

TITLE: STUDENT INTERNSHIP MANAGEMENT SYSTEM AND PAYROLL SERVICES

Procurement

Section

Education (NYCDOE)

Agency Name

Contracts and Purchasing

Agency Division

65 Court Street, Room 1201, Brooklyn, NY 11201

Request Address

Vendor Hotline

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Contact Information

Current

Status

Goods and Services

Category

Request for Proposals

Selection Method

6/29/2017

Publication Date

Solicitation

Notice Type

PIN#R1131040 - Due: 8/16/2017 1:00 PM

PIN - Due Date

The New York City Department of Education (DOE) strives to give all businesses, including Minority and Women-Owned Business Enterprises (MWBs), an equal opportunity to compete for DOE procurements. The DOE's mission is to provide equal access to procurement opportunities for all qualified vendors, including MWBs, from all segments of the community. The DOE works to enhance the ability of MWBs to compete for contracts. DOE is committed to ensuring that MWBs fully participate in the procurement process.

Other Information

DESCRIPTION

The New York City Department of Education (NYCDOE) on behalf of the Office of Postsecondary Readiness's (OPSR) Work-Based Learning Resource Center (WBLRC) is seeking proposals from qualified

organizations to provide Student Internship Management System and Payroll Services (SIMS-PS) to participants taking part in the WBLRC managed programs and internships.

OPSR provides support to Career and Technical Education (CTE) programs in high schools citywide. WBLRC and CTE teams provide technical assistance and support in developing research-based instructional goals, objectives, and best practices for delivering effective work-based learning, which includes career-focused field trips, career fairs, guest speakers, job shadowing, mentoring, student-run enterprises, and compensated and non-compensated internships. Each year, the WBLRC manages payroll for student internships aligned to CTE programs of study. Since the NYCDOE payroll system is structured to serve full-time professional staff and not students in a learning setting, a web-based management and payroll system is required to track hours, manage online applications and placement information, track funding sources for these internships, and to ensure timely issuance of hourly wages for student interns. Detailed service description and requirements are provided in the Request for Proposal (RFP) solicitation.

PROPOSALS MUST BE RECEIVED BY NO LATER THAN 1:00 P.M. EST, AUGUST 16, 2017. LATE PROPOSALS WILL NOT BE ACCEPTED.

This RFP may result in one (1) requirements contract agreement. The awarded contract will be for a term of three (3) years. It is anticipated that services will commence on or about April 2018.

A pre-proposal conference will be held on July 17, 2017 from 1:00 P.M. to 2:00 P.M. EST at Brooklyn Borough Hall, 2nd Floor Court Room, 209 Joralemon Street, Brooklyn, NY 11201.

To download the solicitation, go to <https://vendorportal.nycenet.edu/vendorportal/login.aspx>. If you cannot download, send an e-mail to VendorHotline@schools.nyc.gov. Include your company's name, address, phone and fax numbers, email address, Tax ID Number, RFP Number and Title.

Questions regarding this solicitation should be addressed to COPContracts@schools.nyc.gov by no later than 4:00p.m. EST, July 24, 2017. Subsequent amendments and answers will be posted to <https://vendorportal.nycenet.edu/vendorportal/login.aspx>. Review this site periodically for important updates.