

**CITY OF NEWBURGH
NEW YORK**



REQUEST FOR PROPOSALS
FOR
AFTER SCHOOL PROGRAMS
FUNDED THROUGH THE
21ST CENTURY COMMUNITY
LEARNING CENTER PROGRAM GRANT

RFP RESPONSE DEADLINE:
3:00 P.M., LOCAL TIME, TUESDAY, AUGUST 14, 2012

CHERYL A. GROSS
CITY COMPTROLLER

CITY OF NEWBURGH
COMPTROLLER'S OFFICE
83 BROADWAY – 4TH FLOOR
NEWBURGH, NY 12550
(845) 569-7316

RFP ISSUE DATE: WEDNESDAY, AUGUST 1, 2012

REQUEST FOR PROPOSALS
AFTER SCHOOL PROGRAMS UNDER THE 21ST CENTURY COMMUNITY LEARNING CENTER PROGRAM
CITY OF NEWBURGH, NEW YORK

NOTICE

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FOR
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CITY OF NEWBURGH, NEW YORK

Request for Proposals (RFP) will be received by the City Comptroller in her office at City Hall, 83 Broadway, 4th floor, Newburgh, New York until 3:00 p.m., local time, Tuesday, August 14, 2012 for after school programs designed to benefit and serve students actively enrolled in such for the 2012-2013 program year funded by the 21st Century Community Learning Center (CCLC) Program.

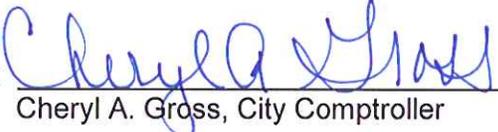
Copies of the RFP may be obtained at the City Comptroller's Office in City Hall or by contacting the Comptroller's Administrative Assistant, Elizabeth Garrison, via email at egarrison@cityofnewburgh-ny.gov or by telephone at (845) 569-7316. If requesting the RFP by email, Vendors must provide their complete contact information including physical address, telephone and facsimile numbers and contact person. Same shall be requested if picking up copy of RFP or when contacting office by phone.

Responders are required to execute a Non-Collusive Bidding Certification pursuant to Section 103d of the General Municipal Law of the State of New York. Responses to this RFP shall be delivered to the City Comptroller by hand, mail or other courier type services and must be received on or before the specified time and due date. Proposals not received on said due date and time will be not be considered. Facsimile or electronic mail submissions will not be accepted.

The City of Newburgh hereby notifies all prospective vendors that it will affirmatively insure that in regard to any Contract entered into pursuant to this Notice, minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration of an award.

The City of Newburgh reserves the right to reject any or all Proposals and to waive any informality or technicality in any Proposal in the interest of the City. Contract award is subject to approval by the City Council.

By Order of the City of Newburgh:

By: 
Cheryl A. Gross, City Comptroller

Dated: Tuesday, July 31, 2012

Advertisement Date: Hudson Valley Black Press: Wednesday, August 1, 2012
Mid-Hudson Times: Wednesday, August 1, 2012
Sentinel: Tuesday, July 31, 2012

"AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER"

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SECTION 1: INTRODUCTION

The City of Newburgh (hereinafter referred to as City) currently operates after school programs funded by the New York State Education Department under the 21st Century Community Learning Center Program. This program supports the creation of community learning centers that provide academic enrichment opportunities during non-school hours for children, particularly students who attend high-poverty and low-performing schools. The program helps students meet state and local student standards in core academic subjects, such as reading and math; offers students a broad array of enrichment activities that can complement their regular academic programs; and offers literacy and other educational services to the families of participating children. Therefore, by the solicitation of this Request for Proposals (hereinafter referred to as RFP), the City is seeking interested and qualified Proposers to provide after school programs for the 2012-2013 program period.

SECTION 2: PROGRAM GOALS

The 21st Century Community Learning Center Program (hereinafter referred to as CCLC) is designed to provide expanded academic enrichment opportunities for children attending low performing schools. Our goals are to strengthen the academic foundation for children and youth in Newburgh while increasing their protective factors as well as introducing them to careers and the world of work so that they are prepared for a successful and healthy future.

SECTION 3: ELIGIBILITY REQUIREMENT

Proposals submitted in response to this RFP must qualify as being a program that shall benefit students actively enrolled in after school programs. This objective has been linked to the success of this program nationwide.

SECTION 4: PROPOSAL EVALUATION

- 4.1 Proposals shall remain valid until the execution of a Contract by the City.
- 4.2 Proposals shall be evaluated based on the Proposers responsiveness to Sections 8 and 9 in this RFP.
- 4.3 Proposals shall be carefully examined and evaluated by the City's 21st Century Community Learning Center Advisory Board whom shall determine whether each Proposal is considered responsive to the requirements of this RFP. This Board will also determine awards to Proposers based on available CCLC funds.

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- 4.4 Proposals shall be evaluated using a quantitative screening process (points system) and based on plans or descriptions submitted that accurately reflect the following:
- Identification and integration of nationally recognized best practices
 - Ability to demonstrate the desired characteristics and qualifications
 - The quality (clarity, accuracy and comprehensiveness of responses) of the Proposals submitted
- 4.5 The selection of an applicant shall be solely based on funds available for the 2012-2013 program year and shall not be based solely on a monetary evaluation. Considerable weight shall be given to experience in the program(s) proposed and success in prior run program(s).
- 4.6 Contracts shall be awarded to the responsible Proposers taking into consideration all information submitted with the Proposer's response to the RFP, or any separate part thereof if separable, the acceptance of which will best serve the interest of the actively enrolled students and the City. The City specifically reserves the right to waive any informality in the Proposals received.
- 4.7 Selected applicants may be asked to attend an interview where he or she will present their program to the 21st Century Community Learning Center Advisory Board. Interviews shall be scheduled for Monday, August 27 and Tuesday, August 28, 2012.
- 4.8 The 21st Century Community Learning Center Advisory Board reserves the right to reject any and all submissions.

SECTION 5: RFP TIMELINE

The City's anticipated timeline for this RFP is as follows:

- ❖ RFP issued – Wednesday, August 1, 2012
- ❖ Responses due – 3 p.m., local time, Tuesday, August 14, 2012
- ❖ Interviews before 21st Century Learning Center Advisory Board – Monday, August 27, 201 and Tuesday, August 28, 2012
- ❖ Selected Proposals submitted to City Council for review and approval – Thursday, September 20, 2012
- ❖ Awards announced – October 3, 2012

The above schedule is subject to revision by the City reserves the right to reject any and all Proposals received at no cost to the City.

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SECTION 6: INTERPRETATION OF RFP

Any request for interpretation of this RFP shall be made in writing and must be received in by the City Comptroller in her office no later than 12 p.m., local time, Tuesday, August 7, 2012, with the subject line reading "RFP for 21st CCLC" and addressed to:

Cheryl Gross, City Comptroller
City of Newburgh
83 Broadway – 4th Floor
Newburgh, NY 12250

Alternatively, such requests for interpretation may be emailed or faxed but must be received no later than 12 p.m., local time, Tuesday, August 7, 2012 to:

Email To: cgross@cityofnewburgh-ny.gov and jpittman@cityofnewburgh-ny.gov

Fax: (845) 569-7490

Replies to interpretation inquiries will be responded to so long as such request received on or before the aforementioned interpretation due date and time in Section VI. Oral and other interpretations or clarifications will be without legal effect.

SECTION 7: CONTRACT TERMS AND CONDITIONS

The selected Contractor will be required to execute a written Contract with the City of Newburgh and shall include the following terms and conditions:

- 7.1 **CONTRACT PERIOD:** The Contract period shall commence upon Notice of Award and terminate on or before, but not later than, June 30, 2013.
- 7.2 **PRICE ADJUSTMENTS:** The Contractor may request an increase in the Contract price based upon a fully documented change in the Contractor's cost of operations that occurred as a result of some action or condition beyond the control of the Contractor. Any increase in the Contract price shall be reviewed and approved solely at the discretion of the City Comptroller and any request for such a change may be made only once during the contract period.
- 7.3 **PAYMENT:** The Contractor shall submit a properly detailed and signed invoice either bi-weekly or monthly. Invoices must contain the following information:
1. Contractor's complete address and contact information
 2. Date of Invoice
 3. Invoice number (which shall change for each subsequent payment request)
 4. Dates of services rendered
 5. Itemized list or description of activities and costs consistent with the approved Schedule of Deliverables contained in the executed contract
 6. Amount of invoice

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Invoices with incomplete information will be returned to the vendor. Payment shall then be processed by the City for payment within thirty (30) days of receipt by the City Comptroller's Office.

- 7.4 **PERFORMANCE:** The Contractor agrees to perform all work and to furnish all materials necessary in strict accordance with the Contract unless written orders describing a specific deviation from the Contract has been submitted in writing, reviewed and approved in writing by the City Manager.
- 7.5 **TERMINATION:** This contract may be terminated upon ninety (90) days written notice by the City or by mutual agreement of the parties hereto, or upon violation of any of the terms or conditions on this contract as defined herein.

SECTION 8: SUBMISSION OF PROPOSAL

- 8.1 Proposers shall submit one (1) original and one (1) copy of their Proposal to the City Comptroller by hand, mail or other courier type services no later than 3:00 p.m., local time, Tuesday, August 14, 2012 *in a sealed envelope* with the Proposer's name and address on the outer envelope along with the following caption "**RFP for 21st Century Community Learning Center Program**" clearly marked. Only those Proposals received on or before the aforementioned deadline will be considered. Facsimile or electronic submittals will not be accepted. Proposals shall be submitted to the attention of:

Cheryl A. Gross, City Comptroller
City of Newburgh
83 Broadway – 4th Floor
Newburgh, New York 12550

- 8.2 Each Proposal submitted shall be the document upon which the City of Newburgh will make its judgment regarding each Proposer's ability to provide the requested services.
- 8.3 Those submitting Proposals do so entirely at their own expense. There is no express or implied obligation by the City to reimburse any business or individual for any costs incurred in preparing or submitting Proposals, preparing or submitting additional information requested by the City, or participating in any selection interviews.
- 8.4 Submission of any Proposal indicates an acceptance of the conditions contained in this Request for Proposals unless the submitted Proposal clearly and specifically states otherwise.
- 8.5 The City of Newburgh reserves the right to accept or reject any and all Proposals in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional Proposals.

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SECTION 9: SUBMISSION REQUIREMENTS

Each Proposal submitted shall become the property of the City and shall contain the following information in the order listed below:

- 9.1 Proposed Program Cover with Proposer's name. A cover letter is optional. However, if a cover letter will be included in the Proposal, place it *after* the Cover.
- 9.2 Completed Proposer Information Sheet found on page 8 of this RFP.
- 9.3 Program Narrative as required on page 9 of this RFP.
- 9.4 Detailed Program Budget as requested on page 9 of this RFP.
- 9.5 Current fingerprint report and record for anyone that will be working under this program for the 2012-2013 program year. Proposals received without the fingerprint report(s) and record(s) will result in rejection of such Proposal. For assistance in obtaining fingerprints, fingerprint reports or records, you may contact Morpho Trust USA at (877) 472-6915 or www.L1Enrollment.com.
- 9.6 Proposer Signature Page found on page 10 of this RFP that must be signed in blue ink in order to easily determine that it is an original document.
- 9.7 Forms (pages 11-13) pursuant to Section 103d of the General Municipal Law of the State of New York are to be completed by Proposer, signed (in blue ink) by an individual or officer of the Proposer's firm and Notarized where indicated. Any and all Proposals received without these forms shall be rejected and disqualified.
 - ❖ Non-Collusive Bidding Certification – page 11
 - ❖ Non-Collusion Affidavit – page 12
 - ❖ Acknowledgment by Proposer – page 13

These three (3) documents ***must be included*** in the sealed-original Proposal and copies of such documents contained in the additional Proposal copy as set forth in Section 8.1 above.

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PROPOSER INFORMATION SHEET

Lead Applicant/Organization Name: _____

Address: _____

Phone Number: (____) _____ - _____ **Fax:** (____) _____ - _____

Federal ID#: _____ - _____ - _____ **Tax-Exempt Designation:** _____

Primary Contact Person: _____ **Phone:** (____) _____ - _____

Email: _____

Co-Applicant/Organization Name: _____

Address: _____

Phone Number: (____) _____ - _____ **Fax:** (____) _____ - _____

Federal ID#: _____ - _____ - _____ **Tax-Exempt Designation:** _____

Primary Contact Person: _____ **Phone:** (____) _____ - _____

Email: _____

PROGRAM NARRATIVE AND BUDGET

Organizational OVERVIEW:

1. Name/Title of Program
2. Program Summary
3. Organization Capacity: Provide background on your organization including but not limited to:
 - Organization overview
 - Organization Capacity- detail agencies programs and services that will be used to support the proposed model and demonstrate track records and history in providing services
4. Work Plan: Provide a description of the program
5. Program Goals: Identify your goals and objectives and what your project will accomplish?
6. Provide an implementation schedule outlining activities and an anticipated timeframe for completion
7. Identify the expected outcomes of this current Proposal
8. Provide information on the individuals who would comprise your operational team for this program
9. Detailed Program Budget: Provide a program budget outlining the total program cost(s) with itemized expenses (i.e. supplies, salary, etc.)

Note to Proposer:

- A response is required for each of the above listed items.
- Please ensure that items with multiple parts are fully addressed in your response.
- If a particular listed item is not applicable, be sure to clearly indicate so in your response with "Not Applicable."
- Failure to provide a complete response to any of the above listed items shall result in the rejection of your Proposal.

PROPOSER SIGNATURE PAGE

Lead Applicant Signature

Date: _____

Lead Applicant Name Typed or Handwritten

Co-Applicant Signature

Date: _____

Co- Applicant Name Typed or Handwritten

NON-COLLUSIVE BIDDING CERTIFICATION

PURSUANT TO NEW YORK STATE GENERAL MUNICIPAL LAW SECTION 103-D

By submission of this Proposal, each Proposer and each person signing on behalf of any Proposer certifies, and in the case of a joint Proposal each party thereto, certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in the Proposal have been arrived at independently, without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Proposer or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this Proposal have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to the opening, directly or indirectly, to any other Proposer or to any competitor; and
- (3) No attempt has been made or will be made by the Proposer to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(Signature – in Blue Ink)

(Date)

(Name of Proposer)

(Proposer's Business Name, if applicable)

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ACKNOWLEDGEMENT BY PROPOSER

IF INDIVIDUAL OR INDIVIDUALS:

STATE OF _____)
COUNTY OF _____) **SS.:**

On this _____ day of _____, 20__, before me personally appeared _____ to me known and known to me to be the same person(s) described in and who executed the within instrument, and he/she (or they severally) acknowledged to me that he/she (or they) executed the same.

Notary Public, State of _____
Qualified in _____
Commission Expires _____

IF CORPORATION:

STATE OF _____)
COUNTY OF _____) **SS.:**

On this _____ day of _____, 20__, before me personally appeared _____ to me known, who, being by me sworn, did say that he/she resides at (give address) _____ that he/she is the (give title) _____ of the (name of corporation) _____,

the corporation described in and which executed the above instrument; that he/she knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the board of directors of the corporation, and that he/she signed his/her name thereto by like order.

Notary Public, State of _____
Qualified in _____
Commission Expires _____

IF PARTNERSHIP:

STATE OF _____)
COUNTY OF _____) **SS.:**

On this _____ day of _____, 20__, before me personally appeared _____ to me known, to be the individual who executed the foregoing, and who, being duly sworn, did depose and say that he/she is a partner of the firm of _____ and that he/she has the authority to sign the same, and acknowledged that he/she executed the same as the act and deed of said partnership.

Notary Public, State of _____
Qualified in _____
Commission Expires _____