENIOR ACCOUNTANT
DV	DRIVER	SS	SUMMER STAFF
EA	EDUCATIONAL ADVISOR	ST	STREET WORKER
EC	EDUCATION COORDINATOR (TEACHER LICENSE)	SU	SUPERVISOR
ED	EXECUTIVE DIRECTOR	SW	SOCIAL WORKER (M.S.W.)
EI	EDITOR	TA	TEACHER AIDE
EP	EXHIBITION PREPARER	TE	TEACHER (TEACHER LICENSE)
ES	EMPLOYMENT/EDUCATION SPECIALIST	TH	THERAPIST
FA	FACILITATOR	TL	TEAM LEADER
FC	FAMILY COUNSELOR	TM	TRAINING MONITOR
FD	FOSTER CARE DIRECTOR	TS	TRAINING SPECIALIST
FO	FISCAL OFFICER	TU	TUTOR
FW	FAMILY WORKER	TY	TYPIST/TEACHER AIDE
GL	GROUP LEADER	UD	UNIT DIRECTOR
GW	GROUP WORKER	UH	URBAN HOUSING SPECIALIST
HC	HEALTH COUNSELOR	VA	VISUAL ARTIST
HM	HOUSE MANAGER	VC	VOLUNTEER COORDINATOR
HP	HOUSE PARENT	WF	WORKSHOP FACILITATOR
HS	HOUSING/HOMELESS SPECIALIST	WI	WRITING INSTRUCTOR
IC	IMMIGRATION COORDINATOR	WL	WORKSHOP LEADER
IN	INSTRUCTOR	WS	WATER SAFETY INSTRUCTOR
IS	IMMIGRATION SPECIALIST	YC	YOUTH COUNSELOR
JA	JANITOR	YE	YOUTH EMPLOYMENT COORDINATOR
JC	JUVENILE COORDINATOR	YW	YOUTH WORKER
JD	JOB DEVELOPER		

# Attachment 5

## DOING BUSINESS DATA FORM

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

PIN #: 26009SYEPRFP

RFP TITLE: SUMMER YOUTH EMPLOYMENT PROGRAM

# Doing Business Data Form

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

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

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

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

## Section 1: Entity Information

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

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

### **Entity Filing Status (select one):**

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

Entity is a Non-Profit:       Yes       No

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

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

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

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

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

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

**Section 2: Principal Officers**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Section 3: Principal Owners**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Section 4: Senior Managers**

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

**Senior Managers:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Certification**

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

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

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

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

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

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

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



# Attachment 6

## ACKNOWLEDGEMENT OF ADDENDA

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

PIN #: 26009SYEPRFP

RFP TITLE: SUMMER YOUTH EMPLOYMENT PROGRAM

DIRECTIONS: COMPLETE PART I OR PART II, WHICHEVER IS APPLICABLE.

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

ADDENDUM #1 DATED: \_\_\_\_\_, 20\_\_

ADDENDUM #2 DATED: \_\_\_\_\_, 20\_\_

ADDENDUM #3 DATED: \_\_\_\_\_, 20\_\_

ADDENDUM #4 DATED: \_\_\_\_\_, 20\_\_

ADDENDUM #5 DATED: \_\_\_\_\_, 20\_\_

ADDENDUM #6 DATED: \_\_\_\_\_, 20\_\_

ADDENDUM #7 DATED: \_\_\_\_\_, 20\_\_

ADDENDUM #8 DATED: \_\_\_\_\_, 20\_\_

PART II: \_\_\_ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFP

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

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

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