

Contracts Agenda for the Meeting of the Panel for Educational Policy - Wednesday, July 24, 2024

Contract Type	PEP Description	Estimated Highest Annual Spending	Estimated Total Spending	Contract Term	Agenda Item
Multiple Task Award Contract	Math-Related Services and PD	\$30,000	\$150,000	5 Years	1
Multiple Task Award Contract	Professional Development for School Leaders & Teachers (R1179 - RA 37)	\$30,000	\$150,000	5 Years	2
Multiple Task Award Contract	R1155 Services To Promote Safe and Supportive School Communities	\$30,000	\$150,000	5 Years	3
Negotiated Services	LV Court Order - Directive 24 IT Services	\$474,520.12	\$948,888.05	2 Years	4
Negotiated Services	My Library NYC	\$1,794,244	\$5,199,219	3 Years	5
Amendments and Extensions	Contract Extension for Central Station Monitoring of Fire Alarm Systems	\$577,831	\$577,831	1 Year	6
Amendments and Extensions	FY24 Pre-K Half Day Services Extensions	\$45,068.75	\$45,068.75	1 Year	7
Amendments and Extensions	Library Books	\$1,813,969	\$1,813,969	1 Year	8
Amendments and Extensions	Rental of Media Equipment and Set-Up for NYCDOE Events	\$235,560	\$471,120	1 Year	9
Amendments and Extensions	The Purchase and Delivery of Heavy Duty Cafeteria and Kitchen Equipment for schools throughout the 5 Boroughs	\$7,945,405.76	\$7,945,405.76	1 Year	10
Amendments and Extensions	Trade Book 4-07(b) Extension	\$13,482,297	\$13,482,297	1 Year	11
MWBE PCM	IT Supply Market Basket for Data Center Supplies	\$33,405	\$33,405	1 Year	12
MWBE PCM	OSP Support (Programmer III)	\$146,455.40	\$439,366	3 Years	13
MWBE PCM	Senior EMS Engineer	\$209,300	\$418,600	2 Years	14
Listing Application	Educational Software - Kids Discover LLC - Software and digital content products	\$25,000	\$75,000	3 Years	15
Listing Application	Educational Software - Wilson Language Training - Software and digital content	\$664,089	\$1,992,267	3 Years	16
Listing Application	Klett World Languages Inc. software programs	\$25,000	\$75,000	3 Years	17
Discretionary, Grant, or Other Required Method	Extended Learning Time - SUFI ROBOTICS	\$796,249.65	\$796,249.65	3 Months	18
	Technical Changes				

Request for Authorization for Math-Related Services and Professional Development – R1254 (RA17)

Procurement Method: Multiple Task Award Contract (MTAC) per DOE Procurement Policy and Procedures, Section 3-04

Estimated Highest Annual Amount: \$30,000

Estimated Total Amount: \$150,000

Funding Source: Tax Levy & City/State Reimbursable

Contract Retroactive? No

Contract Term: 5 Years

Options: One, 3-Year

Options Amount: \$90,000

Contract Type: Requirements

RA Number: 11941

Vendor Name: Imagine Learning, LLC

Vendor Address: 140 Greenwich Ave, Greenwich, Connecticut, 06830

Awarded Component: 1

Contract Manager: Jessica Kaplan, Deputy Executive Director Office of Curriculum, Instruction & Professional Learning

Lead Contracting Officer: Jessica Kaplan, Deputy Executive Director Office of Curriculum, Instruction & Professional Learning

Division of Contracts and Purchasing Contact: Peter Le, Procurement Analyst, Instructional Service Procurement

Note: Any document referenced in this RA will be provided to PEP members upon request.

Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Office of Curriculum, Instruction & Professional Learning to contract with the above-named vendor to provide system-wide mathematics professional development and coaching services. These services will be provided at the discretion of participating schools, central offices operating on behalf of schools, or consortiums of schools.

Discussion

To help ensure that its students achieve the higher standards in mathematics that adoption of Next Generation Math Learning Standard (“NGMLS”) requires, the DOE must acquire professional development services for its teachers, leaders, coaches, administrators, and support staff. These services will increase math content and pedagogical knowledge, support the implementation of NGMLS, and align resources to improve student achievement. These services will also support schools and learning communities as they plan and conduct effective instruction and professional development in math.

Vendors will provide high-quality, needs-based, and NGMLS-aligned professional development and support instruction for teachers and other staff covering pre-kindergarten through 12th grade. Services will focus on math content, pedagogy, citywide curriculum programs, cognitive and socio-emotional

development, research, and best practices, and will include institutes, workshops, seminars, course work, conferences, walk-throughs, and inter-visitations.

A decision was made to contract for these services because it was determined that the DOE does not currently possess the capacity and/or expertise required to meet the objectives of this program in an efficient manner.

Vendors proposed for one or more of the following focus areas: 1) Mathematics Professional Development, 2) Mathematics Consultants/Coaches, or 3) Direct Services to Students.

Proposals were evaluated by a minimum of three evaluators. The evaluation committees included a teacher, math director, and STEM instructional specialist. Proposals were scored based on program plan (25 points), organizational capacity (25 points), pricing (25 points), and demonstrated effectiveness (25 points). Successful vendors were required to achieve a minimum score of 80 points.

Twenty-one vendors were recommended for contract awards under previous Requests for Authorization, and one is named here.

The recommended vendors' services introduce shifts in pedagogy and provide direction on efficient and effective ways to use student data to inform instructional practices that will improve student achievement and prepare them for college and careers in math. Professional development offerings will provide specific support to schools and teachers for implementing NGMLS, including conceptual understanding, procedural fluency, problem solving, and communication. Program delivery methods include customized workshops, support, and coaching.

Imagine Learning, LLC ("Imagine Learning") offers tailored, standards-aligned six-hour professional learning days for instructional and administrative staff serving students in grades K-12. Services aim to enhance staff capacity and content knowledge to present higher-order math learning experiences for students, while also fostering more efficient and effective use of technology and advanced lesson plans to accelerate academic achievement.

Pricing for Imagine Learning was determined to be fair and reasonable based on a comparison with hourly rates for like services by vendors contracted under similar solicitations.

The estimated annual contracted amount for Imagine Learning is based on the amount for new vendors with a math professional development service requirements MTAC contract of \$30,000 for each awarded service component.

The Multiple Task Award Contract 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.

Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

Request for Authorization for Professional Development for School Leaders and Teachers – R1179 (RA 37)

Procurement Method: Multiple Task Award Contract (MTAC) per DOE Procurement Policy and Procedures, Section 3-04

Estimated Highest Annual Amount: \$30,000

Estimated Total Amount: \$150,000

Funding Source: Various incl. Tax Levy & Reimbursable Funds

Contract Retroactive? No

Contract Term: 5 Years

Options: One; 3-Year

Options Amount: \$90,000

Contract Type: Requirements

RA Number: 11877

Vendor Name: Courageous Conversation LLC

Vendor Address: 1712 N Street, NW, Suite #402

Awarded Component: 1

Contract Manager: Ilene Altschul Cohen, Executive Director of the Division of Curriculum and Instruction

Lead Contracting Officer: Ilene Altschul Cohen, Executive Director of the Division of Curriculum and Instruction

Division of Contracts and Purchasing Contact: Daniel Morales, Procurement Analyst, Instructional Service Procurement

Note: Any document referenced in this RA will be provided to PEP members upon request.

Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Division of Curriculum and Instruction to contract with the above-named vendor to provide Professional Development (“PD”) for school leaders and teachers. These programs will be provided at the discretion of participating schools, central offices operating on behalf of schools, or consortiums of schools.

Discussion

PD for school leaders and teachers is necessary to support instructional strategies that are designed to increase students’ learning and academic success. These PD services include developing educators’ expertise in integrating process and content for academic counseling services, sustainable leadership, postsecondary readiness, and improved teaching practices. The awarded vendors will provide PD to school leadership and instructional staff across content areas, with an overall focus on improving the classroom environment for learning and leadership development, while providing best and culturally responsive practices to prepare students for the challenges of postsecondary education and work. Awarded vendors will also assist administrators in understanding the concepts of sustainable leadership, particularly in an environment where principals have discretion in decision-making and are accountable for student success.

Vendors proposed for one or more of the following five (5) focus areas: 1) Leadership Development; 2) Curriculum Development; 3) Postsecondary Readiness; 4) Conflict Resolution and Classroom Management; and 5) Data-Driven Decision-Making and Teacher Effectiveness.

Proposals were received by an Evaluation Committee consisting of former teachers and principals, literacy coaches, math coaches, program directors, or operations staff from DOE central offices. To ensure consistency, a training session was conducted for all committee members where they received an overview of the process and scoring rubric. Proposals were scored based on: Program Plan (25 points); Organizational Capacity (25 points); Pricing (25 points); and Demonstrated Effectiveness (25 points). Successful vendors were required to achieve a minimum score of 80 points.

Eighty-six vendors were recommended for contract awards under previous Requests for Authorization, and one is recommended here.

Recommended vendors offer instructional programs and job-embedded PD, including teacher and leader effectiveness training. These services help schools improve classroom instruction through focused conversations and data-driven inquiry and decision making. Program delivery methods include à la carte service packages, workshops, and coaching.

Courageous Conversation LLC (“CC”) offers professional development services focused on the Protocol and Systemic Racial Equity Transformation Framework. The PD services will cover various aspects, such as curriculum development, conflict resolution, and culturally relevant pedagogy with the overall goal to help transform educational systems to serve all students effectively, especially students of color, by equipping leaders with the skills to address race-related challenges.

Pricing for Courageous Conversation LLC was determined to be fair and reasonable based on a comparison with hourly rates for like services by vendors contracted under similar solicitations.

The estimated annual contract amount for Courageous Conversation LLC is based on the minimum amount for new vendors for PD for School Leaders and Teachers requirements contracts of \$30,000 per service component.

A decision was made to contract for these services because it was determined that the DOE does not currently possess the capacity and/or expertise required to meet the objectives of this program in an efficient manner.

The Multiple Task Award Contract 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.

Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible. Noteworthy information was found for the following vendor(s):

Courageous Conversation LLC

A review of Courageous Conversation LLC’s (Courageous) PASSPort submission revealed the following caution:

- In 2018, a former principal officer of Courageous pled guilty to a misdemeanor perjury charge for failing to disclose additional income received in its employer annual statement. This matter is closed, and the former principal officer is no longer affiliated with Courageous.

In light of the resolution of the matter above, the DOE determines the vendor to be responsible.

Request for Authorization for Services to Promote Safe and Supportive School Communities R1155 (RA23)

Procurement Method: Multiple Task Award Contract (MTAC) per DOE Procurement Policy and Procedures, Section 3-04

Estimated Highest Annual Amount: \$30,000

Estimated Total Amount: \$150,000

Funding Source: Tax Levy & City/State Reimbursable Funds

Contract Retroactive? No

Contract Term: 5 Years

Options: One, 3-Year

Options Amount: \$90,000

Contract Type: Requirements

RA Number: 11927

Vendor Name: The Horticultural Society of New York

Vendor Address: 148 West 37th St., 13th Fl. New York, NY 10018

Awarded Component(s): 1

Contract Manager: Alex Lim, Senior Operations Manager, Office of Safety and Youth Development

Lead Contracting Officer: Robert Weiner, Chief Operating Officer, Office of Safety & Youth Development

Division of Contracts and Purchasing Contact: Jean Charles, Instructional Service Procurement

Note: Any document referenced in this RA will be provided to PEP members upon request.

Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Office of Safety and Youth Development (“OSYD”) to contract with the above-named vendor to provide services that promote safe, inclusive, and supportive school communities. These services will be provided at the discretion of each participating school or central office operating on behalf of a school or consortium of schools.

Discussion

A study conducted by the Collaborative for Academic, Social, and Emotional Learning showed a correlation between students’ academic achievement and their social and emotional development. Accordingly, services sought through this Multiple Task Award Contract (“MTAC”) include professional development and curriculum-based lessons for students and family workshops in any of the following service components: 1) Social-Emotional Learning; 2) Behavior Management; 3) Promoting Respect for Diversity; 4) Facilitation Skills and/or Services/Team Building; 5) Integrated Services Program; 6) Restorative Approaches/Use of Positive, Progressive Discipline; 7) School Culture and Climate/Approach to Establishing and Sustaining a Positive School Culture and Climate; and 8) Substance Abuse Prevention and Intervention Services.

Organizations must have the capacity to provide related research-based services that may include full-day, half-day, or multiple-day workshops, individual or group coaching, on-going curriculum-based lessons for students, counseling sessions for individuals or groups on specific topics, student projects,

and facilitation services. Awarded vendors will provide service models that build staff, student, and parent capacity to sustain a supportive, inclusive, and safe school environment.

All proposals were reviewed by an Evaluation Committee that consisted of guidance counselors, instructional specialists, operations analysts, managers, and directors from OSYD. To ensure scoring consistency, a training session was conducted for all committee members, where they received an overview of the process and a scoring rubric. Proposals were evaluated using the following criteria: Program Plan (25 points), Organizational Capacity (25 points), Demonstrated Effectiveness (25 points), and Price (25 points). Successful vendors were required to achieve a minimum score of 80 points.

Forty-one vendors were recommended under previous Requests for Authorization, and one is presented here.

The Horticultural Society of New York (“THSNY”) offers therapeutic horticulture program engaging participants in plant-related activities and nutrition as a therapeutic tool to improve physical, mental, and emotional well-being. Participants learn about plant biology, ecology and environmental sustainability through gardening activities, healthy eating habits, socialization skills and stress management.

The estimated annual contract amount for the vendor is based on the minimum amount for new vendors with a Services to Promote Safe and Supportive School Communities requirements MTAC contract of \$30,000 per component.

A decision was made to contract for these services because it was determined that the DOE does not currently possess the capacity and/or expertise required to meet the objectives of this program in an efficient manner.

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.

Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible. Noteworthy information was found for the following vendor(s):

The Horticultural Society of New York

A review of The Horticultural Society of New York’s (Horticultural Society) PASSPort submission revealed the following caution:

- From 2019 to 2023, Horticultural Society was investigated by the New York City Department of Consumer Affairs and New York Division of Human Rights for allegations of age discrimination and a violation of New York’s safe and sick leave law. The vendor advised that the matters were either dismissed or resolved with no formal charges filed.

As the matters reported above have been resolved, and in light of the vendor’s satisfactory performance on prior DOE contracts, the DOE determines the vendor to be responsible.

Request for Authorization to Provide New Mandated Modifications to the Decision Action Item Tracking System (“DAITS”) and Impartial Hearing Financials (“IHF”) Applications

Procurement Method: Negotiated Services Contract per DOE Procurement Policy & Procedures, Section 3-08

Estimated Highest Annual Amount: \$474,520.12

Estimated Total Amount: \$948,888.04

Funding Source: Tax Levy

Contract Retroactive? Yes

Contract Term: 07/01/2024 – 06/30/2026; 2 Years

Options: None

Options Amount: None

Contract Type: Full Value

RA Number: 11914

Vendor Name: International Business Machine Corporation

Vendor Address: 1 New Orchard Road, Armonk NY 10504

Contract Manager: Steven Stein, Sr. IT Services Manager, Division of Instructional & Information Technology

Lead Contracting Officer: Nadia Molinari Sr. Director, Division of Instructional & Information Technology

Division of Contracts & Purchasing Contact: Alicia Saleh, Technology & Instructional Material Procurement

Purpose

The New York City Department of Education (“DOE”) hereby requests authorization to enter into a contract with International Business Machine Corporation (“IBM”) on behalf of the Division of Instructional and Information Technology (“DIIT”) to provide the necessary IT professional resources needed to develop, build, test, and implement the new mandated modifications to the Decision Action Item Tracking System (“DAITS”) and Impartial Hearing Financials (“IHF”) applications as part of the LV Court Order.

Discussion

The Individuals with Disability Education Act (“IDEA”) requires that students with disabilities receive a free appropriate public education (“FAPE”) and ensures that students with disabilities receive special education and related services. Furthermore, Section 504 of the Rehabilitation Act of 1973 protects the rights of individuals with disabilities in programs and activities that receive federal financial assistance, including federal funds. Thus, parents or legal guardians of students with disabilities who believe that they are not receiving a free and appropriate public education or reasonable accommodations may exercise their due process rights by requesting an impartial hearing and/or mediation.

On July 19, 2023, the US District Court for the Southern District of New York issued an order implementing Special Master Recommendations consisting of 40 directives DOE must correct to remain in compliance with the LV Order. DIIT is responsible for ensuring Directive 24, “within 45 days of the date of this Order, the Special Master and DOE will inventory all functional issues of DAITS that impede the hearing order implementation workflow, including but not limited to system crashes, system outages, and prioritize enhancements. With six (6) months of the date of this Order, the DOE will develop, test, and release DAITS enhancements,” is completed. To ensure the DOE is compliant with Directive 24 from the LV Order, the required bug fixes and enhancements will need to be completed in the existing DAITS and Impartial Hearing Financials (“IHF”) applications.

To comply with Directive 24, DIIT is required to:

- Stabilize the DAITS / IHF applications so that business unit can perform their work in an application with major systemic issues.
- Improve initial entry of authorizations to include system calculations reducing the time it takes to authorize a service.
- Improve authorization maintenance by fixing edit authorization and stop payment functionality.
- Improve data capture of attributes from Impartial Hearing Orders to improve communication with parents, parent representatives, service providers and internal stakeholders.

IBM is currently building the new Impartial Hearing Management System (“IHMS”) that will replace DAITS and other related systems used to support Due Process. Since March 2022, IBM has worked with the DOE to review the Impartial Hearing business processes therefore gaining a thorough understanding of the DAITS and IHF applications. This positions IBM as the best vendor available to provide the necessary support stabilize, perform bug fixes, and implement enhancements in DAITS and IHF in the mandated timelines and within budget.

The awarded vendor will be required to meet applicable DOE Minority and Women Owned Business Enterprise Subcontracting Goals.

Annual Breakdown:

Funding Year	Estimated Cost
Year 1	\$474,520.12
Year 2	\$474,367.92
Estimated Total Amount:	\$948,888.04

IBM proposed a total contract amount of \$948,888.04 including planning (\$51,573.92), stabilization & maintenance support (\$627,520.20), and enhancements (\$269,793.92). To support the contract amount, IBM provided a breakdown of the tasks associated with each deliverable, as well as proposed hourly labor rates for the IT professionals needed to deliver the services. It also estimated the number of hours, which was based on IBM’s prior experience performing similar tasks/deliverables.

The weighted average hourly rate that considers both the labor rates and project hours is 24% lower than IBM’s prior contract to develop the new IHMS platform. DIIT determined it would take another vendor a minimum of 8 months to complete the discovery phase needed to review the DOE’s complex impartial hearing processes and gather business requirements, resulting in IBM’s contract amount being at least 23% lower than if awarded to another vendor. Moreover, adding the discovery phase would delay the timeline to the extent the DOE would not be able to comply with the mandated court order. Accordingly, pricing can be determined to be fair and reasonable.

The Chancellor’s Committee on Contracts recommended to award this negotiated services contract on May 2nd, 2024.

Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible. Noteworthy information was found for the following vendor(s):

International Business Machines Corp.

A review of International Business Machines Corp.'s (IBM) PASSPort submission revealed the following caution:

- In August 2021, the Texas Department of Transportation (TxDOT) terminated its online tolling system contract with IBM due to unsatisfactory performance. The vendor advised that TxDOT did not take any remedial actions against them.

As the matter reported above is related to services distinct from those to be provided under this contract, and in light of the vendor's overall satisfactory performance on DOE contracts, the DOE determines the vendor to be responsible.

background. By providing access to a wide range of materials and services, MyLibraryNYC helps to level the playing field and ensure that all students have access to the resources they need to succeed.

4. **Teacher Sets:** MyLibraryNYC offers Teacher Sets, which are curated collections of books and other resources specifically designed to support classroom instruction. These sets cover a variety of subjects and grade levels and are aligned with the DOE's curriculum standards. Teacher Sets make it easy for educators to find and access materials that support their teaching goals and objectives.
5. **Outreach Librarians:** MyLibraryNYC provides Outreach Librarians working alongside school librarians offering in-person student support, training, family programming, and collaboration.

Overall, MyLibraryNYC provides students and educators with access to a wealth of resources and services that support learning, literacy, and academic success.

This contract is not competitively bid because the vendors are named in the grant. MyLibraryNYC is a partnership with New York City’s three public library systems, NYPL, BPL, and QL. As such, MyLibraryNYC is designed to build on the public libraries’ missions, collections, and relationships with the citizens of New York City and in collaboration with the DOE. With over 17 million books and information resources, as well as a distribution system serving the systems, the public libraries are uniquely positioned to collaborate with the DOE to implement MyLibraryNYC.

On May 2, 2024, the Committee on Contracts recommended the request to contract with MyLibraryNYC

The chart below details the estimated annual costs for each library in FY25 through FY27.

Vendor Names and Addresses	Fiscal Year 2025 (Year 1) Total Estimated Contract Amounts	Fiscal Year 2026 (Year 2) Total Estimated Contract Amounts	Fiscal Year 2027 (Year 3) Total Estimated Contract Amounts	Total Estimated Contract Amounts
Brooklyn Public Library 10 Grand Army Plaza Brooklyn, NY 11238	\$274,000	\$282,220	\$290,687	\$846,907
The New York Public Library Fifth Avenue and 42 nd Street New York, NY 10018	\$1,197,722	\$1,243,003	\$1,290,316	\$3,731,041
Queens Borough Public Library 89-11 Merrick Boulevard New York, NY 11432	\$201,000	\$207,000	\$213,241	\$621,271
				\$5,199,219

[Vendor Responsibility](#)

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible. Noteworthy information was found for the following vendor(s):

[The New York Public Library](#)

The DOE is aware of the following news report:

- In August 2021, employees of the New York Public Library Astor Lenox and Tilden Foundations (NYPL) posted online criticism of how the vendor has addressed the pandemic and failed to safeguard staff. The DOE was advised by the NYPL that in March 2020, all of its physical locations closed that month to engage an environmental consultant to develop strict safety protocols in accordance with guidance from federal and local public health authorities. Protocols included mask-wearing, distancing, materials quarantine, alternate work schedules, daily health screening questionnaires, paid leave for testing, visitor restrictions, temperature checks for staff and patrons, and guidance on shared spaces. NYPL efforts also included having an epidemiologist engaged to ensure informed and appropriate protocols and available to staff to answer questions. In addition, NYPL weekly emails from leadership and virtual town halls to share updates on service, guidance and safety protocols as well as offer an opportunity for staff to provide feedback.

As the matter reported above has been resolved, and in light of the vendor's exceptional performance on prior DOE work, the DOE determines NYPL to be responsible.

Queens Borough Public Library

A review of Queens Borough Public Library's (QBPL) PASSPort submission reveals the following cautions:

- From 2019 to present, QBPL has received seven Environmental Control Board (ECB) violations from the New York City Fire Department (FDNY) and the New York City Department of Buildings (DOB). The vendor advised that all seven violations have been closed.
- From 2018 to present, QBPL has been investigated by various government agencies including: the New York State Division of Human Rights (NYSDHR), the New York City Commission on Human Rights (NYC CHR), and the United States Attorney's Office (USAO). The matters have either been resolved or are currently pending.

The DOE is also aware of the following:

- In July 2021, the NYC Comptroller issued a follow up audit to the July 2015 audit report, and determined that of the nine initial recommendations, QBPL fully implemented three, partially implemented five, and one recommendation was no longer applicable. In addition, the NYC Comptroller issued seven new recommendations of which six have been implemented, and one disagreed upon.
- In July 2015, the NYC Comptroller issued an audit report concluding that QBPL failed to ensure that adequate financial controls were in place to properly allocate and expend its resources. As a result of the audit, the NYC Comptroller issued nine recommendations, including revisions of QBPL's policies and procedures to ensure proper oversight and proper use of its resources, revisions of W-2 forms to determine the value of any income not properly stated, installation of an automated timekeeping system and maintaining accurate records to support fund allocations and other financial and operational decisions.

As the matters above have either been resolved or are pending, and in light of the vendor's exceptional performance on prior DOE contracts, the DOE determines the vendor to be responsible.

Request for Authorization to Extend Statewide Fire Corp Contract to Provide Central Station Monitoring of Fire Alarm Systems B1953 4-07(b)

Procurement Method: Contract Extension and Amendment per DOE Procurement Policy & Procedures, Section 4-07(b) and 4-08

Estimated Highest Annual Amount: \$577,831

Estimated Total Amount: \$577,831

Funding Source: Tax Levy

Contract Retroactive? Yes

Contract Term: 12/26/2023 - 12/26/2024

Options: None **Options Amount:** None

Contract Type: Requirements

RA Number: 11847

Vendor Name: Statewide Fire Corporation.

Vendor Address: 2047 Victory Boulevard Staten Island NY 10314

Contract Manager: Umran Malik, Deputy Director – Contracts & Technical Services, Division of School Facilities

Lead Contracting Officer: Diana Ferrer Schwartz, Director- Contracts & Technical Services, Division of School Facilities

Division of Contracts and Purchasing Contact: Ivan Rawls, Procurement Analyst, Transportation, Food and Facilities

Note: Any document referenced in this RA will be provided to PEP members upon request.

Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Division of School Facilities (“DSF”) to extend its contract with Statewide Fire Corp (“SFC”) to provide Central Station Monitoring of Fire Alarm Systems in DOE schools and administrative buildings. This contract extension will be funded by DSF.

Discussion

SFC was originally awarded a ten-year contract pursuant to a Request for Bids (“RFB”) to provide Central Station Monitoring of Fire Alarm Systems. In accordance with contractual language, the DOE exercised its 270-day option, then extended the contract for an additional one year to December 23, 2023, and now is extending the contract pursuant to section 4-07 (b) of the Procurement Policy and Procedures (“PPP”).

The replacement RFB number B5710 is being revised and unbundled to encourage greater minority and woman -owned business enterprise (“M/WBE”) participation and is anticipated to be released during Summer 2024. In order to avoid any lapse in services, the DOE is extending the contract for an additional one year pursuant to section 4-07 (b) of the PPP.

This contract extension monitors all signal activations received from the fire alarm system (smoke and heat detection). The DOE would like to amend the Statewide contract to include Elevator and Building Automation System (“BAS”) monitoring, given the new safety requirements for all modernized elevators

enacted in November 2022 and code requirements for boilers operation that the Department of Buildings enforced.

Prices under the Current Contract were determined to be fair and reasonable because the Current Contract was awarded under a competitive procurement involving (6) bids. Hence, the prices under the Requested Extension have been determined to be fair and reasonable.

DSF has determined that Statewide Fire Corp. has performed satisfactorily to date. The estimated amount is based on the same unit prices as the base contract, adjusted according to its terms.

This extension was approved by the Committee on Contracts on April 05, 2024.

[Vendor Responsibility](#)

The vendor(s) recommended for award and the principal owners and officers were subject to a background check and have been determined to be responsible.

Since the contracts for these services were awarded pursuant to a competitive solicitation, the prices, terms, and conditions of the base contract will remain the same under the proposed extension. Therefore, pricing has been determined fair and reasonable.

The original contract amounts were based on the number of awarded Pre-K and/or 3-K seats and the negotiated costs per child, as determined collaboratively by the DOE and the vendors. Vendors offering DOE-contracted early childhood education services, including Pre-K and 3-K for all, don't have the ability to restrict who attends as all contracted vendors are required to follow DOE's enrollment policies and participate in the DOE's enrollment system.

The Committee on Contracts approved these contract extensions at the meeting held on May 2nd, 2024.

Awards for both Pre-K for All and 3-K for All programs

Site ID	Seat Type	Vendor Name	No. of Awarded 3K seats	3K Cost per Child	No. of Awarded 4K seats	4K Cost per Child	Pay Parity Year 1	Pay Parity Year 2	Annual Total Contract Amount
KBNK	Pre-K	Bedford Stuyvesant Early Childhood Development Center, Inc.	-	-	9	\$4,006.85	\$9,007.00	-	\$45,068.75

Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

Request for Authorization to Extend Current Contracts with Various Vendors to Provide Library, Subscription, and Media Services, as well as Foreign Language Books & Processing Services

Procurement Method: Contract Extension per DOE Procurement Policy & Procedures, Section 4-07(b)

Estimated Highest Annual Amount: \$1,813,969.00

Estimated Total Amount: \$1,813,969.00

Funding Source: Tax Levy

Contract Retroactive? No

Contract Term: 1 Year

Options: One, 1-Year

Options Amount: \$1,813,969.00

Contract Type: Requirements

RA Number: 11933

Vendor Name: See table below.

Contract Manager: Melissa Jacobs, Director, Office of Library Services

Lead Contracting Officer: Ilene Cohen, Executive Director, Division of Curriculum and Instruction

Division of Contracts & Purchasing Contact: Delanie Almonte, Procurement Analyst, Enterprise Operations

Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Office of Library Services to extend its contracts with the vendors detailed below for the provisions of library book materials to participating New York City Public Schools (“NYC”) and Non-Public Schools (“NPS”). The extension for which authorization is being requested (“Requested Extension”) will be funded by individual schools and offices.

Discussion

The below-named vendors were originally awarded a five-year contract in 2014 pursuant to a Request for Bids (“RFB”) – to supply the DOE with library books & processing within the unique class identified above. The purpose of the original bid was to establish cost effective contracts and provide NYCDOE end users with the option to acquire a wide selection of library books & processing. Processing includes, but is not limited to, Automation Kits (barcodes, spine labels, etc.), MARC (machine-readable cataloging) records, property labels and theft detection tags. The RFB strategically aggregated the DOE’s buying power to: (1) secure the absolute lowest cost and best value for pre-bound library books & processing; (2) increase school user satisfaction; (3) expand the use of tools that support electronic ordering, invoicing, and payment; and (4) build and improve supplier relationships.

In accordance with their contractual language, the DOE exercised its two, one-year renewal options, and then extended the contract for an additional three years, pursuant to Sections 4-07(a) and (b) of the Procurement Policy and Procedures (“PPP”). An additional 4-07 (b) is being requested as they are necessary to avoid a lapse in services and to allow the time to complete a new solicitation and for a transition from the incumbents to any new provider(s).

The Chancellor’s Committee on Contracts (“COC”) recommended extending the below-named contracts on June 6, 2024.

Class	Description of Class/Awarded Vendor Name	Estimated Contract Extension Costs
A	Library Books and Processing	
B2172MA	Mackin Book Company DBA Mackin Educational Resources	\$1,204,173
B	Pre-bound Library Books & Processing	
B2172BB	Bound to Stay Bound Books, Inc.	\$43,256
B2172MB	Mackin Book Inc. DBA Mackin Educational Resources	\$129,054
C	Subscription Books and Media Services and Processing	
B2172MC	Mackin Book Company DBA Mackin Educational Resources	\$394,119
D	Library Media and Processing	
B2172MD	Mackin Book Company DBA Mackin Educational Resources	\$15,963
E	Foreign Language Library Materials	
B2172LE	Lectorum Publications, Inc.	\$13,569
B2172ME	Mackin Book Company DBA Mackin Educational Resources	\$13,835
TOTAL RA Amount		\$1,813,969

The estimated costs of the Requested Extensions are based on prior expenditures and contract usage by both public and non-public schools for the fiscal year 2024. Additionally, the vendors have agreed to a "Most Favored Customer" clause which requires the vendors to offer the DOE the lowest prices for the subject materials out of any prices offered to any of the vendor's other customers for the same materials.

All pricing, terms and conditions are in accordance with the underline master contracts and prices were considered fair and reasonable. Contractually, Vendors may request a price increase where applicable.

The above-named vendors have performed satisfactorily in the past and it is anticipated that they will continue to do so.

Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

[Vendor Responsibility](#)

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

The Office of Food and Nutrition Services is in the process of preparing a new bid that is not expected to be in place at the expiration of contract extension, September 30, 2024. This contract extension may be terminated at any time, upon thirty (30) days' written notice in the event an award is made to the replacement bid before the end of the extension period.

The estimated extension amount is based on FY24 expenditure data projections of Fiscal Year 2025 for equipment and delivery to schools and OFNS warehouse. The original unit pricing, which was determined to be fair and reasonable, will remain in effect during the proposed contract extension, with any applicable adjustments in accordance with the original contract. See Table below:

Vendor Name	Contract Nos.	Total Extension Amount
Sam Tell and Son, Inc.	B2873	\$7,737,431.71
	B2873A	\$207,974.05
	Total Amount	\$7,945,405.76

OFNS has confirmed that Sam Tell has provided satisfactory services under their subject contract.

On June 13, 2024, the Committee on Contracts recommended to extend the contract with Sam Tell.

[Vendor Responsibility](#)

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

Request for Authorization to Extend Various Contracted Vendors to Provide Trade Book Materials

Procurement Method: Contract Extension per DOE Procurement Policy & Procedures, Section 4-07(b)

Estimated Highest Annual Amount: \$13,482,297.00

Estimated Total Amount: \$13,482,297.00

Funding Source: Tax Levy

Contract Retroactive? No

Contract Term: One Year

Options: One, 1-Year

Options Amount: \$13,482,297.00

Contract Type: Requirements

RA Number: 11928

Vendor Name: See table below.

Contract Manager: Morayo Tracey Oyemade, Senior Executive Director, Division of Enterprise Purchasing

Lead Contracting Officer: Kimberly M. De Vine, Director, Division of Enterprise Purchasing

Division of Contracts & Purchasing Contact: Delanie Almonte, Procurement Analyst, Enterprise Operations

Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Divisions of Enterprise Purchasing (“DEP”) to extend its contracts with various vendors detailed below for the provision of trade book materials to participating New York City Public Schools (“NYC”) and Non-Public Schools (“NPS”).

Discussion

The below-named vendors were originally awarded a five-year contract in 2014 pursuant to a Request for Bids (“RFB”) – B2171 to supply the DOE with trade book materials within the three unique classes identified above. The purpose of the original bid was to establish cost effective contracts and provide NYCDOE end users the option to acquire a wide selection of trade books. The RFB strategically aggregated the DOE’s buying power to: (1) secure the absolute lowest cost and best value for trade books; (2) increase school user satisfaction; (3) expand the use of tools that support electronic ordering, invoicing, and payment; and (4) build and improve supplier relationships.

In accordance with their contractual language, the DOE exercised its two, one-year renewal option, and then extended the contract for an additional three years to June 30, 2024, pursuant to Sections 4-07(a) and (b) of the Procurement Policy and Procedures (“PPP”). An additional 4-07 (b) is being requested as they are necessary to avoid a lapse in services and to allow the time to complete a new solicitation and for a transition from the incumbents to any new provider(s).

The Chancellor’s Committee on Contracts (“COC”) recommended extending the below-named contracts on June 6, 2024.

Class	Description	Estimated Contract Extension Amounts
A	Single Titles (paperback, hardcover, and audio books)	
B2171BA	GL Group Inc DBA Booksource	\$3,781,416

B2171LA	Lectorum Publications, Inc.	\$5,546,350
B	Pre-bound (single titles and classroom library collections)	
B2171LB	Lectorum Publications, Inc.	\$261,599
C	Classroom Library Collections (paperback and hardcover)	
B2171CC	Conn Education, Inc. DBA Classroom Library Company	\$542,562
B2171BC	GL Group Inc DBA Booksource	\$3,225,778
B2171LC	Lectorum Publications, Inc.	\$124,592
Total RA Amount		\$13,482,297

The estimated costs of the Requested Extensions are based on prior expenditures and contract usage by both public and non-public schools for the fiscal year 2024. Additionally, these vendors have agreed to a "Most Favored Customer" clause which requires the vendors to offer the DOE the lowest prices for the subject materials of any of the prices offered to any of the vendor's other customers for the same materials.

All pricing, terms and conditions are in accordance with the underline master contracts and prices were considered fair and reasonable. Contractually, Vendors may request a price increase where applicable.

The above-named vendors have performed satisfactorily in the past and it is anticipated that they will continue to do so.

Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

Request for Authorization to Contract with Mitchell Communications Corporation to Purchase Data Center Supplies

Procurement Method: M/WBE Simplified Procurement per DOE Procurement Policy and Procedures, Section 3-10(c)(2-A)

Estimated Highest Annual Amount: \$33,405.00

Estimated Total Amount: \$33,405.00

Funding Source: Tax Levy

Contract Retroactive? No

Contract Term: 1 Year

Options: None

Options Amount: None

Contract Type: Full Value

RA Number: 11913

Vendor Name: Mitchell Communications Corporation

Vendor Address: 2 Summerfield Drive, Monroe Township, NY 08831

Contract Manager: Nadia Molinari, Sr. Executive Director, Division of Instructional and Information Technology

Lead Contracting Officer: Nadia Molinari, Sr. Executive Director, Division of Instructional and Information Technology

Division of Contracts & Purchasing Contact: Kesse Wallace, Strategic Sourcing Supervisor, Division of Contracts and Purchasing

Purpose

The New York City Department of Education (“DOE”) hereby requests authorization to enter into a Minority and Women Owned Business Enterprise (“M/WBE”) Procurement and Contract Method Purchase with Mitchell Communications Corporation (“MCC”), a certified Black Owned Enterprise. MCC will be responsible for providing supplies and materials to The Division of Instructional and Instructional Technology (“DIIT”). The contract will be funded by DIIT.

Discussion

The Division of Instructional and Instructional Technology (“DIIT”) is looking to purchase supplies and materials that are essential for Data Center connectivity. The requested items under this contract pertain to Pathways, cable trays, conduit, optical fiber duct, terminations, structured cabling, patching, etc. The supplies must meet the minimum TIA-942 standards.

The DOE has invested in its data centers to support critical applications, services, and Internet connectivity for schools and central offices. Ensuring DIIT has the supplies needed to maintain and provide break/fix support is critical to the ongoing operability of the data centers. With over 1,000+ work orders annually in the Break/Fix queue, the supplies are indispensable for the repair of issues related to connectivity for schools and central offices. These items play a vital role in the day-to-day maintenance and break-fix services needed for datacenter operations.

The DOE solicited (R1692) sixteen (16) Minority/Women-owned Business Enterprise (“M/WBE”) vendors to submit pricing for this request. Five bids were received from Mitchell Communications Corporation, LearnTeq, TechProc, Coranet, and Kambrian Corporation. As the basis of award for this solicitation was based on lowest pricing alone, MCC was selected for an award.

The following table represents a summary of the vendors proposed price and the Best and Final Offer (“BAFO”):

	VENDOR	ORIGINAL TOTAL	BAFO TOTAL
1.	Mitchell Communications Corporation	\$33,432.23	\$33,405.00
2.	TechProc	\$43,448.14	\$42,144.70
3.	LearnTeq	\$44,875.00	\$42,954.13
4.	Coranet	\$55,274.91	\$55,274.91
5.	Kambrian Corporation	\$59,267.06	\$55,705.06

MCC has provided the DOE with discounts ranging from 33% to 42.86% off Manufacturer's Suggested Retail Price (“MSRP”). The discounts resulted in a total estimated annual amount of \$33,405. which is 39.89% lower than the current MSRP amount leading the DOE to a total savings of \$22,165. Accordingly, pricing is determined to be fair and reasonable and below the prevailing market prices.

Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

Request for Authorization to Contract with First Tek, Inc. for the Provision of IT Support Services

Procurement Method: MWBE Procurement and Contract Method Purchases per DOE Procurement Policy and Procedures, Section 3-10(2-A)

Estimated Highest Annual Amount: \$146,455.40

Estimated Total Amount: \$439,366.20

Funding Source: Tax Levy

Contract Retroactive? No

Contract Term: 3 Years

Options: One, 3-Year

Options Amount: \$439,366.20

Contract Type: Full Value

RA Number: 11885

Vendor Name: First Tek, Inc.

Vendor Address: 371 Hoes Lane, Suite 201, Piscataway, NJ 08854

Contract Manager: Natalia Yamrom, Operations Associate, Office of Policy and Evaluation

Lead Contracting Officer: Jonathan Winstone, Director of Operations, Office of Policy and Evaluation

Division of Contracts and Purchasing Contact: Kesse Wallace, Strategic Sourcing Supervisor, Division of Contracts and Purchasing

Note: Any document referenced in this RA will be provided to PEP members upon request.

Purpose

The New York City Department of Education (“DOE”) hereby requests authorization to enter into a Minority and Women Owned Business Enterprise (“M/WBE”) Procurement and Contract Method Purchase with First Tek, Inc. (“First Tek”), a certified Minority-Owned Enterprise. First Tek will be responsible for the provision of one (1) Web Developer (“Developer”) to support IT-related efforts for the Office of School Performance (“OSP”). The contract will be funded by OSP.

Discussion

OSP is responsible for improving the technical aspects of the scalability, accuracy, and automation of local accountability reporting systems, student performance on state assessments, and academic planning tools to ensure schools and leadership have the necessary data to make decisions about student support. The Developer will be responsible for developing and supporting all web applications and tools, interpreting data and developing business rules from existing DOE systems, and collaborating on the development, testing, and final rollout of field-facing products based on feedback from teachers and schools.

OSP requires the IT professional services of a Developer to provide the day-to-day needs for critical business functions and objectives for the following project goals:

- Develop and support web applications following industry standards and best practices
- Accurately interpret requirement specifications and implement coding tasks promptly
- Define the logic and flow of an application based on design specifications
- Thoroughly test all aspects of development to ensure that the products provided are bug-free

The DOE solicited twenty-one (21) M/WBE vendors to submit candidates for this request. Nine (9) proposals were received from First Tek, Evergreen Technologies LLC, Infojini, Inc., Margin5 Solutions, Inc., Peer Consulting Resources, Inc., Raj Technologies, Inc., Rangam Consultants, Inc., RK Software, Inc., and SVAM International, Inc. An evaluation committee (“Committee”) consisting of three members from OSP and the Office of Policy and Evaluation, reviewed the resumes and requested to interview two (2) candidates, however, one (1) candidate was not available to interview. The remaining candidate was interviewed in accordance with the evaluation criteria set forth in the solicitation.

Evaluation Criteria	Weight
Experience	40%
Technical Ability	30%
Cost	30%
Total	100%

The Committee determined that the candidate proposed by First Tek exhibited thorough experience and technical ability and provided the most advantageous offer to the DOE. As a result, the candidate proposed by First Tek was selected for award.

The DOE compared the rate proposed for this effort to the average rates under the New York City Office of Technology Innovation (“OTI”) contracts for Systems Integration Services (“SI”) and determined that the proposed rate is lower than the average rate for an identical or similar title under OTI’s SI contracts. Therefore, pricing has been determined to be fair and reasonable.

[Vendor Responsibility](#)

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

Request for Authorization to Contract with JSM Consulting, Inc. d/b/a JSM Consulting NY for the Provision of IT Support Services

Procurement Method: MWBE Procurement and Contract Method Purchases per DOE Procurement Policy and Procedures, Section 3-10(2-A)

Estimated Highest Annual Amount: \$209,300.00

Estimated Total Amount: \$418,600.00

Funding Source: Tax Levy

Contract Retroactive? No

Contract Term: 2 Years

Options: One, 2-Years

Options Amount: \$418,600.00

Contract Type: Full Value

RA Number: 11894

Vendor Name: JSM Consulting, Inc. dba JSM Consulting NY

Vendor Address: 65 Station Rd, Cranbury, NJ 08512

Contract Manager: Steven Stein, Senior IT Services Manager, Division of Instructional and Information Technology

Lead Contracting Officer: Nadia Molinari, Sr. Director, Division of Instructional and Information Technology

Division of Contracts and Purchasing Contact: Kesse Wallace, Strategic Sourcing Supervisor, Division of Contracts and Purchasing

Note: Any document referenced in this RA will be provided to PEP members upon request.

Purpose

The New York City Department of Education (“DOE”) hereby requests authorization to enter into a Minority and Women-Owned Business Enterprise (“M/WBE”) Procurement and Contract Method Purchase with JSM Consulting, Inc. d/b/a JSM Consulting NY (“JSM”), a certified Minority-Owned Enterprise. JSM will be responsible for the provision of one (1) Senior EMS Engineer (“Engineer”) to support IT-related efforts for the Division of Instructional & Information Technology (“DIIT”). The contract will be funded by DIIT.

Discussion

The Enterprise Management Systems team is responsible for providing monitoring capabilities to the DOE’s network infrastructure that provides internet connectivity for all teachers, students, and administrators. The Engineer will be responsible for providing high-level support to all monitoring tools, programming, and scripting needs for reporting, internet connectivity, and database management.

DIIT requires IT professional services to support day-to-day operational needs for critical business functions and objectives related to the following projects:

- Data Center Resiliency – Fortify the availability and continuity of critical applications and essential business functions in order to establish a robust and fail-safe infrastructure that

minimizes downtime and ensures seamless operation even in the face of unforeseen disruptions or challenges

- Network and Application Availability – Provide monitoring services to critical applications and schools’ network environments to ensure early failure detection, allowing support teams to proactively resolve issues with minimum downtime
- School Bandwidth Management – Monitor schools’ bandwidth usage to identify those that need bandwidth upgrades due to increased usage
- Network Infrastructure Management – Discover and track network equipment to assist support engineers with troubleshooting and the finance team with inventory reports

The DOE solicited twenty-one (21) M/WBE vendors to submit candidates for this request. Seven (7) proposals were received from JSM, Evergreen Technologies LLC, First Tek, Inc., Infojini, Inc., Rangan Consultants, Inc., RK Software, Inc., and Sporda Tech, Inc. An evaluation committee (“Committee”) consisting of three members from DIIT reviewed the resumes and requested to interview three (3) candidates in accordance with the evaluation criteria set forth in the solicitation.

Evaluation Criteria	Weight
Experience	40%
Technical Ability	30%
Cost	30%
Total	100%

The Committee determined that the candidate proposed by JSM exhibited thorough experience and technical ability and provided the most advantageous offer to the DOE. As a result, the candidate proposed by JSM was selected for award.

The DOE compared the rate proposed for this effort to the rates under the New York City Office of Technology Innovation (“OTI”) contracts for Information Technology Consultant Services (“ITCS”) and Systems Integration Services (“SI”) and determined that the proposed rate is either lower or the same as the average rate for an identical or similar title under OTI’s ITCS or SI contracts. Therefore, pricing has been determined to be fair and reasonable.

[Vendor Responsibility](#)

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible. Noteworthy information was found for the following vendor(s):

[JSM Consulting Inc.](#)

A review of JSM Consulting Inc.’s (JSM) PASSPort submission revealed the following information:

- In August 2019, the CEO of JSM was subject to a New York City Housing Authority Office of Inspector General (NYCHA-OIG) investigation for possible bid rigging/conflict of interest, insider information and/or employee collusion. The CEO also failed to disclose in PASSPort that he was employed by NYCHA as an IT Consultant. NYCHA advised that the allegations were unfounded, and the CEO advised that the omission in PASSPort was not intentional.

In light of the resolution of the matter above, the DOE determines the vendor to be responsible.

Request for Authorization to Contract with Kids Discover LLC to Provide the entire line of Kids Discover Educational Software and Digital Content

Procurement Method: Listing Application per DOE Procurement Policy and Procedures, Section 3-06

Estimated Highest Annual Amount: \$25,000

Estimated Total Amount: \$75,000

Funding Source: Various, including Tax Levy & Reimbursable

Contract Retroactive? No

Contract Term: 3 Years

Options: One, 2-Year

Options Amount: \$50,000

Contract Type: Requirements

RA Number: 11766

Vendor Name: Kids Discover LLC

Vendor Address: 606 Post Road E, Westport, Connecticut 06880

Contract Manager: Melissa Jacobs, Director of Library Services, Office of Library Services

Lead Contracting Officer: Melissa Jacobs, Director of Library Services, Office of Library Services

Division of Contracts and Purchasing Contact: Kay Robbins, Procurement Analyst, Technology and Instructional Materials Procurement

Note: Any document referenced in this RA will be provided to PEP members upon request.

Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Office of Library Services to contract with Kids Discover, LLC (“Kids Discover”) to provide the entire line of Kids Discover Educational Software and Digital Content.

Discussion

Kids Discover is an interactive web-based subscription program specializing in science and social studies for grades K-8. It allows students to work independently or in small groups and provides various applications under its product line including, but not limited to, Kids Discover Online and Kids Discover Magazine.

Kids Discover Online offers educators and students access to a library of over 3,500 science, social studies, and nonfiction articles at three reading levels. In addition to offering printable Infographics, streaming videos, and vocabulary activities, the platform offers pre-made quizzes that are graded automatically upon submission, reinforcing content knowledge acquisition.

Kids Discover Magazine provides students with an alternative to the traditional format of a hard-covered textbook. Each issue focuses on a single topic in science or social studies and can be obtained on an a la carte basis, in classroom sets, or in themed sets.

Kids Discover is the sole producer and exclusive distributor of the Kids Discover software product line and cannot be purchased by open competitive means. Accordingly, competitive procurement is impractical, and the DOE will utilize a listing application as its solicitation method pursuant to Section 3-06 of the DOE’s Procurement Policy and Procedures (“PPP”).

Kids Discover has offered a 35% discount off manufacturer's suggested retail price ("MSRP") for the entire line of Kids Discover software. In addition, the vendor has agreed to the inclusion of a "Most Favored Customer" price certification in its contract, which ensures that the DOE will receive pricing as favorable as any Municipal, County, or State Government Agency, Board of Education, School, or School System in the United States for the same or a substantially similar quantity of items. The estimated annual amount is based on previous expenditures by schools.

Accordingly, pricing is determined to be fair and reasonable.

Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check and have been determined to be responsible.

Request for Authorization to Contract with Wilson Language Training to Provide the entire line of Wilson Language Training Educational Software and Digital Content

Procurement Method: Listing Application per DOE Procurement Policy and Procedures, Section 3-06

Estimated Highest Annual Amount: \$664,089

Estimated Total Amount: \$1,992,267

Funding Source: Various, including Tax Levy & Reimbursable

Contract Retroactive? No

Contract Term: 3 Years

Options: One, 2-Year

Options Amount: \$1,328,178

Contract Type: Requirements

RA Number: 11889

Vendor Name: Wilson Language Training

Vendor Address: 47 Old Webster Rod, Oxford, Mass, 01540

Contract Manager: Kimberly De Vine, Director, Division of Enterprise Purchasing

Lead Contracting Officer: Kimberly De Vine, Director, Division of Enterprise Purchasing

Division of Contracts and Purchasing Contact: Kay Robbins, Procurement Analyst, Technology and Instructional Materials Procurement

Note: Any document referenced in this RA will be provided to PEP members upon request.

Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Division of Enterprise Purchasing (“DEP”) to contract with Wilson Language Training to provide the entire line of Wilson Language Training Educational Software and Digital Content.

Discussion

Wilson Language Training provides various web-based applications under its product line including, but not limited to, Foundations and Just Words.

Foundations is a resource that assists educators in presenting a structured approach to reading, spelling, and handwriting curriculum for grades K-3. It provides resources such as an interactive teaching tool with sound cards, video demonstrations of new concepts, practice worksheets, test trackers, and videos of targeted lessons for each unit.

Just Words is a word-study program for students in grades 4-12 who have below-average reading scores due to word-level difficulties. It includes standardized lesson plans in which students can continually practice reading and writing accuracy concepts and provides the foundational and language standards necessary to access grade-level text.

These software programs can be used remotely or in the classroom.

Wilson Language Training is the sole producer and exclusive distributor of the Wilson Language Training product line and cannot be purchased by open competitive means. Accordingly, competitive

procurement is impractical, and the DOE will utilize a listing application as its solicitation method pursuant to Section 3-06 of the DOE's Procurement Policy and Procedures ("PPP").

Wilson Language is offering New York City Public Schools a 10% discount off list price. A review of its catalog, list price and offered price accurately reflects the contractually stipulated discount of 10%.

In addition, the vendor has agreed to the inclusion of a "Most Favored Customer" price certification in its contract, which ensures that the DOE will receive pricing as favorable as any Municipal, County, or State Government Agency, Board of Education, School, or School System in the United States for the same or a substantially similar quantity of items.

Accordingly, pricing is determined to be fair and reasonable.

Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

Request for Authorization to Contract with Klett World Languages Inc, to Provide the Entire Line of Klett World Languages Software and Digital Content

Procurement Method: Listing Application per DOE Procurement Policy and Procedures, Section 3-06

Estimated Highest Annual Amount: \$25,000

Estimated Total Amount: \$75,000

Funding Source: Various, including Tax Levy & Reimbursable

Contract Retroactive? No

Contract Term: 3 Years

Options: One, 2-Year

Options Amount: \$50,000

Contract Type: Requirements

RA Number: 11715

Vendor Name: Klett World Languages Inc

Vendor Address: 405 W. Peterson Avenue, Chicago, IL, 60646

Contract Manager: Kimberly De Vine, Director, Division of Enterprise Purchasing

Lead Contracting Officer: Kimberly De Vine, Director, Division of Enterprise Purchasing

Division of Contracts and Purchasing Contact: Sydney Mojica, Procurement Analyst, Technology, and Instructional Materials Procurement

Note: Any document referenced in this RA will be provided to PEP members upon request.

Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Division of Enterprise Purchasing (“DEP”) to contract with Klett World Languages Inc. to provide the entire line of Klett World Languages Software and Digital Content.

Discussion

Klett World Languages Inc. provides an online learning platform, Klett World Languages Hub (“KWL Hub”), which delivers digital content inclusive of Spanish, German, and French language hubs to teachers and students. The KWL Hub includes, but is not limited to, the following technology features: an interactive version of the Student Edition and Workbook, e-text version of the Student Edition and Workbook, Grammar tutorials, and Pronunciation tutorials. KWL Hub is a web-based learning platform making it accessible to any computer with an HTML5 browser installed.

Klett World Languages Inc. is the sole producer and exclusive distributor of the Klett World Languages Inc. software and digital content product line and cannot be purchased by open competitive means. Accordingly, competitive procurement is impractical, and the DOE will utilize a listing application as its solicitation method pursuant to Section 3-06 of the DOE’s Procurement Policy and Procedures (“PPP”).

The awarded vendor will be required to meet applicable DOE Minority and Women Owned Business Enterprise Subcontracting Goals.

Klett World Languages Inc. proposed a 20% discount off list price for their entire software product line. In addition, the vendor has agreed to the inclusion of a “Most Favored Customer” price certification in

its contract, which ensures that the DOE will receive pricing as favorable as any Municipal, County, or State Government Agency, Board of Education, School, or School System in the United States for the same or a substantially similar quantity of items.

Accordingly, pricing is determined to be fair and reasonable.

Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

Request For Authorization to Contract with SUFI Robotics, LLC to Provide Academic Support and Technology Products Funded by the Extended Time Learning Grant

Procurement Method: Required Procurement Method per DOE Procurement Policy & Procedures, Section 1-03(b)

Estimated Highest Annual Amount: \$796,249.65

Estimated Total Amount: \$796,249.65

Funding Source: New York State Education Department (NYSED)

Contract Retroactive? Yes

Contract Term: 03/13/2024 – 06/30/2024

Options: Three, 1-Year

Options Amount: \$796,249.65/ \$2,388,748.95

Contract Type: Full Value

RA Number: 11943

Vendor Name: SUFI Robotics, LLC

Vendor Address: 849 New Dover, Edison, NJ 08820

Contract Manager: Natakii David, Senior Program Analyst, Literacy Collaborative - Office of Curriculum and Instruction

Lead Contracting Officer: Sameer Talati, Director of Strategic Partnerships, Literacy Collaborative – Office of Curriculum and Instruction

Division of Contracts & Purchasing Contact: Arnold Bisram, Procurement Analyst, Central Office Procurement

Purpose

The New York City Department of Education (“DOE”) hereby requests authorization on behalf of the Office of Curriculum and Instruction to contract with SUFI Robotics, LLC (“SUFI”) to provide academic support and technology products funded by the Extended Time Learning Grant.

Discussion

The purpose of the Extended Learning Time (“ELT”) competitive grant program is to provide grants to school districts or school districts in collaboration with not-for-profit community-based organizations (“CBOs”) to increase school-wide learning opportunities in high-quality extended school day, school week, and/or extended school year programs with a focus on improving academic achievement.

As a recipient of the ELT State Grant, SUFI will provide students with diverse opportunities for social, academic, and emotional development. SUFI empowered students by enhancing their Literacy and Arts education, ensuring they’re well-prepared for both academic success and personal fulfillment. Additionally, they were committed to providing a safe and supportive space where students can express themselves, connect with others, and receive the emotional and social support they need to thrive.

SUFI will provide technology products and accompanying technological support for the target population of approximately 4,200 students in grades 6 through 12. The materials provided include Dell touchscreen Chromebooks equipped with Chrome Educational licenses and zero-touch enrollment. Additionally, SUFI is a city certified MWBE vendor.

This contract is retroactive due to administrative delays.

A competitive sealed bid was not done for this procurement and a contract for these services is necessary because the New York State Education Department specifically named this vendor for the

amounts stated above. To have services provided by another party would be contrary to the grant. Pricing for the contracted services was established as part of the grant submission and awards.

Vendor Responsibility

The vendor(s) recommended for award and the principal owners and officers were subject to a background check, and have been determined to be responsible.

Technical Changes – Current Meeting

Agenda Item 9: The Request for Authorization (RA #11910) to contract with Digital Sound, Light & Video, Inc. has had its Estimated Total Amount decreased to \$314,080.00.

Agenda Item 12: The Request for Authorization (RA #11913) to contract with Mitchell Communications Corporation has had its contract type updated to Full Value.

Technical Changes – Prior Meetings

May 22, 2024, Item 19: The Request for Authorization (RA #11834) to contract with Teaching Strategies LLC for their entire line of Teaching Strategies LLC software, digital content, and materials listed an incorrect estimated total contract amount of \$8,870,250. The correct estimated total amount is \$14,450,220.

April 17, 2024, Item 2: The Request for Authorization (RA #11833) for an MTAC contract for EPS Operations, LLC to provide Literacy Professional Development Services listed the vendor's address as 80 Northwest Blvd, Nashua, New Hampshire 03063. The vendor's correct legal address is 4800 Hampden Lane, Suite 560, Bethesda MD 20814.

January 31, 2024, Item 3: The Request for Authorization (RA #11755) to contract with Little Light of Mine Inc. for Arts Education Services erroneously listed the vendor's name using a comma. The correct legal name should not include this. Additionally, the vendor's legal address was listed as 82-66 Austin St, Kew Gardens, NY 11415, but this address is no longer in use. The new legal address should be listed as: Little Light of Mine Inc. 208-20 48th Avenue, Oakland Gardens, NY 11364.

January 31, 2024, Item 4: The Request for Authorization (RA #11787) for a human services contract to provide Family and Community Engagement Services for Early Childhood Education under the R1271 MTAC Solicitation listed the address for vendor LIFT, Inc. as 999 N. Capital Street, Suite 310, Washington D.C. 20002. The correct legal address is 999 N. Capitol Street, Suite 310, Washington D.C. 20002.

January 31, 2024, Item 22: The Request for Authorization (RA #11736) to Contract with Child Mind Institute, Inc., to Provide Mental Health Skill-Building Curriculum listed the vendor address as 101 East 56th Street, New York, NY 10022-2661 The vendor's correct legal address is 215 East 50th Street, New York, NY 10022.

October 18, 2023, Item 15: The Request for Authorization (RA #11552) to contract with WorldCast Live Inc. for Conference Rooms Audio/Video Equipment refresh incorrectly lists the Contract Type as Requirements. The correct Contract Type is a Full Value Contract.