

COMPASS

School-Based Elementary Programs
and
Center-Based or Non-Public School
Elementary Programs

NYC Department of Youth and Community Development

Pre-Proposal Conference

January 26, 2015 and February 4, 2015

Agenda

- Welcome and Timeline
- Pre-Qualifying and Proposal Submission
- Program Expectations
- Question and Answer Session

Timeline

- Proposal Due Date: February 27, 2015 at 2pm
- Award Announcement: Early Spring
- Contract Term: July 1, 2015 to August 31, 2018
- Program Start Date: September 1, 2015
- Questions: RFPquestions@dycd.nyc.gov
- Must be received by February 20, 2015

Evaluation Criteria

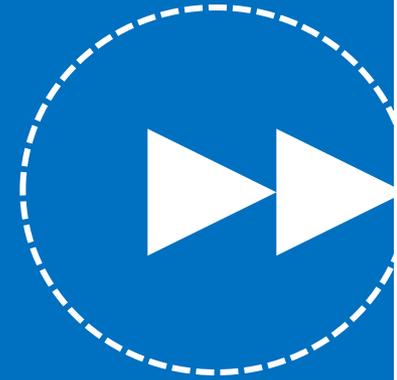
Points	Category
20	Organizational Experience
20	Staffing
15	School Partnership/Center-Based Expectations
40	Program Design
5	Budget Management

HHS ACCELERATOR

Pre-Proposal Conference

2015

Office of the Mayor



**SPEEDING
PROCUREMENT
& INNOVATION**

NYC[®]
HHS Accelerator

HHS Accelerator System Overview: Introduction

- The HHS Accelerator System was launched to simplify and improve the competitive contract and financial management processes for health and human services providers.
- Agencies publish all Request for Proposals (RFP) Documents in the HHS Accelerator System.
- Prequalified providers approved for relevant Services are “Eligible to Propose” and can submit after RFPs are released.
- **Providers must submit proposals through the HHS Accelerator System by the proposal due date and time.**
- All questions about the HHS Accelerator System should be directed to info@hhsaccelerator.nyc.gov.



Using the Procurement Roadmap: Accessing RFP Documents

Modify view of Procurements by either column header or using **Filter Items** button.

The screenshot shows the NYC Procurement Roadmap interface. At the top, there are navigation tabs for Organization Information, Document Vault, Applications, Procurements (selected), and Financials. Below the tabs, there's a welcome message and a search bar. The main content area is titled "Procurement Roadmap" and includes a brief description of the tool. Below the description, there are buttons for "Filter Items", "Save Updates to Provider Favorites", and "Display Provider Favorites Only". A table of procurement items is displayed with the following columns: Provider Favorites, Procurement Title, Agency, Procurement Status, Provider Status, Release Date, Proposal Due Date, and Contract Date. The table contains several rows of procurement items, including "NDA - Support Services for Seniors", "NDA - Opportunity Youth: Supported Work Experience", "NDA - Adult Literacy", "SONYC Programs: Non-Public School Sites", "Immigrant Services ESOL/Civics", "Mayor's Youth Leadership Council", and "Community Schools".

Provider Favorites	Procurement Title	Agency	Procurement Status	Provider Status	Release Date	Proposal Due Date	Contract Date
<input type="checkbox"/>	NDA - Support Services for Seniors	DYCD	Proposals Received	Did Not Propose	09/05/2014	11/10/2014	07/01/2015
<input type="checkbox"/>	NDA - Opportunity Youth: Supported Work Experience	DYCD	Proposals Received	Did Not Propose	09/05/2014	11/10/2014	07/01/2015
<input type="checkbox"/>	NDA - Adult Literacy	DYCD	Proposals Received	Did Not Propose	09/05/2014	11/10/2014	07/01/2015
<input checked="" type="checkbox"/>	SONYC Programs: Non-Public School Sites	DYCD	Proposals Received	Did Not Propose	09/22/2014	12/01/2014	02/01/2015
<input type="checkbox"/>	Immigrant Services ESOL/Civics	DYCD	Released	Draft	12/22/2014	02/03/2015	07/01/2015
<input type="checkbox"/>	Mayor's Youth Leadership Council	DYCD	Released	Eligible to Propose	12/29/2014	02/17/2015	07/01/2015
<input type="checkbox"/>	Community Schools	DYCD	Planned	Eligible to Propose	01/21/2015	02/24/2015	05/01/2015

Click **Procurement Title** links to display details and access additional screens

Find RFP Documents in the **Procurements** module.

Use **Filter Items**, select Department of Youth and Community Development from the Agency menu, and click **Filter** **OR** use column headers to sort and then click **Next** to move to other pages.

Your **Procurement Status** should indicate "**Eligible to Propose**"



Respond to RFPs: Proposal Submission

The screenshot shows the NYC HHS Accelerator Procurement Summary page. The top navigation bar includes 'Organization Information', 'Document Vault', 'Applications', 'Procurements', and 'Financials'. The 'Procurements' tab is active. The page title is 'Procurement: DYCD Procurement Title'. Below the title are four buttons: 'Procurement Summary', 'Services and Providers', 'RFP Documents', and 'Proposal Summary' (highlighted in green). The 'Proposal Summary' section contains a green message: 'You're eligible to submit a proposal to this RFP. Use the section below to manage your Proposal(s)'. Below this is an 'Add New Proposal' button and a 'Proposal Due Date : 01/01/2020 02:00 PM'. A table with columns 'Proposal Title', 'Competition Pool', 'Status', 'Last Modified', 'Last Modified By', and 'Actions' is shown, with the message 'No Proposals have been added.' below it.

- 1 **Proposal Summary**
Click “Add New Proposal” to begin your response to the RFP.



Respond to RFPs: Proposal Submission, cont'd

Procurement: DYCD Procurement [Exit Procurement](#)

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

Proposal Details Proposal Documents Submit Proposal Proposal Status: Draft

Proposal Details: Untitled Proposal [Proposal Summary](#) ?

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

Basic Information

* Proposal Title:

* Competition Pool:

Provider Contact

* Select a member from your organization:

Name:

Office Title:

Email Address:

Phone:

Service Unit

* Total Funding Request(\$):

Questions

* What is the School District in which the program will be located?

* What is the DBN of the proposed host school?

* What is the total number of participants you are proposing to serve annually?

* For how many students with special needs have you claimed a higher price per slot?

* What is the amount per slot you have claimed for students with special needs?

Service Site Information

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

[+ Add Site](#)

Site Name	Address 1	Address 2	City	State	Zip Code	Action
No sites have been entered...						

[Save](#) [Save & Next](#)

2 Add Proposal Details

Enter all required information in each section, including Basic Information, Competition Pool, Provider Contact, Service Units and Questions Sections.

3 Add Site

Click **“+Add Site”** to enter the location where your program will be implemented. A pop-up window will appear. Complete all fields and save.

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



Respond to RFPs: Proposal Submission, cont'd

Procurement: DYCD Procurement [Exit Procurement](#)

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

Proposal Details **Proposal Documents** Submit Proposal Proposal Status: Draft

Proposal Documents: My Proposal [Proposal Summary](#) ?

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

Required Documents

Document Name	Document Type	Status	Last Modified	Last Modified By	Actions
My Completed Proposal	Proposal	Complete	01/01/2020	My Name	I need to...
Budget	Budget	Not Started			
Community Linkages and Partnerships	Community Linkages and Partnerships	Not Started			
Doing Business Data Form	Doing Business Data Form	Not Started			
Organizational Chart	Organizational Chart	Not Started			

Optional Documents

Document Name	Document Type	Status
Key Staff - Resume	Key Staff - Resume	Not Started

[Back](#) [Next](#)

All Required Documents must be uploaded before the system allows you to submit. Note status of documents. Missing documents will have a status of "Not Started"

4

Upload Documents

Upload all required documents, using the "Actions" drop down list by selecting "Upload Document" or "Select Document from Vault."

Review Proposal Submission Instructions and any additional guidelines included on templates and forms.

Submit Proposal: My Proposal [Proposal Summary](#) ?

Please review the terms and conditions and the checkboxes below, and enter your User Name and Password to submit your organization's Proposal.

HHS ACCELERATOR

Terms & Conditions: Submitting an application and doing business with the City.

By submitting your application for business review to solicit a contract with the City of New York through HHS Accelerator, and each time the bidder or proposer (hereinafter "bidder/proposer") submits documents to HHS Accelerator if prequalified, the bidder/proposer agrees to be bound by these Terms and Conditions, the Term and Conditions governing the bidder/proposer's access to the HHS Accelerator Document Vault, and any other [Terms and Conditions](#) issued by the HHS Accelerator Director governing the use of HHS Accelerator. Upon submission of your documents, each bidder/proposer and each person signing on behalf of any bidder/proposer, in the form of an e-signature, certifies that it has the authority to bind its organization to these Terms and Conditions and to any contract for which the bidder/proposer submits a proposal, under penalty of perjury. In the case of a joint bid, each party thereto certifies as to its own organization that it has the authority to bind its organization to these Terms and Conditions and to any contract for which the bidder/proposer submits a proposal, under penalty of perjury.

I. USE OF DOCUMENTS

Only persons and entities that are prequalified by the HHS Accelerator Director are entitled to submit proposals or applications for contracts with the City through HHS Accelerator. Through HHS Accelerator, the bidder/proposer is submitting documents and information regarding its ability

I have read the Terms and Conditions and have reviewed the [Standard Contract](#) and [Appendix A - General Provisions Contracts for Consultants, Profession, Technical, Human and Client Services](#).

I acknowledge that I have reviewed the documents in the RFP Documents tab, including all Addenda to this Solicitation, if applicable.

Compliance with Iran Divestment Act - Pursuant to General Municipal Law §103-9, which generally prohibits the City from entering into contracts with persons engaged in investment activities in the energy sector of Iran, the proposer submits the following certification: By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law.

User Name:

Password:

[Submit Proposal](#)

5

Submit Proposal

Check all boxes, enter your Login email and password, then click "Submit Proposal"



Respond to RFPs: View/Edit Proposal

The screenshot shows the NYC HHS Accelerator Procurement portal. The user is logged in as William Doe, Health Care Provider. The current procurement is 'PROV - Children's First'. The 'Proposal Summary' tab is selected. The procurement status is 'Released' and the provider status is 'Submitted Proposal'. A table lists the submitted proposal 'Brooklyn Center Proposal' with a status of 'Submitted', last modified on 10/17/2013 by William Doe. The 'Actions' dropdown menu is open, showing options: 'I need to...', 'View Proposal Details', 'View Proposal Documents', and 'Retract Proposal'. A green circle with the number '9' highlights the 'Actions' column header.

Proposal Title	Evaluation Score	Rank	Status	Last Modified	Last Modified By	Actions
Brooklyn Center Proposal			Submitted	10/17/2013	William Doe	I need to... I need to... View Proposal Details View Proposal Documents Retract Proposal

6 View/Edit Proposal
After submission, you may use the Actions drop down to view your proposal or make changes.

If you want to make updates to your proposal, you can retract a proposal before the Proposal Due Date.

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

Resources for Providers: Guides, Videos, Help Desk and Training

User resources are available online and/or in the Accelerator System, including User Guides, Frequently Asked Questions and videos. Webinars and in-person training are also available.

The screenshot shows the NYC HHS Accelerator website homepage. At the top left is the NYC HHS Accelerator logo. A search bar is located at the top right. Below the logo are navigation links: Home, About HHS Accelerator, Document Vault, Application, NYC Procurement Roadmap, Data Project, Trainings, Resources and FAQ, and Contact HHS Accelerator. The main content area features a central image of a computer monitor displaying the login page. To the right of the monitor are four colored buttons: 'Create Account' (green), 'Store and Share Documents' (purple), 'View Contracting Opportunities' (blue), and 'Complete Applications & Respond to RFPs' (orange). Below the monitor, there is a 'WELCOME TO HHS ACCELERATOR' section with introductory text and a 'Log in to HHS Accelerator' button. A 'Quick Links' section is also present, listing various services like Mayor's Office of Contract Services, Nonprofit Management Resources & Training, and more.

This block contains a series of overlapping screenshots from the NYC HHS Accelerator system. The top-most screenshot shows the 'Submitting the HHS Accelerator Application' page with the NYC HHS Accelerator logo. Below it, other screenshots show the 'Account Request' process, including a 'Please enter the letters' step, a 'Once your request is approved' step, and a 'Once successfully created account' step. The bottom-most screenshot shows a confirmation message: 'Now that you have successfully created a NYC.ID, you may request an HHS Accelerator Account.'

Register for training and access help materials at
www.nyc.gov/hhsaccelerator



COMPASS

NYC

THE COMPREHENSIVE AFTER SCHOOL SYSTEM OF NEW YORK CITY

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

Mayor Bill De Blasio

COMPASS MISSION



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

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

Overview

- Mayor de Blasio and his administration increased commitment and funding
- OST changed to COMPASS in 2014, revitalizing NYC's contribution to building large-scale afterschool systems
- COMPASS has integrated the best of OST while preparing for an unprecedented expansion of middle school programming
- COMPASS is projected to serve 85,000 youth with a budget of \$247.3 million that support 800 programs
- New branding and advertising campaign to promote programs

Elementary School

Program Expectations

Goals

- **Goal 1:** Foster academic, social and emotional competencies and physical well-being in a safe and nurturing environment
- **Goal 2:** Provide opportunities for youth to explore interests and creativity
- **Goal 3:** Build skills that support academic achievement and raise participant expectations and confidence
- **Goal 4:** Cultivate youth leadership and community engagement
- **Goal 5:** Engage families in support of the above goals

RFPs and Eligibility

- COMPASS School-Based Elementary Programs
 - Competition: List of Eligible Schools
- COMPASS Center-Based or Non-Public School Elementary Programs
 - Competition: List of Eligible Community Districts

School Partnership

School-Based Programs

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

School Partnership

Center-Based Programs

- Productive relationships with the neighborhood schools for participant recruitment and retention
- Align program activities with NYS learning standards and learning goals of school partners
- Collaborate with neighborhood school principals to enroll harder-to-recruit participants
- Work with neighborhood schools for the purpose of communication with and outreach to families

Program Design

Required Hours/Scheduling

- 670 hours of service
 - 540 hours during school year
3 hours per day, Monday-Friday
 - 130 hours during 13 school closing days
10 hours per day
- 670 hours of service for a **\$2,112 price per participant (PPP)**
- **Higher PPP** considered for participants with **special needs** – including emotional, behavioral, and cognitive impairments
- **Holiday Programming:** strongly recommended over the winter and spring breaks

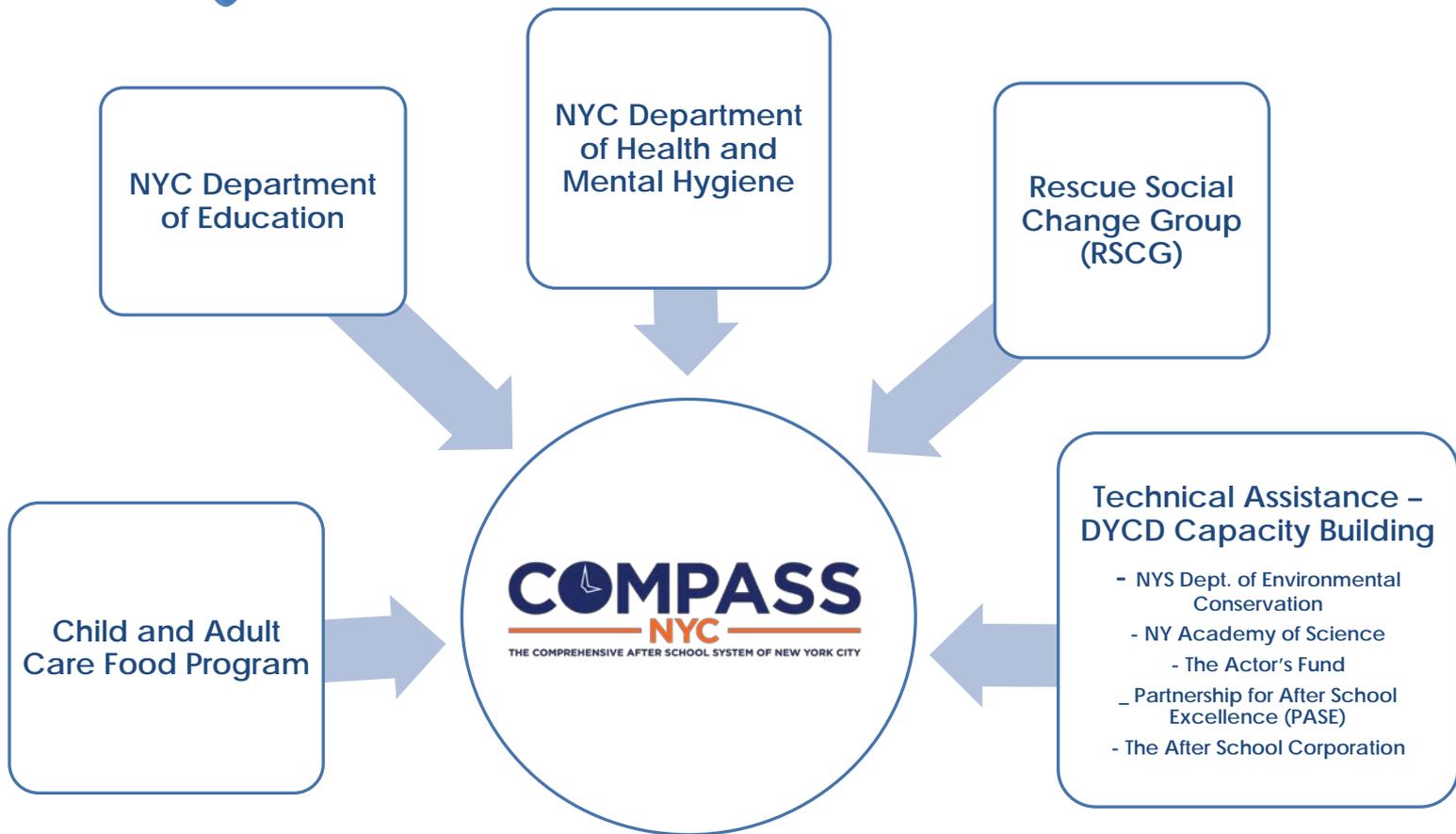
Activities

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

Key Staffing

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

External Partnerships and Collaborations



Department of Education Overview

Chancellor Fariña's Priorities

- Nurturing Literacy and a "Love For Reading"
 - Independent Reading
 - Book Clubs
 - Reading Tutoring
- Arts
- Mentoring
- Cultural activities
- Choice/engagement

Centrally Covered Costs

Public School-Based Only

- Fingerprinting
- Snacks
- Security
- Nursing
- Facilities

Connect Learning Opportunities between Afterschool and School Day

- Opportunity to infuse academics with afterschool activities aligned to NYS Common Core Standards
http://www.p12.nysed.gov/ciai/common_core_standards/
- Concentrate on youth engagement strategies to ensure fun as well as learning
- Leveraging hands-on afterschool activities to further reinforce literacy, STEM and Arts

Principles for Effective Partnerships: Planning

- Plan together from the Start
- Clarify the Vision
- Take Time to Get to Know One Another
- Involve Parents as Partners
- Clarify Roles and Responsibilities
- Be Strategic

Principles for Effective Partnerships: Programming

- Set Ground Rules
- Start Small and Build Gradually
- Share Decision-Making
- Prepare Team Members to Work Together
- Stay Focused
- Keep Tending the Relationships

Questions?

- **DYCD RFP:** RFPquestions@dycd.nyc.gov
- **DOE General:** MSafterschools@schools.nyc.gov