

Panel for Educational Policy

Contract Agenda

January 18, 2012

Item: 1 **Description:** Senior citizens will serve as one-on-one literacy tutors and classroom assistants for approximately 100 first and second grade students at risk for academic failure in four central Harlem schools.

Term: 1 year **Options:** 1 one year option **Funding:** Tax Levy

Division: Office of School and Youth Development **Contract Type:** Full Value

Vendor Name	Annual Amount
Community Service Society	\$200,000

Item: 2 Withdrawn

Item: 3 **Description:** Contract extension for the Department's automated time and attendance system.

Term: 1 year **Options:** None **Funding:** Tax Levy

Division: Division of Financial Systems and Business Operations **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
SumTotal Systems, Inc.	\$1,319,893

Item: 4 **Description:** Assist the Office of Assessment Operations in the administration of the annual testing process used to determine student eligibility for the City's gifted and talented program.

Term: 3 years **Options:** 2 one year options **Funding:** Tax Levy

Division: Division of Academics, Performance and Support **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
NCS Pearson, Inc.	\$2,090,535

Item: 5 **Description:** Ongoing assistance to principals and assistant principals in the evaluation and discipline process for poorly performing tenured pedagogues and related support for school supervisors.

Term: 3 years **Options:** None **Funding:** Tax Levy

Division: General Counsel and Legal Services **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Geraldine Burke	\$30,000
Myron Rock	\$45,000
Wendy S. Weiss	\$30,000

Item: 6 **Description:** Department wide language translation and interpretation services.

Term: 3 years **Options:** 2 one year options **Funding:** Tax Levy

Division: Office of Parent Advocacy and Engagement **Contract Type:** Requirements

Vendor Name	Estimated Annual Amount
Language Line Services, Inc.	\$105,042
thebigword, INC	\$2,195,160

Item: 1

Description:

Senior citizens will serve as one-on-one literacy tutors and classroom assistants for approximately 100 first and second grade students at risk for academic failure in four central Harlem schools.

**REQUEST FOR AUTHORIZATION TO CONTRACT WITH COMMUNITY SERVICE SOCIETY
TO PROVIDE TUTORING SERVICES**

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Estimated Option Amount	Procurement Method	Is Contract Retroactive?	Contract Type
\$200,000	Tax Levy	One Year (7/1/11- 6/30/12)	One 1-Year Renewal Option	\$200,000	Negotiated Services	Yes	Full Value

Vendor Name & Address	Community Service Society 105 East 22 nd Street New York, NY 10010
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Service Requestor/ Contract Manager	Division of Contracts & Purchasing Contact
Robert Weiner Chief Operating Officer Office of School and Youth Development (OSYD)	Angela Edwards Director Central Office Procurement

PURPOSE

Authorization is requested to contract with Community Service Society, an organization that provides one-on-one tutoring for students in four schools based in central Harlem.

DISCUSSION

Community Service Society (CSS) is a social service agency that recruits, prepares, and leads tutors aged 55 and over from a nationwide Experience Corps. These tutors serve as one-on-one classroom literacy assistants for approximately 100 first and second grade students at risk for academic failure in four neighborhood schools.

Using participants from the schools' neighborhood, CSS provides experienced and motivated personnel at low cost. Tutors undergo a rigorous 32-hour pre-service training and receive a monthly stipend of \$256.

While a prior contract at twelve schools expired on December 31, 2008, CSS continued to offer services *pro bono* in FY10 and FY11 for the four schools this contract provides for. The DOE has authorized funding for CSS to provide enhanced services to these schools in FY12. CSS will match the DOE's support with private funding and a \$90,000 grant from the NYC Department of Juvenile Justice, covering 52 percent of the overall cost of the program. The DOE's cost is \$50,000 per school, a decrease from the prior contract. Based on the foregoing, DCP has determined that the price is fair and reasonable.

The Committee on Contracts approved this Negotiated Services request on December 29, 2011, not to exceed amount of \$200,000, on the basis of cost-effectiveness.

This contract is retroactive because of funding uncertainty created by midyear budget cuts.

A contract for these services is necessary because the CSS is uniquely able to leverage grant monies to subsidize the program so that it may be offered at a substantially lower cost to the DOE than a similar program with a different funding source. Moreover, the DOE does not possess the personnel to perform these services, whose effectiveness is related to their basis in the specific community.

A background check of the vendor was performed and no significant adverse information was found. Furthermore, the vendor performed satisfactorily under the prior contract, and is therefore determined to be responsible.

Item: 2

Description:

Withdrawn

Item: 3

Description:

Contract extension for the Department's automated time and attendance system.

REQUEST FOR AUTHORIZATION
Automated Time and Attendance System Extension

Contract Cost	Funding Source	Contract Term	Procurement Method	Is Contract Retroactive?	Contract Type
Estimated \$1,319,893	Tax Levy	February 1, 2012 – January 31, 2013	Negotiated Services	No	Requirements
Vendor Name & Address		SumTotal Systems, Inc. 2850 NW 43 rd Street, Suite 200 Gainesville, Florida 32606			
Service Requestor/Contract Manager			Division of Contracts & Purchasing Contact		
William Mardenborough Administrator of Financial Security			James J. McBride Chief Administrator of Central Office Procurement		
Division of Financial Systems and Business Operations (FSBO)			Division of Contracts & Purchasing (DCP)		

STATEMENT OF PURPOSE

Authorization is requested to extend a contract with SumTotal Systems, Inc. (formally Cybershift, Inc.) that provides for an automated time and attendance system. The extension will commence on February 1, 2012.

DISCUSSION

The Department uses this time and attendance system for over 13,000 employees, including administrative non-pedagogical DOE employees, consultants and Welfare Empowerment Program (WEP) participants. The system records employee attendance, maintains leave balances, manages leave requests, allows for supervisor approvals, applies time-keeping rules to employees based on their specific job titles, and interfaces with DOE payroll systems.

The system is highly customized to support DOE and City regulations. Data from this system is sent directly to Payroll and it is critical that the process is correct and timely to ensure no interruptions to employees' paychecks. The system is vendor hosted, so configuring and managing associated hardware and software in a short span of time would be impractical.

This contract was originally awarded to Cybershift in 2002 and subsequently extended for 5 years in 2007. As part of the extension, the DOE negotiated lower rates and a more robust service level agreement. SumTotal Systems, Inc. purchased Cybershift after the 5-year extension. DOE is currently working with them to complete an assignment of the contract. The assignment should be completed prior to registration of this extension.

A replacement RFP (RFP R0916) was released in September, 2011 and proposals are currently being evaluated. A 1-year extension is needed to complete the procurement process and to allow for transition from the current vendor to a potentially new vendor.

SumTotal Systems has agreed to maintain the current contract pricing for the first 6 months of the extension and then to a 10% increase for the remaining 6 months. The Department can and will terminate this extension early if a new/replacement system is ready to go.

The Office of Vendor Research & Price Analysis conducted a background check and no significant adverse information was revealed. Consequently, SumTotal Systems is determined to be a responsible vendor. The vendor has provided excellent service for the past five years in the form of consultants, maintenance, and hosting services.

Item: 4

Description:

Assist the Office of Assessment Operations in the administration of the annual testing process used to determine student eligibility for the City's gifted and talented program.

REQUEST FOR AUTHORIZATION TO PROVIDE SUPPORTS FOR THE GIFTED AND TALENTED ASSESSMENT PROGRAM - #R0857

Estimated Annual/Total Contract Amount	Funding Source	Contract Term	Options	Estimated Annual Options Amount	Procurement Method	Is Contract Retroactive?	Contract Type
Year 1: \$2,090,535 Year 2: \$1,720,970 Year 3: \$1,649,436 / 3-Year: \$5,460,941	Tax Levy	Three Years	Two 1-Year Optional Extension Periods	\$1,649,436	Request for Proposals (RFP)	No	Requirements

Vendor Name & Address	NCS Pearson, Inc. 5601 Green Valley Drive Bloomington, Minnesota 55437
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Service Requestor/ Contract Manager	Division of Contracts & Purchasing Contact
Niket Mull Executive Director, Assessment Operations Division of Academics, Performance and Support (DAPS)	Paul Simms Procurement Analyst

STATEMENT OF PURPOSE

Authorization is requested to contract with NCS Pearson, Inc ("NCSP") to provide supports for the Gifted & Talented ("G&T") Assessment Program. NCSP will assist the DOE's Office of Assessment Operations in the administration of the annual testing process used to identify students for entry into the City's G&T programs. The contract term is three years, commencing on or about January 20, 2012, with two options to extend for one year each.

DISCUSSION

The G&T Assessment was established as a means for testing students who are likely to excel in one of the DOE's approximately 80 G&T programs, which serves about 20,000 K to Grade 5 students. The Division of Academics, Performance and Support (DAPS) does not have the necessary resources and expertise to fulfill the program needs, and must work in partnership with an external vendor to operate the program. The services were procured through a Request for Proposals (RFP) because it was necessary to assess the qualitative aspects of the assessments proposed, particularly the degree to which assessments are psychometrically valid and reliable for a specific age of students being tested.

The DOE conducted a survey of vendors, including some of the nation's most prominent providers of early childhood assessment services, as well as subscribers to the applicable DOE bidder's list. The survey was advertised in the NY City Record and the DOE web site. Nine vendors responded to the survey and feedback informed the specifications of the RFP.

The evaluation committee included representation from DAPS, Office of Assessment Operations, Office of Research and Policy Support and Queens borough office with collective expertise in early childhood assessment program management, test content, assessment research and psychometrics.

Only the NCSP (incumbent) proposal was received so the Division of Contracts and Purchasing (DCP) reached out to other potential vendors to find out why they didn't propose. Feedback suggested that some lacked off-the-shelf assessments that would be available for the 2011-12 school year. The RFP

sought off-the-shelf assessments as a minimum requirement, on the basis that these assessments would already be psychometrically reliable, thus requiring less time to become fully operational. Other vendors conceded that they either did not have resources or products required by the program, or that their assessments could not meet all the language requirements specified in the RFP. To increase accessibility, it was required that vendors provide translated versions of assessments and teacher directions in Spanish, Chinese (Traditional and Simplified), French, Haitian, Russian, Korean, Arabic, Bengali, and Urdu, as well as large print and Braille, with evidence that the translated version is psychometrically valid and reliable. Since no viable alternative proposals were available, the evaluation committee recommended the DOE negotiate with NCSP to obtain a suitable assessment program.

NCSP proposed a comprehensive G&T assessment program, based on two complementary assessments which will utilize the Otis-Lennon School Ability Test (OLSAT) and Naglieri Nonverbal Ability Test (NNAT). The DOE negotiated a price reduction of approximately 18% from NCSP's initial proposal. NCSP's Best and Final Offer (BAFO) additionally includes a newly developed breach test booklet for NNAT which was not in its initial proposal, as well as the establishment of an annual collaborative process through a psychometric committee which will include representation from the DOE. NCSP also agreed to conduct a comprehensive validity study to assess the appropriateness of NNAT for four year olds at no cost to the DOE.

DCP's Vendor Research and Price Analysis Unit (VRPA) examined the cost per student, which for the first year of the new contract is \$52.26 compared to \$50.21 in the first year of the prior contract. Using the Bureau of Labor Statistics Consumer Price Index (CPI), this 4.1% cost per student increase falls well below the CPI of 12.97% for November 2006 to November 2011. Therefore, based upon the combination of significant price reductions, service improvements and NCSP's commitment to enhance the current G&T program, the committee recommended award and VRPA determined pricing to be fair and reasonable.

NCSP will immediately begin the necessary development work for a new breach test, which was not included in the scope of the prior contract, to ensure this breach test will be available for the SY 2012-13 G&T administration. The estimated annual amount for each optional extension was based on the total price for Year 3, since estimated quantities are not expected to change beyond that period. The table below shows initial and BAFO pricing.

	INITIAL PRICE	BAFO PRICE
Year 1	\$2,217,201	\$2,090,535
Year 2	\$2,217,201	\$1,720,970
Year 3	\$2,217,201	\$1,649,436
Estimated Contract Amount	\$6,651,603	\$5,460,941

The Division of Contracts and Purchasing has reviewed the City's VENDEX files, its own procurement files and public records for NCSP. VENDEX reported advice of cautions related to NCSP and its subcontractor, which has since been resolved. The New York State (NYS) Attorney General is investigating whether the Pearson Foundation, NCSP's nonprofit affiliate, acted improperly to influence NYS Education officials by offering perks, including paying for oversea trips. NCSP's most recent NYS contract was awarded after the NYS Education Commissioner attended a conference that was underwritten by the Pearson Foundation, but the Commissioner has asserted that the trip was cleared by an ethics officer at the NYS Education Department. Also, in 2009, then Florida Education Commissioner, Eric Smith, traveled at the expense of the Pearson Foundation to a 10-day forum in Finland. Mr. Smith claims he was cleared by the department's general counsel. These matters however, do not rise to a significantly adverse level that would preclude award of the contract to NCSP.

Furthermore, DAPS has attested that NCSP has performed satisfactorily in the past. The vendor is therefore determined responsible.

Item: 5

Description:

Ongoing assistance to principals and assistant principals in the evaluation and discipline process for poorly performing tenured pedagogues and related support for school supervisors.

REQUEST FOR AUTHORIZATION
TO PROVIDE LABOR SUPPORT UNIT CONSULTANTS (RA #2)

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$105,000 / \$315,000	Tax Levy	Three Years	None	Request for Proposals (RFP)	No	Requirements

Vendor Name & Address	See list below.
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Service Requestor/Contract Manager	Division of Contracts and Purchasing Contact
David Brodsky Office of Labor Relations	Angela Edwards Division of Contracts and Purchasing

PURPOSE

Authorization is requested to contract with the vendors listed below to serve in the Labor Support Unit (LSU), which provides ongoing assistance to principals and assistant principals in the evaluation and discipline process for poorly performing tenured pedagogues and related support for school supervisors. This authorization will result in multiple requirements contracts. All of the contracts will be active for approximately three years, commencing on or around February 1, 2012 and terminating on or around January 31, 2015, for an estimated annual amount of \$105,000.

DISCUSSION

A Request for Bids (RFB) was not done and a Request for Proposals (RFP) was the preferred procurement method because the service requires the DOE to evaluate each proposing vendor's working knowledge of the discipline process for pedagogues and prior experience with supervising classroom instruction and improving underperforming pedagogues. This RFP is open-ended in that it allows candidates the opportunity to submit proposals upon receiving the required supervisory certification. Future RAs for these services will be submitted in batches as new providers are presented for award of contracts.

Contracts for these services are necessary because the DOE does not possess the personnel to perform them.

The RFP was divided into two components: (1) Labor Support Unit Consultants, and (2) Labor Support Unit Team Leader. Consultants are assigned to cases involving teachers and other pedagogues who have been rated unsatisfactory and they prepare documentation related to the underperforming personnel. The Team Leader acts as a liaison who offers support among the attorneys, Labor Support Consultants, and school administrators. Vendors are able to propose for either or both components.

Proposals are evaluated by a three-member committee drawn from the Teacher Performance Unit and the Office of Labor Relations. All members have experience working with the Labor Support Unit Consultants and have extensive knowledge of the teacher evaluation process delineated in the teachers' collective bargaining agreement, as well as the disciplinary process for tenured pedagogues. Proposals are scored using the following evaluation criteria for both LSU Consultant and Team Leader:

communication/interpersonal skills (50 points) and demonstrated effectiveness (50 points). Interviews with each proposer are also factored into their respective evaluation score. All proposers are required to have a supervisory certificate and submit a writing sample.

Nine proposals were previously received in response to this RFP and eight vendors were awarded pursuant to RA#1, all of whom already have contracts.

This RA recommends three proposing vendors for award. The recommended individuals clearly articulated their current experiences as an LSU consultant and demonstrated knowledge of the collective bargaining agreement. Each individual also has extensive experience as a school supervisor. A fourth proposer did not demonstrate a clear understanding of the roles of the position and it was determined that he was not a good fit for the role as a Labor Support Unit consultant. As a result he was not selected for award.

A vendor background review, including the Federal Debarment List and VCIP, revealed no significant adverse information. Therefore, the vendors have been determined to be responsible.

Awarded vendors will be compensated a daily rate of \$350 for seven consultant work hours or a pro-rated hourly rate of \$50. The fixed rate will remain in effect for the entire term of the contract. A recent analysis by DCP's Vendor Research and Price Analysis Unit compared the consultants' hourly rate of \$50 to the equivalent titles of full-time DOE Associate Staff and Education Analysts. The hourly rates for those titles range from \$48.77 to \$63.15 respectively, including fringe benefits. As the consultants' rates are either less than or fall within the salary range of equivalent titles, the rates have been determined to be fair and reasonable.

Although each consultant will be paid identical daily rates, the estimated annual amounts for the consultants vary, based on the anticipated distribution of assignments.

VENDOR	COMPONENTS	ESTIMATED ANNUAL AMOUNT
Wendy Weiss	1	\$30,000
Geraldine Burke	1	\$30,000
Myron Rock	1	\$45,000

Item: 6

Description:

Department wide language translation and interpretation services.

REQUEST FOR AUTHORIZATION TO PROVIDE TRANSLATION AND INTERPRETATION SERVICES - R0829

Estimated Annual/Total Contract Amount	Funding Source	Contract Term	Options	Estimated Options Amount	Procurement Method	Is Contract Retroactive?	Contract Type
\$2,300,203 / \$6,900,609	Tax Levy	Three Years	Two 1-Year Optional Extension Periods	\$4,600,406	Request for Proposals (RFP)	No	Requirements

Vendor Name & Address	Estimated Annual Amount	
thebigword, Inc. 20 Broad St. New York, NY 10005	Component 1 (Written Translation):	\$1,299,180
	Component 2 (Onsite Interpretation):	\$895,980
Language Line Services, Inc. 1 Lower Ragsdale Drive, Bldg. 2 Monterey, CA 93940	Component 3 (Over-the-phone Interpretation):	\$105,043

Service Requestor/Contract Manager	Division of Contracts and Purchasing Contact
Kleber Palma Director, Translation & Interpretation Unit Division of Family and Community Engagement (FACE)	Paul Simms Procurement Analyst Central Office Procurement

PURPOSE

Authorization is requested to contract with the above-listed vendors to assist the DOE's Translation and Interpretation Unit in providing department-wide translation and interpretation services. The contract term is for a base period of three years, commencing on or about March 1, 2012, with two options to extend for one year each.

DISCUSSION

The Chancellor established the Department's Translation and Interpretation Unit ("the Unit") to keep parents whose primary language is not English better informed about and involved in their children's education. The Unit's 30 translators provide translation services in nine mandated languages: Arabic, Bengali, Chinese, French, Haitian Creole, Korean, Russian, Spanish, and Urdu. However, the Unit's staff does not provide on-site and over-the-phone interpretation services; contracted vendors are required to help meet the demand for these services. In addition to the mandated languages, translation and interpretation into other languages are required on an as-needed basis.

A Request for Proposals (RFP) was issued because selection of service providers cannot be made based on price alone. Rather, it is necessary to assess the quantitative and qualitative aspects of responses, such as the strength of the vendor's resource network, turnaround time for the provision of on-site interpreters, and accuracy of written translations.

The services to be provided are defined in three components: Component 1 - written translation from English into the nine mandated languages (approximately 5.7 million vendor words annually), Component 2 - on-site interpretation from English into the nine main languages (approximately 11,500 vendor hours annually), and Component 3 - over-the-phone interpretation (approximately 126,000

vendor call minutes annually). Translation services will be provided primarily to the Unit, although they may be delivered directly to schools and other DOE offices; interpretation services will be provided directly to schools and other DOE offices. The Unit will coordinate all service delivery, serve as vendor liaison, and manage all aspects of over-the-phone translation services.

The RFP was advertised in the City Record and on the DOE web site. A notification of the solicitation was also distributed via e-mail to approximately 250 potential proposers on the DOE vendor portal's bid list for Translation and Interpretation service providers. Forty-nine proposals were received: 22 for Component 1, 15 for Component 2, and 12 for Component 3. A proposal from Reliable Interpretations & Translations did not meet the minimum requirements of the RFP because it addressed only Spanish translation. The vendor was notified in writing; no protest was received.

The evaluation committee consisted of an education relationship manager, school district associate, English Language Learner program specialist, director of elementary school enrollment and director of the translation and interpretation unit. The committee evaluated proposals based on the following criteria: Program Plan, Organizational Capacity, Demonstrated Effectiveness, and Price, with each criterion weighted at 25 percent.

The committee selected thebigword (TBW) for award for Components 1 and 2. Their BAFO offered the lowest overall price for all three components. The committee felt that TBW was well equipped to deliver services on the scale anticipated by the DOE. TBW has also demonstrated extensive experience with other government agencies, including some in the education field (i.e., State of Kansas and Iowa). TBW will establish a dedicated local project team for the DOE, including a large staff to enable fast turnaround times and address emergency requests.

Language Line (LL), an incumbent vendor, was selected for award of Component 3 based on its familiarity with the DOE's over-the-phone interpretation workflow, backed by comprehensive program plan and solid organizational resources to deliver and support the services. LL will also establish an incident tracking mechanism and a DOE-accessible system for reviewing, analyzing, and reporting interpreters' call data.

The estimated annual cost of approximately \$2.3 million is based on prior usage across three expiring contracts. The Division of Contracts & Purchasing (DCP) reviewed the budgets for TBW and LL. TBW's price was the lowest for all components and they are providing \$61,500 worth of in-kind services including online management information access licenses, materials and project management annually. As the lowest priced proposal for the awarded components, TBW's price has been determined to be fair and reasonable.

Even after a voluntary price concession that LL offered the DOE under its prior contract, its pricing for the new contract is still 7% lower. Further, Language Line's rates are less than the rates it charges the NYS Office of General Services for similar services (contract Period: August 10, 2007 through August 9, 2012). In light of the above, LL's pricing has been determined to be fair and reasonable.

DCP has reviewed the background for the above named vendors in Dun & Bradstreet, Vendor CIP Report, and EPLS – Fed Debar List. No significant adverse information was revealed so Language Line and thebigword were determined to be responsible. A review of VENDEX will be conducted once it has been entered into the Mayor's Office of Contract Services database. Any significant adverse information will be reported in an amended RA.

Tabulated below are the BAFO pricing which reflects the costs considered for selection, followed by a list of each proposer and its initial annual price. Pricing did not change until the BAFO round.

BAFO PRICING

	Component 1: Written Translation		Component 2: On-Site Interpretation		Component 3: Over-the-Phone Interpretation	
Rank	Annual Cost [based on per word rates]		Annual Cost [based on hourly rates]		Annual Cost [based on per minute rates]	
1	thebigword	\$895,980	thebigword	\$1,299,180	Language Line	\$105,042.50
2	Bruce International	\$930,420	Legal Interpreting	\$1,699,502	thebigword	\$92,440
3	Eriksen Translation	\$1,140,700	Interpreters Unlimited	\$1,533,500	Pacific Interpreters	\$111,600
4	aLanguage Bank	\$1,109,500				

Note: Annual costs are based on the sum of the extended prices for each language, which are calculated by multiplying the estimated quantities (words, hours, or minutes) for each language by its respective per new word, per hour, or per minute rate for each component. The rates for each language may vary.

INITIAL PRICING

Proposer / Vendor	Component 1	Component 2	Component 3
A Language Bank	\$ 1,109,500	\$ 2,012,500	\$ -
Able Innovations	\$ 1,051,920	\$ -	\$ -
Avantpage, Inc.	\$ 1,313,700	\$ -	\$ -
B&N Legal Interpreting, Inc.	\$ -	\$ 2,047,800	\$ -
Bilingual Professional Agency, Inc.	\$ -	\$ 1,766,100	\$ -
Bilinguals, Inc.	\$ 1,441,000	\$ 2,760,000	\$ 189,075
Bruce International, Inc.	\$ 958,340	\$ -	\$ -
Comsys	\$ 1,147,020	\$ -	\$ -
CP Language Institute, Inc.	\$ 1,152,800	\$ 1,805,000	\$ 189,075
CTS Language Link	\$ 1,232,800	\$ -	\$ 112,184
Eriksen Translations, Inc.	\$ 1,182,400	\$ 1,875,500	\$ -
Interpreters & Translators, Inc.	\$ 1,189,260	\$ -	\$ -
Interpreters Unlimited	\$ 1,082,140	\$ 1,635,470	\$ 117,615
Language "R" Us, Inc	\$ -	\$ 1,723,480	\$ -
Language Line Services	\$ 906,050	\$ -	\$ 105,042.50
Languages Translation Services	\$ 1,061,420	\$ 2,016,000	\$ 119,737
Legal Interpreting Services	\$ 1,305,580	\$ 1,699,502	\$ -
Lingualinx Language Solutions	\$ 1,236,480	\$ 1,783,975	\$ 158,825
LM Language Services	\$ 934,480	\$ 2,157,299	\$ -
Pacific Interpreters	\$ -	\$ -	\$ 113,445
Precision Language & Graphics (PLG)	\$ 1,077,920	\$ -	\$ -
Reliable Interpretations & Translations	Proposal did not meet RFP minimum qualifications.		
thebigword, Inc.	\$ 1,017,242	\$ 1,299,180	\$ 92,440
Transperfect	\$ 1,141,260	\$ 1,863,300	\$ 157,562
Trusted Translations, Inc.	\$ 914,400	\$ -	\$ 113,445
Trustforte Language Services	\$ 1,294,200	\$ 1,852,750	\$ 148,710

Item: 7

Description:

Professional development and direct student services for teaching elementary, middle and high school sciences.

**REQUEST FOR AUTHORIZATION FOR SCIENCE PROFESSIONAL DEVELOPMENT AND
DIRECT SERVICES TO STUDENTS AND PARENTS (MTAC#1C475) RA #7**

Estimated Annual / Total Contract Cost	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$30,000 / \$150,000	Various, including Tax Levy & Reimbursable Funds	Five Years	None	Multiple Task Award Contract	No	Requirements

Vendor Name & Address	Brooklyn Botanic Garden 1000 Washington Ave Brooklyn, NY 11225-1099	Awarded Component(s)
		1, 2

Service Requestor/Contract Manager	Division of Contracts and Purchasing Contact
Gregg Bethel Executive Director Office of School Programs & Partnerships Division of Academics, Performance and Support	Joy Gentolia Director, Instructional Service Procurement

PURPOSE

Authorization is requested to contract with the Brooklyn Botanic Garden (BBG) for professional development and direct student services in science. These services will be provided at the discretion of participating schools.

DISCUSSION

This is the seventh request for authorization that includes comprehensive professional development and direct services to students for various science programs in schools, central offices, and school support organizations throughout the city.

Vendors were asked to submit proposals for one or more of the following components:

- Component 1 – Professional Development Services in Science
- Component 2 – Direct Services to Students
- Component 3 – Direct Services to Parent Groups

Sessions in each of these components can vary in length, participant capacity, number of instructors, and subject.

An evaluation committee consisting of three school administrators within the Division of School Support and Instruction was established to ensure that the selected vendor will meet schools' needs. Proposals were scored based on the following criteria: program plan (25 points), demonstrated effectiveness (25 points), organizational capacity (25 points), and price (25 points). Awardees must demonstrate a strong capacity to provide services to schools and a clear understanding of how their services would be implemented.

Of 38 proposing vendors, 23 are under contract for these services.

BBG's professional development (PD) and direct student services (DSS) provide on-site, in-school, and community-based initiatives, including gardening and horticulture programs that help teachers and students develop their own school gardens and encourage plant study in the classroom. Teachers learn to guide students' experiments, field investigations, research projects, and long-term science study and explorations.

The Botanic Garden's PD programs offer science teachers of grades 6-12 a year-round series of three-to-six workshops at \$1,200 per six-hour session for up to 25 participants. The fee includes in-classroom modeling, guided tours of BBG's indoor and outdoor plant collections, hands-on horticultural activities, coaching of students' projects, and access to BBG's herbarium, science library, materials, and gardeners' resource center.

The Botanic Garden's DSS program is offered as a one- to 20-week series of weekly three-hour lessons at BBG or another field site for a class of up to 35 students at \$250 per session. Students are given a practical long-term project in which they learn scientific concepts, develop investigations skills, and make oral or written presentations of their work.

Previously awarded vendors' per-session rates for professional development services in science (Component 1) have averaged \$1,944 for six hours including 25 participants, and the rates for direct student services (Component 2) have averaged \$2,162 per three-hour session hosting 35 participants. BBG's pricing for Components 1 and 2 falls below these averages. Thus their pricing has been determined to be fair and reasonable.

The estimated annual contract amount for BBG is based on the average spend on previous contracts for similar services.

A background check of BBG, including the Excluded Parties List, the Uniform Commercial Code Lien Search, and the Vendor Watch List, revealed no significant adverse information. The vendor has thus been determined to be responsible.

Contracts for these services are necessary because the DOE does not possess the personnel required to provide them.

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

As a part of the MTAC process, all service requests over \$25,000 must go through a competitive process for procurement of services. Users will be required to create a scope of services and conduct a mini-solicitation process among the awarded vendors in their component areas. Vendors will be required to provide a statement of work and pricing based on their contracted services, which will be evaluated and scored by the user. Upon completion of this mini-solicitation process, schools will be able to secure services via a purchase order. This process is to ensure competition among the large number of vendors who have been awarded contracts as a result of this procurement. Future RAs for these services will be submitted in batches as new providers are presented for award of contracts.

Item: 8

Description:

Professional development for school leaders and teachers in instructional strategies, student-centered academic counseling services, sustainable leadership, quality teaching and student achievement.

REQUEST FOR AUTHORIZATION (RA #7) FOR PROFESSIONAL DEVELOPMENT FOR SCHOOL LEADERS AND TEACHERS (MTAC R0328)

Estimated Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$1,120,000 / \$5,600,000	Various	Five Years	None	Multiple Task Award Contract (MTAC)	No	Requirements

Vendor Names & Addresses	See table below.
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Service Requestor/Contract Manager	Division of Contracts and Purchasing Contact
Gregg Bethell Executive Director, School Programs & Partnerships Division of Academics, Performance & Support	Joy Gentolia Director, Instructional Services Procurement

PURPOSE

Authorization is requested to contract with the five vendors listed below for professional development for school leaders and teachers in instructional strategies, student-centered academic counseling services, and sustainable leadership. These programs will be provided at the discretion of each participating school and central offices.

DISCUSSION

Proposals were evaluated by a minimum of three members drawn from a pool of 15 evaluators whose previous experience has included both public and non-public school teaching and administrative positions, grant management, program administration, and evaluation. The evaluation criteria were: program plan (30 points), organizational capacity (30 points), pricing (25 points), and demonstrated effectiveness (15 points). Successful vendors were required to achieve a minimum score of 70 points.

Eighty-one proposals have been received in response to this solicitation and 55 were recommended for contract awards under six previous RAs. Forty-five already have contracts.

A workshop's session can vary in length, participant capacity, number of instructors, and subject. On average, sessions last five hours and include 30 participants. Of the five vendors recommended for award in this RA, three have per session rates higher than the average of \$2,430 for vendors with contracts. Two vendors' pricing is below the average per session rate.

New Teacher Center's (NTC) \$4,000 per session rate is higher than average, but NTC's data-driven and standards-based professional development is offered in six-hour sessions which can host up to 60 participants and use two instructors. Session pricing includes pre-planning meetings, assessment tools analysis, access to mentors, case studies, sample practitioner tools and strategies, and ongoing follow-up. Negotiations reduced their per session price by five percent from \$4,200 to \$4,000.

Learner-Centered Initiatives, Ltd. (LCI) provides professional development workshops to schools in seven-hour sessions that can host up to 25 participants and include planning meetings, needs assessment, one-on-one interactions, classroom observations, small-group facilitation sessions,

shadowing and peer review lessons, seminars, program evaluation, and ongoing follow-up. Negotiations reduced their per session rate by seven percent from \$4,100 to \$3,800 with teacher learning materials included in the final price.

McGraw-Hill's professional development workshops are one-day sessions that last six hours and can host up to 20 participants. Their pricing includes interactive webinars, online courses, and video workshops, in addition to whole-group presentations, coaching, and email support to foster professional growth. McGraw-Hill reduced their per session rate for on-site workshops by 25 percent from \$5,000 to \$3,750 per session.

Because NTC, LCI, and McGraw-Hill provide ongoing school support services beyond their basic workshops, and have reduced their original prices, DCP determined their pricing to be fair and reasonable.

Academy for Urban School and Center for Secondary School are new vendors. The estimated annual amount for award is based on the benchmark of \$90,000 per year, which is the average annual spend for new vendors contracted under this solicitation. The estimated annual amount for NTC, LCI, and McGraw-Hill is based on the average spend on previous contracts for similar services.

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

The background checks included VENDEX, the Uniform Commercial Code, Federal Tax Liens, and the Federal Excluded Parties List System. No significant adverse information was uncovered for the four vendors with contract values below \$1,000,000. Accordingly, they are found responsible.

In 2010, DCP examined an LCI invoice under a contract that had expired in 2009 and found significant discrepancies. Upon finding that LCI's billing rates were in excess of those listed in the expired contract, DCP stopped new payments to LCI. LCI was also found to be conducting business with DOE schools and invoicing for said services under another name, the Center for Study of Expertise. LCI eventually filed a Notice of Claim with the New York City Comptroller and, on advice of the New York City Law Department, a Stipulation Agreement was reached whereby the DOE would pay a portion of the money LCI claimed was due. The Stipulation Agreement further allowed LCI to receive contracts as long as it complied with DOE's procurement policy and procedures, provides satisfactory services, and complied with DOE audit requests. Thus, LCI has been determined to be responsible.

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

As a part of the MTAC process, all service requests over \$25,000 must go through a competitive process for procurement of services. Users will be required to create a scope of services and conduct a mini-solicitation process among the awarded vendors in their component areas. Vendors will be required to provide a statement of work and pricing based on their contracted services, which will be evaluated and scored by the user. Upon completion of this mini-solicitation process, schools will be able to secure services via purchase order. This process is to ensure competition among the large number of vendors who have been awarded contracts as a result of this procurement. Future RAs for these services will be submitted in batches as new providers are presented for award of contracts.

Vendor Name and Address	Estimated Annual / Total Contract Amount
Academy for Urban School (AUSL) 3400 North Austin Avenue, #120, Chicago, IL 60634	\$90,000 / \$450,000
Center for Secondary School (CSSR) 621 Wakefield Street, West Warwick, RI 02893	\$90,000 / \$450,000
Learner-Centered Initiatives, Ltd. 249-02 Jericho Turnpike, Suite 203, Floral Park, NY 11001	\$700,000 / \$3,500,000
The McGraw-Hill Companies, Inc. 1221 Avenue of the Americas, New York, NY 10020	\$120,000 / \$600,000
New Teacher Center 725 Front Street, Suite 400, Santa Cruz, CA 95060	\$120,000 / \$600,000

Item: 9

Description:

Professional development services in special education and teacher training.

**REQUEST FOR AUTHORIZATION FOR SPECIAL EDUCATION
PROFESSIONAL DEVELOPMENT SERVICES RA#8**

Estimated Annual/ Contract Cost	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$30,000 /\$60,000	Various including Tax levy & Reimbursable funds	Two Years	None	Multiple Task Award Contract (MTAC)	No	Requirements

Vendor Name & Address	Awarded Component(s)
Manhattan New Music Project 303 West 42nd Street, Ste. 614 New York, NY 10036	1

Service Requestor	Division of Contracts and Purchasing Contact
Loren Bohlen Deputy Director, Special Education Division of Students with Disabilities and ELLs	Aldrina Hazell, Procurement Analyst

PURPOSE

Authorization is requested to contract with Manhattan New Music Project (MNMP) to provide special education professional development services systemwide.

DISCUSSION

MNMP proposed to offer programs focused on a standards based program designed to provide an arts curriculum for teachers working with students with autism. The curriculum for this program is developed in partnership with experts from NYU's Center for Music therapy, Autism Speaks and the National Alliance for Autism Research.

Vendors submitting proposals for like MTACs were asked to submit proposals for one or more of the following components:

- Component 1 – Professional Development Services in Special Education
- Component 2 – Consultation Services

Proposals were scored based on the following criteria: program plan (25 points), demonstrated effectiveness (25 points), organizational capacity (25 points), and price (25 points). The evaluation committee consisted of three former teachers who are currently school administrators with the Division of Students with Disabilities and English Language Learners. The proposed awardee demonstrated a strong capacity to provide services to schools and a clear understanding of how their services would be implemented.

Of 26 proposing vendors, 25 are under contract for these services.

MNMP's rate is \$32 per participant per 6 hour session with 40 participants. MNMP's pricing for professional development falls below the average for like services. Thus their pricing has been determined to be fair and reasonable.

MNMP's estimated annual contract amount is the minimum estimated amount of \$30,000 for a requirements contract because this vendor does not have a history of providing special education professional development or related services to schools or central offices.

A background check of MNMP, including the Excluded Parties List, the Uniform Commercial Code Lien Search, and the Vendor Watch List, revealed no adverse information. The vendor has thus been determined to be responsible.

Contracts for these services are necessary because the DOE does not possess the personnel required to provide them.

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

As a part of the MTAC process, all service requests over \$25,000 must go through a competitive process for procurement of services. Users will be required to create a scope of services and conduct a mini-solicitation process among the awarded vendors in their component areas. Vendors will be required to provide a statement of work and pricing based on their contracted services, which will be evaluated and scored by the user. Upon completion of this mini-solicitation process, schools will be able to secure services via a purchase order. This process is to ensure competition among the large number of vendors who have been awarded contracts as a result of this procurement. Future RAs for these services will be submitted in batches as new providers are presented for award of contracts.

Item: 10

Description:

Evaluation services for the Telling America's Story: Traditional American History through Arts and Artifacts program in support of a Teaching American History Grant for Districts 8, 11, and 12.

REQUEST FOR AUTHORIZATION FOR EVALUATION SERVICES FOR TELLING AMERICA'S STORY: TRADITIONAL AMERICAN HISTORY THROUGH ARTS AND ARTIFACTS IN SUPPORT OF A TEACHING AMERICAN HISTORY GRANT

Annual/Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$30,000 / \$60,000	USDOE	Two Years (7/1/11-6/30/13)	None	Vendor Named in Grant Per Section 1-03(b) of DOE Procurement Policy & Procedures	Yes	Full Value
Vendor Name & Address	Houck Educational Consultants, LLC 305 West 86 th Street New York, NY 10024 Attention: Tina Houck					

Service Requestor/Contract Manager	Division of Contracts & Purchasing Contact
Jessica Kaplan Senior Director of Strategic Planning	Sophia Hargraves Procurement Analyst

PURPOSE

Authorization is requested to contract with Houck Educational Consultants (HEC) to provide evaluation services for the *Telling America's Story: Traditional American History through Arts and Artifacts* program in support of a Teaching American History Grant for Districts 8, 11, and 12.

DISCUSSION

The *Telling America's Story: Traditional American History Through Art and Artifacts* (TASTAHTAA) program focuses on building content knowledge and teaching skills in American history for targeted elementary and middle school teachers who are poorly prepared to teach American History. These teachers are from Title I Schools In Need of Improvement (SINI) in Districts 8, 11, and 12, which have been designated as Districts In Need of Improvement (DINI). HEC will develop evaluation instruments, monitor program implementation, and administer pre- and post-program assessments to participating teachers in American history content knowledge. HEC will also conduct classroom observations, implement focus groups, and measure post-session evaluation forms from program participants and staff. Evaluations will be conducted on site, at program activities, at participants' schools, and over the Internet.

The program and grant started in 2008 through a previous contract. This contract allows for continuation of the program for the last two years of a five-year grant. This contract is retroactive because the Grant Award Notification (GAN) from the U.S. Department of Education was not received until September 2011. Once notification was received, the funds were allocated to develop a scope of work for years 4 and 5 of the grant.

The grantor's program is a Teaching American History Grant. A contract for these services is necessary because the contract is funded by a grant, and the grant award specifically named this vendor for the amount stated above. To have the services provided by another party would be contrary to the grant.

The contract manager's office has experience with the vendor providing these services and confirms that they performed satisfactorily. DCP reviewed information regarding the vendor's background in the VENDEX system and found no significant adverse information. The vendor has thus been determined to be responsible.

Pricing for the contracted services was established by the grantor in the grant award.

Item: 11

Description:

Library and reference materials for use in public and non-public schools.

REQUEST FOR AUTHORIZATION
TO PROVIDE PUBLISHED AND COPYRIGHTED LIBRARY AND REFERENCE MATERIALS

Estimated Annual / Total Contract Amount	Funding Source	Contract Term	Options	Procurement Method	Is Contract Retroactive?	Contract Type
\$940,000 / \$2,820,000	Reimbursable, Tax Levy, City Council	Three Years	None	Listing Application	No	Requirements

Vendor Name & Address	Sussman Sales 250 East 54 th Street, Suite 8B New York, NY 10022
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Service Requestor / Contract Manager:	Division of Contracts and Purchasing Contact
Jennifer Davilla Director, Instructional Materials Unit	Susan Dick-McKeon Chief Administrator, School Based Procurements

PURPOSE

Authorization is requested to contract with the above-referenced vendor to provide published and copyrighted library and reference materials to all public and participating non-public schools.

DISCUSSION

Sussman Sales is the reseller of various publisher lines such as IBS, Artscroll, Hachai, and Feldheim publications. These publication lines cannot be obtained through any other vendors because Sussman Sales has exclusive authority to resell them. The library and reference materials published by these vendors primarily support the needs of non-public schools. Because these materials cannot be purchased in the open market, a competitive sealed bid process is impractical.

The vendor has stated in writing that no other institution, agency, school district, municipality, or organization will receive better pricing than that being offered to the DOE. As such, pricing for these materials has been determined to be fair and reasonable.

A comprehensive background check revealed that an investigation was conducted by the Special Commissioner of Investigations (SCI) indicating that Sussman Sales was working as a subcontractor to Socratic Learning Incorporated. During that time Sussman was distributing computers to schools and students in violation of Socratic's contract with the DOE. However, SCI found that the distribution was done by Sussman Sales at the behest of Socratic Inc., and concluded that no recommendations regarding Sussman were warranted. The background check also revealed that Sussman failed to update their VENDEX questionnaire to include this investigation, which the firm has since done. In view of over 40 years of satisfactory service and despite the matters listed above, Sussman has been determined to be responsible.

The estimated contract amount is based on prior expenditures under the vendor's previous contract.

Item: 12

Description:

Add-on item. Assist in the development and implementation of the School of One.

REQUEST FOR AUTHORIZATION

New Classrooms to assist in the development and implementation of the School of One

Contract Cost	Funding Source	Contract Term	Procurement Method	Is Contract Retroactive?	Contract Type
\$0.00	N/A	Three Years	RFP	No	Concession
Vendor Name & Address		New Classrooms Innovation Partners 1250 Broadway, 30 th Floor New York, NY 10001			
Service Requestor/Contract Manager			Division of Contracts & Purchasing Contact		
Tres Watson Executive Director, InnovateNYC			James McBride, Chief Administrator		
Office of Innovation			Central Office Procurement, Division of Contracts & Purchasing		

STATEMENT OF PURPOSE

Authorization is requested to contract with New Classrooms Innovation Partners (New Classrooms) to assist in the development and implementation of the School of One at no cost to DOE. This three-year contract is estimated to commence on or about March 1, 2012.

DISCUSSION

The School of One provides a way to tailor instruction to an individual student, using whatever teaching modality is most appropriate for that student. Assessment of the student's progress is made daily and both the material and its pacing is adjusted accordingly. Unlike the traditional school room in which a single teacher lectures a large group of students, the School of One allows each student to learn as part of a group or individually, using whatever combination of computers, books, or face to face instruction produces the most effective results.

Under the direction of and in collaboration with DOE, New Classrooms will develop a scalable program for the School of One. In connection with this collaboration, the DOE is granting a non-exclusive license to New Classrooms to the DOE's existing software and related intellectual property for the School of One program. At the end of agreement term, New Classrooms will deliver a fully functioning system that has the capacity to be scaled to a minimum of 50 schools. The system will include a recommended technology platform, suggested learning content, and algorithms for personalizing the learning experience for each student. The work will be done at no cost to the DOE for the three years. Joint ownership or a royalty free, perpetual, non-exclusive license to the platform will be granted to DOE for use in NYC schools.

New Classrooms will work with students, teachers, and parents to explain the concept of the program, prepare learning content and physical classroom space, identify required skill sets and develop the tools to teach and build those skills, develop a database to capture and store all data related to the program, and offer field support staff dedicated to supporting and managing the program on-site at the schools.

DOE has received funding from the Federal Investing in Innovation (i3) grant, which, in combination with private funding, provides funds to develop the School of One in four schools. New Classrooms will not receive these funds, rather they will be applied to cover DOE costs associated with the program.

A request for proposals (RFP #R0917) was issued in September 2011 and was advertised in the City Record and on the DOE website. The RFP had two components and vendors were asked to submit proposals for one or both components. For Component One, vendors were asked to submit proposals for the opportunity to develop the School of One for four i3 schools. For Component Two, vendors were asked for proposals to develop a completely novel program that conformed to the functional objectives of the School of One as defined by DOE, but that did not require compliance with i3 regulations.

While several vendors expressed interest and attended the pre-proposal conference, only one proposal was received, and that proposal was for Component One of the RFP. Vendors we spoke with either balked at the requirement that they work at no cost to DOE and/or did not wish to provide content that they would need to obtain from other parties, especially as some of the other parties might be competitors.

The proposal was reviewed by an evaluation committee that consisted of a senior director from the Office of Innovation, a teacher, and a middle-school principal. They were assisted by IT staff, who reviewed the proposed technology. The evaluation criteria were as follows: Program Plan (50 percent), Organizational Capacity (30 Percent) and Experience (20 percent).

While New Classrooms is a relatively new company, having filed as a corporation only in June 2011, the committee felt that the collective experience and knowledge represented by the proposed team compensated for the youth of the company. All team members have extensive experience in the education sector and many have worked with DOE and with prototypes of the School of One. New Classrooms stated that they have \$7.5 million in grant and philanthropic funds to devote to this project. In addition to those funds, they claimed \$15 million in pending philanthropic commitments and project earnings of an additional \$4 million in fees for work with other clients.

After reviewing the proposal and the qualifications of the company, the committee determined that New Classrooms adequately responded to the requirements set forth in the RFP and recommended New Classrooms for award.

Former DOE employee Joel Rose, now the Chief Executive Officer of New Classrooms, recused himself from the entire RFP process, and has been, and will continue to be, recused in all aspects of the negotiation, administration and performance of the contract between the DOE and New Classrooms for the entire length of the contract. New Classrooms created a management structure to fulfill its obligations to DOE under the contract, without the participation of Joel Rose. The New Classrooms New York City Program Executive will be responsible for program design and development required under the contract. The New Classrooms New York City Director will be responsible for all business and financial decisions, compliance, and implementation of the contract. The New Classrooms Board Chair will be responsible for oversight and will have ultimate decision-making authority. Mr.

Rose has written to the New York City Conflicts of Interest Board and documented his recusals, and requested further advice from the Board. Mr. Rose has stated he will follow any additional advice the Conflicts Board gives him to ensure he is in full compliance with the requirements of the New York City Conflicts of Interest Law.

The Division of Contracts and Purchasing has reviewed the City's VENDEX and Federal Debar List. No significant adverse information was revealed. Consequently, New Classrooms is determined a responsible vendor.