



**CITY OF YONKERS / YONKERS PUBLIC SCHOOLS  
BUREAU OF PURCHASING**

**REQUEST FOR PROPOSAL (RFP) NO. 557**

**SOLICITATION DOCUMENTS FOR**

**LITERACY CONSULTING SERVICES FOR YONKERS PUBLIC SCHOOLS**

**DEADLINE FOR PROPOSAL SUBMISSIONS: FRIDAY, JULY 17, 2026, BY 2 PM EST**

The Yonkers Public Schools (the “District”) is requesting proposals to be submitted via electronic delivery method **through the Empire State Purchasing Group System – BidNet** (<http://www.empirestatebidsystem.com/>). Refer to solicitation **RFP-557**.

File capacity may not exceed 500mb. For any issues requiring technical support vendors shall contact BidNet at 1-800-835-4630. The City of Yonkers (“the City”) and the Yonkers Public Schools (“the CITY/YPS”) will not be responsible for submission delays or other unforeseen circumstances related to Proposer’s submitting its proposal electronically.

Proposers shall prepare (4) files for submission: **RFP-557**

One marked **Technical Proposal**, one marked **Cost Proposal**, one marked **Schedules**, and one marked **Vendor Background Questionnaire**, all with your legal company name. **Return all required Schedules with your submission.** Electronic signatures and/or scanned signatures from Proposers’ authorized representatives will be acceptable.

**Proposals received after 2:00 PM are late and will not be accepted.**  
**Proposals will not be accepted via email.**

Deadline for receipt of written questions (submitted to Miguel Martinez via email):  
**THURSDAY, JULY 9, 2026, BY 2 PM EST** – submit on company letterhead as a MSWord document in font Times New Roman, size 11.

**RFP Contact:**

Miguel A. Martinez, III, MBA, NIGP-CPP  
Purchasing Administrator, Bureau of Purchasing  
Email: [miguel.martinez@yonkersny.gov](mailto:miguel.martinez@yonkersny.gov)  
914-377-6163

City of Yonkers / Yonkers Public Schools  
Purchasing Department- One Larkin Center – 3rd floor  
Yonkers, New York, 10701

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### **ADDITIONAL ATTACHMENTS UPLOADED SEPARATELY TO BIDNET:**

1. **City of Yonkers - Yonkers Public Schools Academic Professional Services Contract (1 PDF; 42 Pages)**

## INTRODUCTION

Since its inception in 1881, Yonkers Public Schools has changed in many ways, but remains steadfastly committed to challenging the city's youth to aspire to their highest potential, and to inspire a life-long love of learning.

Yonkers Public Schools is the fourth largest school district in New York State, located in the lower Hudson Valley, immediately north of New York City. Today, a vibrant learning community of 25,500 public school students from 100 cultures, backgrounds and nationalities in grades prekindergarten through 12 is challenged by a rigorous core curriculum and innovative programs in 39 schools throughout the City of Yonkers. Students participate in learning opportunities in the classroom, on the stage, on the playing field and with colleges and universities, museums and cultural institutions, major corporations and local businesses, as well as non-profit and community groups, and government agencies.

As one of the largest employers in Westchester County, Yonkers Public Schools' diverse workforce of 3,900 educators and support staff enthusiastically shares the District's mission to empower all students to take their place in the world as knowledgeable, competent, responsible citizens. Yonkers Public Schools has centralized school registration for all students. The District is committed to a [School Choice Process](#) that is open and equitable to everyone. The District offers families more educational opportunities than any other school district in Westchester County.

Further information on the Yonkers Public Schools may be obtained from the District's website at: <http://www.yonkersny.gov/>

[www.yonkerspublicschools.org](http://www.yonkerspublicschools.org)

The Yonkers Public Schools is not responsible for any internal or external delivery delays which may cause the RFP to arrive beyond the deadline. No materials will be accepted after the deadline.

A District evaluation committee will review the proposals and may conduct interviews with one or more of the qualified proposers as part of the final selection process. Proposers may be asked to make a presentation to the evaluation committee.

The Yonkers Public Schools reserves the right to accept, reject or negotiate modifications to any proposal, as it shall, in its sole discretion, deem to be in its best interest.

While the Yonkers Public Schools reserves the right to negotiate with any and all proposers regarding the information which is requested in this RFP, each proposer must provide all information as requested to be considered and may be disqualified for failure to submit any required attachment/exhibit, or for submitting incomplete or non-responsive information, exhibits or attachments. Any such negotiations will occur subsequent to review and certification of proposals as fully complete and responsive.

**NO RIGHTS SHALL ACCRUE TO ANY PROPOSER BY THE FACT THAT A PROPOSAL HAS BEEN SELECTED BY THE DISTRICT FOR SUBMISSION TO THE BOARD OF CONTRACT & SUPPLY FOR CONTRACT APPROVAL. SAID BOARD HAS THE RIGHT TO REJECT ANY**

RECOMMENDATION AND THE APPROVAL OF SAID BOARD IS NECESSARY BEFORE A VALID AND BINDING CONTRACT MAY BE EXECUTED BY THE DISTRICT.

*Proposers are advised that the contents of this RFP and the successful Proposer's Technical and Cost Proposal, as submitted or negotiated, will be incorporated into the resultant agreement.*

NO COMMUNICATIONS OF ANY KIND WILL BE BINDING AGAINST THE DISTRICT, EXCEPT FOR THE FORMAL WRITTEN RESPONSES TO ANY WRITTEN REQUEST FOR CLARIFICATION.

Answers to all inquiries will be in writing and made available to all prospective vendors in the form of a formal addendum to the RFP. Said addendum shall be annexed to and become part of the ensuing contract.

Formal addenda will be published on the Empire State Purchasing Group website at [www.empirestatebidsystem.com](http://www.empirestatebidsystem.com).

Only written addenda issued by the Bureau of Purchasing of the City of Yonkers shall be binding. No officer, employee, or agent of the City or the District is authorized to clarify or amend these Solicitation Documents by any other method, and any such clarification or amendment, if given, is not binding on the District.

Prospective proposers are reminded that it is their responsibility to ensure that they receive all addenda.

Technical and Cost Proposals shall be based on the Scope-of-Services described herein.

## PART I. GENERAL INFORMATION FOR PROPOSERS

The Yonkers Public Schools (the “District”) is requesting qualifications and cost proposals from highly qualified firms that provide literacy consulting to support Yonkers Public Schools’ strategic literacy priorities. This includes strengthening instructional practice, improving student performance on district and state assessments, and building sustainable systems of professional learning aligned to Yonkers’ curricula, platforms, and student needs.

Technical and Cost Proposals shall be based on the Scope-of-Services described herein.

## PART 2 -- PROPOSAL SUBMISSION REQUIREMENTS/FORMAT:

**2.1** The City of Yonkers will allow proposals to be submitted via electronic delivery method **through the Empire State Purchasing Group System – BidNet** (<http://www.empirestatebidsystem.com/>).

Refer to solicitation

**“RFP NO. 557 - DUE DATE FRIDAY, JULY 17, 2026, BY 2:00 PM EST”**

**Proposers shall prepare (5) files for submission. MARK the files:**

- **RFP-557 Technical Proposal with your legal company name**
- **RFP-557 Cost Proposal with your legal company name**
- **RFP-557 Schedules with your legal company name, Schedules “D” – “K”\*\***
- **RFP-557 Vendor Background Questionnaire, Schedule “G” (Pages 26-32 of the RFP)**
- **RFP-557 Certifications & Credentials**

**\*\*These Schedules can be found in the pdf file named - City of Yonkers – Yonkers Public Schools Academic Professional Services Contract document. Refer to Schedules “D” through “K” found on Pages 21-42.**

Electronic signatures and/or scanned signatures from Proposers’ authorized representatives will be acceptable.

**Proposals will not be accepted via email.** Proposal packages must be submitted as a whole and in their entirety. Respondents must fully complete all Schedules attached to the Form of Contract.

All proposals submitted must be organized in the following format and contain the following information:

**2.2** A letter of transmittal/introduction introducing the firm by describing its origin, current ownership and management, and include an executive summary of the firm’s qualifications. The letter shall also include the following:

- Legal organizational name and address of the prime Consultant;
- Legal organizational name and address of sub-consultant(s), if any;

- Name, title, telephone & fax numbers, and e-mail address of the person to be contacted regarding the content of the Proposal.

It is to be signed by the person authorized to bind the Proposer contractually.

**2.3** Demonstration of the ability of the responder to meet each of the evaluation criteria listed in Part 2.4 of this RFP. They are to be presented in the order presented therein with each section clearly labeled. All pages must be numbered.

- a. Provide a brief history and description of your firm.
  - b. Identify the individual that will act as direct contact for this contract.
  - c. **Overall Qualifications and Experience.** Describe the Proposer's abilities, skills, knowledge, resources (financial and organizational), current workload, and ability to complete projects on schedule. Describe the type of work performed with your own workforce
  - d. **A Statement-of-Work describing the Proposer's approach** for providing the services described in the Scope of Work. Also, indicate the resources you shall require of the District, if any, to accomplish this work.
  - e. Indicate whether the Proposer is national, regional, or local, the number of years in business, the total number of employees, and the total number of employees in the local office that will be dedicated to the Yonkers contract.
  - f. Proposers shall **identify all their current active projects in Yonkers** and active projects in the areas surrounding Yonkers that may impact Yonkers. Proposers shall also indicate if any of the team members or sub-consultants proposed for this engagement is working on those projects and if so, the nature of their work on those projects.
  - g. In addition, the Proposer shall **provide an affirmative statement that they are independent of the City of Yonkers/Yonkers Public Schools.** Proposers shall disclose all direct and indirect, actual or potential conflicts of interest it or any of the Proposer's personnel may have with the City of Yonkers/Yonkers Public Schools.
  - h. Oral Presentations. After receipt of Proposals, Proposers may be requested to make an oral presentation. Proposers unable or unwilling to make oral presentations may be removed from consideration.
1. No proposal will be accepted from nor any agreement awarded to any proposer that is in arrears upon any debt or in default of any obligation owed to the District. Additionally, no agreement will be awarded to any proposer that has failed to satisfactorily perform pursuant to any prior agreement with the District.
  2. Modified Proposals. A Proposer may submit a modified Proposal to replace all or any portions of a previously submitted Proposal up until the Proposal Due Date and Time and, if discussions have begun, up until the Due Date and time established for submission of Best and Final Offers. The Evaluation Committee shall consider only the latest timely version of the Proposal.
  3. Proposals MUST be signed. Unsigned proposals will be rejected.

4. A Proposal shall be irrevocable for the entire duration of the contract, including any option year. A Proposal may be withdrawn in writing before the Proposal Due Date and Time or, if discussions have begun up until the Due Date and Time set for the submission of Best and Final Offers.
5. Late proposals will not be accepted.
6. Requests for clarification of this RFP MUST be written and submitted by email to Mr. Miguel Martinez, Program Administrator, at [Miguel.Martinez@YonkersNY.gov](mailto:Miguel.Martinez@YonkersNY.gov) as set forth on the cover page of this RFP.

## 2.4 PROPOSAL EVALUATION CRITERIA:

- a) The District shall apply the following evaluation criteria in selecting a proposer with whom to commence contract negotiations. Such criteria are not necessarily listed in order of importance. The District reserves the right to weigh its evaluation criteria in any manner it deems appropriate. If two offers are found to be substantially technically equivalent, price shall be the basis for determining the award recipient. Proposals will be evaluated by a team of District representatives from appropriate District Departments.

<u>Evaluation Criteria</u>	<u>Maximum Possible Points</u>
<b>Qualifications of Firm and Assigned Personnel</b>	<b>25 Points</b>
<b>Relevant Experience with K-12 Literacy Improvement Initiatives</b>	<b>20 Points</b>
<b>Technical Approach and Work Plan</b>	<b>20 Points</b>
<b>Professional Development, Coaching, and Professional Learning Community (PLC) Methodology</b>	<b>10 Points</b>
<b>Experience with Urban Districts and Diverse Student Populations</b>	<b>10 Points</b>
<b>References and Past Performance</b>	<b>5 Points</b>
<b>Cost Proposal</b>	<b>10 Points</b>

- b) Describe and demonstrate the proposer's successful relevant qualifications in performing Literacy Consulting Services.
  1. **Professional Development & Training**
  2. **Instructional Coaching & PLC Facilitation**
  3. **Data Analysis & Assessment Alignment**
  4. **Curriculum Alignment & Instructional Coherence**

**5. Lab Sites, Demonstration Classrooms & Workshop Series**

**6. Strategic Consultation & Systems Support**

**7. District Context & Responsiveness**

- c) Describe and demonstrate that the proposer's has a minimum of five (5) years successful and relevant experience in providing Literacy Consulting services or programs of similar characteristics.
  - 1) Improved student performance on **Common Assessments and NYS ELA assessments**
  - 2) Increased teacher effectiveness in delivering standards-aligned literacy instruction
  - 3) Stronger implementation of adopted curricula and instructional resources
  - 4) Enhanced use of data platforms (i-Ready, Pear Assessment) to drive instruction
  - 5) Increased capacity among reading teachers, classroom teachers, and instructional leaders
  - 6) Greater consistency and coherence in literacy practices across schools
- d) Describe and demonstrate the proposer's technical design, approach & work plan
- e) Describe and demonstrate the proposer's professional development, coaching and PLC Methodology.
- f) Describe and demonstrate the proposer's relevant experience and past performance with urban districts and diverse student populations. Proposer shall provide strong references for contracts of similar size and scope (minimum of three) with a minimum of five (5) years of experience providing K-12 literacy consulting services. Inclusive of but not limited to in K-12 literacy instruction, coaching, and district-level consulting that highlight reliability, effectiveness, and professionalism.
- g) Describe and demonstrate the proposer's capability to appoint a Project Manager for the contract who will respond timely to Yonkers Public Schools and who will also work to ensure timely planning and completion of all other deliverables delineated below:
  - a) Annual Literacy Needs Assessment Report
  - b) Professional Development Calendar and Implementation Plan
  - c) Monthly Activity Reports documenting services provided
  - d) PLC agendas, materials, and facilitation notes
  - e) Coaching logs and teacher participation records
  - f) Demonstration lesson plans and supporting resources
  - g) Mid-Year Progress Report
  - h) End-of-Year Literacy Improvement Report
  - i) Recommendations for district-wide literacy improvement initiatives
  - j) Final presentation to district leadership



- h) Describe and demonstrate the firm's qualifications and the proposed personnel assigned to the contract and how their assignment will contribute to the success of the required service. Proposers shall attach resumes and/or description of qualifications along with relevant licensure and/or certifications for each qualified person who will provide the services required herein.
- i) Attach an organization chart showing where, or an explanation of how, the proposed services will fit into the proposer's organization.
- j) Compensation rate schedule for Consultant personnel providing the subject services to be provided; and
- k) A determination that the proposer has submitted a complete and responsive proposal as required by all sections, terms, and conditions of the RFP.

## 2.5 PROPOSAL REQUIREMENTS:

### PACKAGES MUST BE MARKED: "RFP-557; LITERACY CONSULTING SERVICES

- i. Provide a brief history and description of your firm.
- j. Identify the individual that will act as direct contact for this contract.
- k. **Overall Qualifications and Experience.** Describe the Proposer's abilities, skills, knowledge, resources (financial and organizational), current workload, and ability to complete projects on schedule. Describe the type of work performed with your own workforce
- l. **A Statement-of-Work describing the Proposer's approach** for providing the services described in the Scope of Work. Also, indicate the resources you shall require of the District, if any, to accomplish this work.
- m. Provide the **origin, current ownership and management, and qualifications of the firm;**
- n. Indicate whether the Proposer is national, regional, or local, the number of years in business, the total number of employees, and the total number of employees in the local office that will be dedicated to the Yonkers contract.
- o. Proposers shall **identify all their current active projects in Yonkers** and active projects in the areas surrounding Yonkers that may impact Yonkers. Proposers shall also indicate if any of the team members or sub-consultants proposed for this engagement is working on those projects and if so, the nature of their work on those projects.
- p. In addition, the Proposer shall **provide an affirmative statement that they are independent of the City of Yonkers/Yonkers Public Schools.** Proposers shall disclose all direct and indirect, actual or potential conflicts of interest it or any of the Proposer's personnel may have with the City of Yonkers/Yonkers Public Schools.
- q. The proposal cover letter, signed by a person authorized by the proposer to make a binding proposal, must set forth that that ***"this proposal constitutes a valid, binding and continuing offer at the prices set forth in the proposal for the entire duration of the contract, including any option year."***

- r. Each of the five (5) files must be submitted at the same time (1 electronic copy of each) in a single PDF file that includes all portions of the proposal. Do not include any elaborate marketing or advertising materials— submit on 8.5” x 11” paper in a lean and concise format. Technical and Cost Proposals must be signed by a duly authorized official of the firm, with the person’s name and title printed below the signature.
  - s. Oral Presentations. After receipt of Proposals, Proposers may be requested to make an oral presentation. Proposers unable or unwilling to make oral presentations may be removed from consideration.
1. No proposal will be accepted from nor any agreement awarded to any proposer that is in arrears upon any debt or in default of any obligation owed to the District. Additionally, no agreement will be awarded to any proposer that has failed to satisfactorily perform pursuant to any prior agreement with the District.
  2. Modified Proposals. A Proposer may submit a modified Proposal to replace all or any portions of a previously submitted Proposal up until the Proposal Due Date and Time and, if discussions have begun, up until the Due Date and time established for submission of Best and Final Offers. The Evaluation Committee shall consider only the latest timely version of the Proposal.
  3. Proposals MUST be signed. Unsigned proposals will be rejected.
  4. A Proposal shall be irrevocable for the entire duration of the contract, including any option year. A Proposal may be withdrawn in writing before the Proposal Due Date and Time or, if discussions have begun up until the Due Date and Time set for the submission of Best and Final Offers.
  5. Late proposals will not be accepted.
  6. Requests for clarification of this RFP **MUST** be written and submitted by email to the Buyer, at [Miguel.Martinez@YonkersNY.gov](mailto:Miguel.Martinez@YonkersNY.gov) as set forth on the cover page of this RFP.

### **PART 3 -- CONTRACT AWARD AND LEGAL UNDERSTANDINGS**

**3.1** The Contract(s) resulting from this solicitation shall be awarded to the Proposer(s) the City considers most qualified and whose Proposal(s) the City determines to be the most advantageous to the City, based on the evaluation factors set forth in the RFP.

**3.2** The Proposer must comply with any and all federal, state, and local laws, rules and regulations, and executive orders applicable to the subject matter of this contract, including Equal Employment Opportunities (EEO), Civil Rights, MacBride Fair Employment Principles, the Iran Divestment Act, and the New York State Labor Law.

**3.3** After selection of the successful proposer(s), and following contract negotiations, a formal written contract will be prepared by the City of Yonkers, subject to all required oversight approvals, and will not be binding until signed by both parties.

**3.4** The City/YPS reserves the right to cancel this RFP at any time, if it is deemed to be in its best interest. In no event shall the City/YPS have any liability whatsoever for cancellation of any award

before execution of a contract. Proposers assume sole risk and responsibility for its expenses before execution of a contract and shall not commence work until receipt of a contract.

**3.5** A Proposer shall not have any rights against the City/YPS arising from an invitation to enter negotiations or to submit a Best and Final Offer.

**3.6** By submission of a proposal in response to this RFP, proposing entity agrees to and understands:

3.6.1 That any proposal, attachments, additional information, etc. submitted pursuant to this RFP constitute merely a suggestion to negotiate with the City/YPS and is not a bid under Section 103 of the New York State General Municipal Law;

3.6.2 Submission of a proposal, attachments, and additional information shall not entitle the proposing entity to enter into a service agreement with the City/YPS for the required services

3.6.3 By submitting a proposal, the proposing entity agrees and understands that the City/YPS is not obligated to respond to the proposal, nor is it legally bound in any manner whatsoever by submission of same;

3.6.4 That any and all counter-proposals, negotiations or any communications received by a proposing entity, its officers, employees or agents from the CITY/YPS or the City, its elected officials, officers, employees or agents, shall not be binding against the CITY/YPS or the City, its elected officials, officers, employees or agents unless and until a formal written agreement for services, subject to all oversight approvals, is duly executed by both parties.

**3.7** The City/YPS reserves the right, and may at its sole discretion exercise, the following rights and options with respect to this RFP, except to the extent restricted by applicable law, including, but not limited to, the City of Yonkers' Procurement Policy, as amended:

- 3.7.1 To reject proposals that do not conform in all material respects to the RFP or meet the minimum evaluation criteria;
- 3.7.2 To reject all proposals;
- 3.7.3 To issue additional solicitations for proposals and/or amendments to this RFP;
- 3.7.4 To waive any irregularities in proposals received after notification to all proposers;
- 3.7.5 To negotiate for amendments or other modifications to proposals;
- 3.7.6 To conduct investigations with respect to the qualifications of each proposer;
- 3.7.7 To exercise its discretion and apply its judgment with respect to any aspect of this RFP, the evaluation of proposals, and the negotiations and award of any contract;
- 3.7.8 To enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals with one or more of the proposers;
- 3.7.9 To select the proposal that best satisfies the interests of the City and not necessarily on the basis of price or any other single factor in the evaluation criteria.

**3.8** While this is an RFP and not a bid, the City reserves the right to apply the case law under General Municipal Law § 103 regarding bidder responsibility in determining whether a proposer is a responsible vendor for the purpose of this RFP process;

**3.9** The CITY/YPS assumes no responsibility or liability of any kind for costs incurred in the preparation or submission of any proposal;

**3.10** The CITY/YPS is not responsible for any internal or external delivery delays which may cause any proposal to arrive beyond the stated deadline.

**3.11** Delinquent proposer(s)/contractor(s) shall not be deemed responsible for purposes of awarding a contract. It is the policy of the City of Yonkers and the Yonkers Public Schools to disqualify persons or business entities which are delinquent in financial obligations to the City of its affiliated agencies, boards, or commissions from participating in City contracts and business opportunities.

### **3.12 PROPOSALS SUBJECT OT THE FREEDOM OF INFORAMTION LAW**

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, Sections 84-90, mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the proposer's competitive position or constitute a trade secret. Proposers who have a good faith belief that information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law shall and provide justification why such material, upon request, should not be disclosed by the City, and insert the following notice in the front of its proposal:

1) **“NOTICE**

**The data on pages \_\_\_\_ of this proposal identified by an asterisk (\*) contains technical or financial information constituting trade secrets or information the disclosure of which would result in substantial injury to the proposer’s competitive position.**

**The proposer requests that such information be used only for the evaluation of the proposal, but understands that any disclosure will be limited to the extent that the City considers proper under the law. If the City enters into an agreement with this proposer, the City shall have the right to use or disclose such information as provided in the agreement, unless otherwise obligated by law.”**

and;

2) clearly identify the pages of the proposals containing such information by typing in bold face on the top of each page **"\*THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW."**

The City assumes no liability for disclosure of information so identified, provided that the City has made a good faith legal determination that the information is not protected from disclosure under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction. The contents of the proposal which is accepted by the City, except portions "Protected from Disclosure", may become part of any agreement resulting from this RFP.

### **3.13 INDEMNIFICATION AND INSURANCE**

The proposer, by signing the proposal, does hereby agree to indemnify and hold free and harmless the City of Yonkers, the Yonkers Public Schools, the Yonkers Board of Education, its officials, employees, and agents from or on account of any and all suits, actions, or claims for injuries, losses, damages, liabilities, costs, or expenses, of any kind whatsoever, arising from this RFP. Successful proposers for specific A/E projects will likewise be required to execute a contract containing similar requirements.

The indemnification provided herein shall obligate the proposer to defend at the proposer's own expense or to provide for any defense (as determined by the City of Yonkers), for any and all claims of liability and all suits, actions, or claims that may be incurred by the City of Yonkers and/or the Yonkers Public Schools, in consequence of actions or inaction's relating to its proposal or any ensuing contract. By submitting a proposal, the proposer agrees to comply with the foregoing provisions of indemnity.

If awarded a contract by the Yonkers Public Schools, the proposer acknowledges and agrees that it will need to provide insurance naming the City of Yonkers, the Yonkers Public School District, and the Yonkers Board of Education as additional insured as more fully set forth in Schedule "C" which is annexed hereto.

### **3.14 ASSIGNMENT**

The successful proposer shall not assign or subcontract any portion of the operation without prior written approval from the City. If the proposer intends as part of its proposal to form a team or subcontract any part of the work described in its proposal, that fact must be explicitly stated in the proposal and the proposer shall include the qualifications and credit references of any proposed subcontractors. If the City awards the contract to the proposer and approves any subcontract, this approval shall not create any relationship between the subcontractor and the City, such that the successful proposer shall be responsible for the entire contract

### **3.15 INDEPENDENT CONTRACTOR**

The successful proposer and its employees will operate as an independent contractor and are not considered to be City employees.

### **3.16 ANTIDISCRIMINATION/COMPLIANCE WITH LAW**

Neither the successful proposer, nor any person acting on behalf of the successful proposer, shall discriminate against any individual on the basis of race, color, creed, gender, marital status, country of origin, physical disability, genetic predisposition or carrier status in connection with the operation of the agreement or the use of any City facilities. The successful proposer shall, at its sole cost and expense, procure and maintain in full force and effect for the term of the resulting contract, all permits, licenses and approvals from all applicable governmental authorities.

The successful proposer shall comply, at its sole cost, with all applicable federal, state and local laws, rules, regulations and orders including, but not limited to the NYS ED, Labor Law, Workers' Compensation Law, State Unemployment Insurance Law, State and Municipal health and sanitation regulations, Federal Social Security Law and all rules and regulations promulgated by the United States Department of Labor and/or the Industrial Commissioner of the State of New York, the

Occupational Health and Safety Administration (OSHA), the Public Health Law, the Westchester County Sanitary Code, and all amendments and additions thereto.

### **3.17 NON-COLLUSION**

The proposer, by signing the proposal, does hereby warrant and represent that any ensuing agreement has not been solicited, secured or prepared directly or indirectly, in a manner contrary to the laws of the State of New York and the City of Yonkers, and that said laws have not been violated and shall not be violated as they relate to the procurement or the performance of the agreement by any conduct, including the paying or the giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any City employee, officer or official.

### **3.18 CONFLICT OF INTEREST**

All firms must disclose with their proposals the name of any officer, director or agent who is also an employee of the City of Yonkers. Further, all firms must disclose the name of any City employee who owns, directly or indirectly, an interest of ten percent or more in the firm or any of its subsidiaries or affiliates.

### **3.19 MBE/WBE**

Pursuant to Article VIII of Chapter 13 of the Yonkers City Code, it is the goal of the City of Yonkers and Yonkers Public Schools to use its best efforts to encourage and promote an increased participation of business enterprises owned and controlled by persons of color or women in contracts and projects funded by all departments of the City. Therefore, the City asks Proposers to complete the questionnaire attached to the Professional Services Contract as Schedule “D.”

### **3.20 MACBRIDE PRINCIPLES**

Pursuant to Article VI of Chapter 13 of the Yonkers City Code, no procuring officer may award or recommend for award any contract not subject to competitive bidding to a proposer that does not execute a certification substantially in the form attached hereto. Therefore, the City asks Proposers to complete the certification attached to the Professional Services Contract as Schedule “E.”

### **3.21 RELATIONSHIPS TO CITY**

Proposers are required to complete the questionnaire entitled “Vendor Background Questionnaire” attached to the Professional Services Contract as Schedule “F.” In the event that any information provided in the completed questionnaire changes, Proposer agrees to provide a revised “Contractor Disclosure Form” form to the City within ten (10) business days of such event.

### **3.22 IRAN DIVESTMENT**

As a result of the Iran Divestment Act of 2012 (the “Act”), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. By submitting a response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, the Consultant shall complete Schedule “G”, attached to the Professional Services Contract, an executed certificate of compliance with the Iran Divestment Act signed by the bidder or one of its officers as required by the General Municipal Law Sec. 103g.

### **3.23 CITY OF YONKERS STANDARD TITLE VI/NON DISCRIMINATION ASSURANCES**

In accordance with the provisions of Title VI of the Civil Rights Act of 1964 (the “Civil Rights Act”), 42 U.S.C. § 2000d *et seq.*, 78 stat. 252, which prohibits discrimination on the basis of race, color, national origin; 49 C.P.R. Part 21 (entitled *Non-discrimination In Federally-Assisted Programs of the Department Of Transportation (“DOT”)-Effectuation of Title VI of the Civil Rights Act*); and 28 C.P.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act), the School District hereby notifies all bidders/contractors that it will affirmatively ensure that any contract entered into will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. Consultant hereby agrees to complete Schedule “H,” attached to the Professional Services Contract, an executed Addendum for projects receiving any Federal Financial Assistance, including grant funding.

### **3.24 PARENTS BILL OF RIGHTS & DATA SHARING AGREEMENT**

In accordance with the Family Educational Rights and Privacy Act (“FERPA”) (20 U.S.C. § 1232g; 34 CFR Part 99), and all other applicable Federal, state, and local laws, the Consultant hereby agrees to complete and abide with the terms of the Dating Sharing Agreement and the New York State Parents’ Bill of Rights, both attached to the Professional Services Contract as Schedule “I,” which is fully incorporated herein by reference.

### **3.25 PROPOSER CERTIFICATION**

The Consultant acknowledges and agrees to complete the Proposer Certification form that is attached to this Request for Proposal identified as Schedule “J” herein and is hereby incorporated by reference.

### **3.26 PRICE ESCALATION/ DE-ESCALATION.**

The City of Yonkers/Yonkers Public Schools shall have the option, upon mutual agreement with the awarded vendor, to renew this contract for two (2) additional periods of 12-months each under the same terms, conditions and unit pricing. Except that the amount payable may be increased, decreased or remain the same upon mutual negotiation and in accordance with the applicable change or no change in the Consumer Price Index, All Urban Consumers (CPI-U), U.S. City Average, All Items, as published by the U.S. Bureau of Labor Statistics for the preceding twelve (12) month period, hereinafter referred to as CPI. Any subsequent increase due to an applicable change in the most recently issued CPI shall be capped at three (3) percent for each year in the renewal period. Renewals will be at the CPI or at a mutually agreed upon rate between the the City of Yonkers/ Yonkers Public Schools and contractor

## **“SCHEDULE “A” – SCOPE OF SERVICES**

### **PART 4 – SCOPE OF SERVICES**

#### **I. Program Overview**

Yonkers Public Schools/Yonkers Board of Education (YPS) seeks proposals from qualified vendors to provide a highly qualified literacy consultant to support Yonkers Public Schools’ strategic literacy priorities. This includes strengthening instructional practice, improving student performance on district and state assessments, and building sustainable systems of professional learning aligned to Yonkers’ curricula, platforms, and student needs. The consultant will partner with district leadership, school administrators, and instructional staff to design and implement a comprehensive literacy improvement plan. The work will be grounded in Yonkers Public Schools’ instructional systems, assessment structures, and curriculum resources.

**II. Hours of Work:** Awarded proposer shall provide services during normal business hours from Monday through Friday between the hours of 8:00am-4:00pm.

**III. Estimated Hours:** It is anticipated that the selected consultant will work a total of 20 business days at 6 hours per day for an estimated total of 120 hours. The hours expressed are estimated and shall be used for the purpose of establishing total contract value. Actual hours may vary and shall be at the sole discretion of the district on an as-needed basis.

**IV. Award:** At its sole discretion, Yonkers Public Schools (YPS) reserves the right to make a single or multiple awards to proposer(s) that meet the requirements of this RFP and dependent on the needs of the district.

**V. Term of Contract:** Initial term of the contract shall be for a period of one year with two options to renew for an additional 12-month term period.

#### **VI. Services to be Provided :**

##### **1. Professional Development & Training**

- a) Design and facilitate professional learning aligned with evidence-based literacy practices and the Science of Reading to Yonkers curricula, including but not limited to: **HMH Into Reading, EL Education, Foundations, Just Words, Heggerty, and Sonday Systems**
- b) Provide workshops focused on reading comprehension, foundational literacy skills, writing, vocabulary development, and academic discourse across K–12
- c) Deliver sessions aligned to **New York State English Language Arts (ELA) standards and assessment expectations and the Science of Reading** including close reading, text-based responses, and performance-based writing



- d) Ensure all professional development is practical, research-based, and immediately transferable to classroom instruction

## **2. Instructional Coaching & PLC Facilitation**

- a) Lead and facilitate **ongoing Professional Learning Communities (PLCs) with reading teachers** across the district
- b) Provide job-embedded coaching, including co-planning, modeling, observation, and actionable feedback
- c) Support teachers in implementing literacy best practices within Yonkers instructional frameworks
- d) Build internal capacity by developing teacher leaders and strengthening instructional consistency across schools

## **3. Data Analysis & Assessment Alignment**

- a) Analyze **Yonkers Public Schools Common Assessments** to identify trends, strengths, and gaps in student literacy performance
- b) Support educators in using data from **i-Ready, Pear Assessment, and other district platforms** to inform instruction and intervention
- c) Align instructional practices with **New York State ELA assessment demands**, including question types, rigor, and performance expectations
- d) Assist in developing Multi-Tiered System of Supports (MTSS), data-driven instructional plans that target student growth and achievement

## **4. Curriculum Alignment & Instructional Coherence**

- a) Review and support implementation of district literacy curricula to ensure alignment with **NYS Next Generation Learning Standards**
- b) Strengthen vertical and horizontal alignment across grade levels and schools
- c) Support integration of literacy practices across content areas, particularly in secondary classrooms
- d) Provide guidance on instructional routines that promote student engagement, independence, and critical thinking

## **5. Lab Sites, Demonstration Classrooms & Workshop Series**

- a) Plan and facilitate **district-wide lab sites** that model high-quality literacy instruction in real classroom settings
- b) Conduct demonstration lessons aligned to Yonkers curriculum and instructional priorities
- c) Lead **multi-session workshop series** to ensure sustained professional learning and implementation

- d) Provide follow-up support to ensure transfer of learning into classroom practice

## **6. Strategic Consultation & Systems Support**

- a) Collaborate with district and school leaders to strengthen literacy systems, structures, and instructional coherence
- b) Provide recommendations based on analysis of district data, school performance, and instructional practices
- c) Support development of long-term literacy improvement plans that are sustainable and scalable
- d) Align professional learning, curriculum, and assessment practices across the district

## **7. District Context & Responsiveness**

- a) Demonstrate a deep understanding of **Yonkers Public Schools’ student demographics, school communities, instructional environments, and teacher needs**
- b) Tailor all services to reflect the district’s **diverse student population, varying achievement levels, and specific literacy needs**
- c) Provide culturally responsive and inclusive instructional strategies that support all learners

## **8. Expected Outcomes**

- a) Improved student performance on **Yonkers Common Assessments and NYS ELA assessments**
- b) Increased teacher effectiveness in delivering standards-aligned literacy instruction
- c) Stronger implementation of Yonkers-adopted curricula and instructional resources
- d) Enhanced use of data platforms (i-Ready, Pear Assessment) to drive instruction
- e) Increased capacity among reading teachers, classroom teachers, and instructional leaders
- f) Greater consistency and coherence in literacy practices across schools

## **9. Required Deliverables**

- a) Annual Literacy Needs Assessment Report
- b) Professional Development Calendar and Implementation Plan
- c) Monthly Activity Reports documenting services provided
- d) PLC agendas, materials, and facilitation notes
- e) Coaching logs and teacher participation records
- f) Demonstration lesson plans and supporting resources
- g) Mid-Year Progress Report
- h) End-of-Year Literacy Improvement Report
- i) Recommendations for district-wide literacy improvement initiatives
- Final presentation to district leadership

## **10. Required Qualifications**

The selected consultant must demonstrate:

- a) Minimum five (5) years of experience providing K-12 literacy consulting services. Inclusive of but not limited to in **K–12 literacy instruction, coaching, and district-level consulting**
- b) Demonstrated experience working with urban or high-needs school districts. Experience implementing Science of Reading practices.
- c) Experience supporting MTSS frameworks.
- d) Deep knowledge of **New York State ELA standards and assessment expectations**
- e) Expertise in implementing and supporting curricula including but not limited to **HMH Into Reading, EL Education, Foundations, Heggerty, Just Words, and Sonday Systems**
- f) Experience delivering professional development to adult learners.
- g) Strong experience analyzing and utilizing **assessment data and instructional platforms (e.g., i-Ready, Pear Assessment)**
- h) Demonstrated ability to lead **PLCs, lab sites, and sustained professional learning initiatives**
- i) Strong understanding of culturally responsive teaching and diverse student populations
- j) Excellent facilitation, communication, and collaboration skills
- k) Ability to provide at least three comparable school district references.

## **11. Preferred Certifications and Credentials**

- a) New York State Teacher Certification, Literacy Specialist Certification, or equivalent.
- b) Reading Specialist Certification.
- c) Language Essentials for Teachers of Reading and Spelling (LETRS) Certification.
- d) Orton-Gillingham Certification.
- e) Wilson Reading System Credential.
- f) Structured Literacy/Dyslexia Specialist Credential.
- g) Doctorate or advanced degree in Literacy, Reading, Curriculum & Instruction, or Educational Leadership

## **12. Service Delivery Model**

The consultant will provide a combination of:

- h) On-site school and district support
- i) Virtual coaching and professional development sessions
- j) Full-day and half-day workshops
- k) Ongoing PLC facilitation and lab site implementation• Demonstration classrooms

The District anticipates approximately twenty (20) consultant days during the 2026-

2027 school year and reserves the right to increase or decrease services based on programmatic needs and available funding.

- l) All services will be customized to align with Yonkers Public Schools' instructional priorities, assessment structures, and student needs.

**Time Frame:** School Year July 1, 2026, through June 30, 2027.

**SCHEDULE “B”  
COST PROPOSAL**

The undersigned, having carefully examined the scope of work for this RFP, does hereby agree to furnish and deliver to the City of Yonkers/Yonkers Public Schools, One Larkin Center, 3<sup>rd</sup> Floor, Yonkers, NY 10701, the following items at the prices indicated:

The Cost Proposal shall be presented as a **Lump Sum Cost** to perform all tasks associated with the work as outlined above. The proposer shall also fill out the fee schedule (attached) that indicates the hourly compensation rate of all Consultant personnel to be utilized on the project, the pay rates of which shall not be subject to change for the duration of the project. The Lump Sum cost shall be based on the Proposer’s best estimate of the magnitude/duration of time that various personnel will be required to expend to perform the work, with specific pay rates applied as required. The “Lump Sum Cost” shall be inclusive of all deliverables, and all labor (professional and clerical), benefits, overhead, profit, and **ALL** other costs required to perform the work - including, but not limited to, per diem, sub consultants, reports, communications, travel, postage, etc. Payments to the Consultant shall be made monthly, and shall reflect Consultant submittals of the actual monthly record of man hours expended multiplied by corresponding hourly pay rates, as well as sub-consultant fees and expenses as noted herein.

**Lump Sum Cost for Contract Year 1: \$ \_\_\_\_\_**

Submitted by\*:

<b>Proposer’s Legal Business Name:</b>	
<b>Proposer’s Representative:</b>	
<b>(Print Name)</b>	
<b>Title:</b>	
<b>Signature:</b>	
<b>Phone:</b>	
<b>Cell:</b>	
<b>Email:</b>	
<b>Date:</b>	

RFP 557 – Literacy Consulting Services				
Consultant Compensation Schedule				
Description	Costs Per Hour	Number of Consultants Proposed	Est. Hours per Year	Total Contract Year 1 (Multiply the hourly rate by # of Consultants and Est. Hours)
Description of Services				
Literacy Consulting Hourly Rate:	\$ _____	# _____	<u>120</u>	\$ _____
Additional Job Titles (as may be required)	Costs Per Hour			
	\$ _____	<u>1</u>	<u>120</u>	\$ _____
	\$ _____	<u>1</u>	<u>120</u>	\$ _____
	\$ _____	<u>1</u>	<u>120</u>	\$ _____
	\$ _____	<u>1</u>	<u>120</u>	\$ _____
	\$ _____	<u>1</u>	<u>120</u>	\$ _____
	\$ _____	<u>1</u>	<u>120</u>	\$ _____
	\$ _____	<u>1</u>	<u>120</u>	\$ _____
	\$ _____	<u>1</u>	<u>120</u>	\$ _____
				Total Contract Year 1 (Lump Sum)
<b>Total:</b>				\$ _____

**ADDENDUMS AS NECESSARY**

**SCHEDULE "C"**  
**STANDARD INSURANCE PROVISIONS**  
**(Contractor)**

1. Prior to commencing work, the Contractor shall obtain at its own cost and expense the required insurance from insurance companies licensed in the State of New York, carrying a Best's financial rating of A or better, and shall provide evidence of such insurance to the City of Yonkers, as may be required and approved by the Office of Corporation Counsel of the City of Yonkers. The policies or certificates thereof shall provide that thirty days prior to cancellation or material change in the policy, notices of same shall be given to the Office of Corporation Counsel of the City of Yonkers by registered mail, return receipt requested, for all of the following stated insurance policies. All notices shall name the Contractor and identify the Agreement.

If at any time any of the policies required herein shall be or become unsatisfactory to the City, as to form or substance, or if a company issuing any such policy shall be or become unsatisfactory to the City, the Contractor shall upon notice to that effect from the City, promptly obtain a new policy, submit the same to the Office of Corporation Counsel of the City of Yonkers for approval and submit a certificate thereof. Upon failure of the Contractor to furnish, deliver and maintain such insurance, the Agreement, at the election of the City, may be declared suspended, discontinued or terminated. Failure of the Contractor to take out, maintain, or the taking out or maintenance of any required insurance, shall not relieve the Contractor from any liability under the Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the contractual obligations of the Contractor concerning indemnification. All property losses shall be made payable to and adjusted with the City.

In the event that claims, for which the City may be liable, in excess of the insured amounts provided herein are filed by reason of any operations under the Agreement, the amount of excess of such claims or any portion thereof, may be withheld from payment due or to become due the Contractor until such time as the Contractor shall furnish such additional security covering such claims in form satisfactory to the City of Yonkers.

2. The Contractor shall provide proof of the following coverage (if additional coverage is required for a specific agreement, those requirements will be described in the "Special Conditions" of the contract specifications):

(a) Workers' Compensation. Certificate form C-105.2 (9/07) or State Fund Insurance Company form U-26.3 is required for proof of compliance with the New York State Workers' Compensation Law. State Workers' Compensation Board form DB-120.1 is required for proof of compliance with the New York State Disability Benefits Law. Location of operation shall be "All locations in Yonkers, New York."

Where an applicant claims to not be required to carry either a Workers' Compensation Policy or Disability Benefits Policy, or both, the employer must complete NYS form CE-200, available to download at: [www.web.state.ny.us](http://www.web.state.ny.us) (click on Employers/Businesses, then Business Permits/Licenses/Contracts to see instruction manual).

If the employer is self-insured for Worker's Compensation, he/she should present a certificate from the New York State Worker's Compensation Board evidencing that fact (Either SI-12, Certificate of Workers' Compensation Self-Insurance, or GSI-105.2, Certificate of Participation in Workers' Compensation Group Self-Insurance).

(b) Employer's Liability with minimum limit of \$100,000.



(c) Commercial General Liability Insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and \$100,000 for property damage or a combined single limit of \$1,000,000 (c.s.1), naming the City of Yonkers, NY as an additional insured. This insurance shall include the following coverages:

- (i) Premises - Operations.
- (ii) Broad Form Contractual.
- (iii) Independent Contractor and Sub-Contractor.
- (iv) Products and Completed Operations.

All Contracts involving the use of explosives and demolition shall provide the above coverage with elimination of the XCU exclusion from the policy, or proof that XCU is covered.

(d) Where professional services are to be performed under this Contract, the Contractor shall carry Professional Liability Insurance in the aggregate amount of \$1,000,000, \$1,000,000 per claim, with a company or companies licensed in New York State with an A or better Best Rating and in a form satisfactory to Yonkers.

(e) Automobile Liability Insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and a minimum limit of \$100,000 per occurrence for property damage or a combined single limit of \$1,000,000 unless otherwise indicated in the contract specifications. This insurance shall include for bodily injury and property damage the following coverages:

- (i) Owned automobiles.
- (ii) Hired automobiles.
- (iii) Non-owned automobiles.

3. All policies of the Contractor shall be endorsed to contain the following clauses:

(a) Insurers shall have no right to recovery or subrogation against the City of Yonkers (including its employees and other agents and agencies), it being the intention of the parties that the insurance policies so effected shall protect both parties and be primary coverage for any and all losses covered by the above-described insurance.

(b) The clause "other insurance provisions" in a policy in which the City of Yonkers is named as an insured, shall not apply to the City of Yonkers.

(c) The insurance companies issuing the policy or policies shall have no recourse against the City of Yonkers (including its agents and agencies as aforesaid) for payment of any premiums or for assessments under any form of policy.

(d) Any and all deductibles in the above described insurance policies shall be assumed by and be for the account of, and at the sole risk of, the Contractor.



ONE LARKIN CENTER 3RD FLOOR  
Yonkers, New York 10701  
(914) 377-6163  
Fax: (914) 377-6032  
Miguel.martinez@yonkersny.gov

## CITY OF YONKERS

### Purchasing

*Mike Spano, Mayor*  
*Victor Martinez, Director*

### SCHEDULE "G": VENDOR BACKGROUND QUESTIONNAIRE

RFP NO.: RFP-557

OPENING DATE: **JULY 17, 2026**

This questionnaire has been developed to collect information from vendors/contractors wishing to do business with the City of Yonkers.

Please complete the questionnaire carefully, answering all questions truthfully and accurately. Answers **must be typewritten or printed in black or blue ink**. If you need more space to answer a question, **type or print the answer on company letterhead** and attach it to the questionnaire. **ANSWER ALL QUESTIONS - DO NOT LEAVE BLANKS**. Failure to submit a complete and accurate questionnaire may result in your bid or proposal **being rejected as non-responsive and, therefore, ineligible for award**.

**GENERAL INFORMATION** Initial Application: YES ☐ NO ☐ Revision: YES ☐ NO ☐

1. Submitting Business Name

EIN/SSN

Dun & Bradstreet #

"Doing Business As" Name(s), if any

Business Address and date business located at this address

Other business addresses, if any (satellite offices, plants, warehouses, branch offices headquarters, etc.)

Mailing address, if different from above

Telephone Number

Fax Number

E-Mail

Contact Person and Title

Company website

2. Does this business now, or has it in the past 10 years, used an EIN, SSN, Name, Trade Name or abbreviation other than those given in the above question? YES ☐ NO ☐ If YES, please provide details and explain: \_\_\_\_\_

---

3. Has this business changed addresses in the past five years? YES ☐ NO ☐. If YES, please provide all complete former addresses:

4. a. Date business was formed \_\_\_\_\_  
b. Date business was incorporated \_\_\_\_\_

5. Type of Organization (Please circle one)

- a. Business Corporation  
State/County in which incorporated \_\_\_\_\_  
Name of individuals/entities incorporating business \_\_\_\_\_
- b. Sole Proprietorship
- c. General Partnership/ Limited Partnership  
State or County where partnership certificate/agreement is filed \_\_\_\_\_
- d. Joint Venture
- e. Non Profit
- f. Not for Profit
- g. Other (Explain) \_\_\_\_\_

6. Type of Business (Please circle one)

- a. Manufacturing
- b. Distribution
- c. Retail
- d. Commercial Service
- e. Professional Service, Non Construction, Non-Law
- f. Bank
- g. Construction Manager
- h. Architect
- i. Engineer
- j. General Contractor
- k. Consultant (Specify) \_\_\_\_\_
- l. Laboratory Testing and Analysis
- m. Law Firm
- n. Other (Explain) \_\_\_\_\_

7. Has this business been certified by a government entity (SBA, NYC, etc.) as a Minority Business, Women-Owned Business, Disadvantaged Business or Small Business Enterprise? YES ☐, NO ☐.  
. If YES, please explain. \_\_\_\_\_

a. Do you perform outreach to any of these Enterprises to perform subcontracting work? YES ☐, NO ☐

b. Will you use one of these Enterprises as a subcontractor on work performed for the City of Yonkers? YES ☐, NO ☐ If YES, explain. \_\_\_\_\_

---

## **BUSINESS HISTORY**

8. Was this business purchased as an existing business by its present owners? YES ☐, NO ☐. If YES, please provide date of purchase and name(s) of previous owner(s).  
\_\_\_\_\_
9. Does this business own ☐, rent ☐, or lease ☐ its office facilities? **(Please check one)**. If leased or rented, please provide name, address, and telephone number of building owner/ landlord.  
\_\_\_\_\_
10. Does this business share office space, staff, equipment, or expenses with any other business or not-for-profit organization? YES ☐, NO ☐ If YES, please provide the name and address of the other entity and nature of relationship to this business.  
\_\_\_\_\_
11. Will this business use or occupy any real property, other than the addresses listed in response to Question 1., to carry out the terms of any contract you may receive from the City of Yonkers? YES ☐, NO ☐. If YES, please provide details and explain.  
\_\_\_\_\_  
\_\_\_\_\_

## **BUSINESS PRINCIPALS**

12. For all proprietors, partners, directors, officers, shareholders of 5% or more of the businesses' issued stock, any manager or individual who takes part in overall policy making or financial decisions for the business, and any person in a position to control or direct the businesses' overall operations, please provide name, home address, date of birth, social security number, title, percentage of ownership, and business telephone number.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Number of Employees \_\_\_\_\_
14. Is this business now or has it been in the last five years a subsidiary of another business? YES ☐, NO ☐. In this period, has another business been a partner in this business, or has another business been affiliated with this business through common ownership, management or agreement, or has another business owned 5% or more of this business? YES ☐, NO ☐. If YES, please provide details and explain.  
\_\_\_\_\_  
\_\_\_\_\_
15. Has this business or any other business listed in response to question 14 pledged or hypothecated 5% or more of its stock to another business or to an individual to guarantee payment for a debt or obligation? YES ☐, NO ☐. If YES, please provide details and explain.  
\_\_\_\_\_  
\_\_\_\_\_

16. Is this business or any business listed in response to question 14 now or has it been in the last five years:
- The owner of 5% or more or in control of another business, an affiliate or a subsidiary? YES ☐, NO ☐
  - A vendor of or contractor to the City of Yonkers? YES ☐, NO ☐
  - A subcontractor on any contract with the City of Yonkers? YES ☐, NO ☐.
- If YES to any above, please provide details and explain. \_\_\_\_\_
17. Are any of the persons listed in answer to question 12 now or have been in the past, elected or appointed officials or officers or employees of the City of Yonkers? YES ☐, NO ☐. If YES, please provide details and explain. \_\_\_\_\_
18. Has this business or any business listed in response to question 14 at present or has it ever been:
- Debarred by any agency\* from entering contracts? YES ☐, NO ☐.
  - Found not responsible by any government agency? YES ☐, NO ☐.
  - Declared in default and/or terminated for cause on any contract, and/or had any contract cancelled for cause? YES ☐, NO ☐.
  - Suspended by any government agency from entering any contract with it? YES ☐, NO ☐.
  - Party to any action pending that could formally debar or otherwise effect this business' ability to bid or propose on contracts? YES ☐, NO ☐.
  - A respondent before the Grand Jury or any Federal, State or City Board? YES ☐, NO ☐
  - Unable to execute a contract with a government agency because it could not provide the required security or obtain a surety bond? YES ☐, NO ☐.
  - Required to pay liquidated damages on a contract? YES ☐, NO ☐.
  - In default on any obligation to, or subject to any unsatisfied judgment or lien obtained by a government agency, including judgments based on taxes owed? YES ☐, NO ☐.
  - Filed a bankruptcy petition or been subject to any involuntary bankruptcy proceedings? YES ☐, NO ☐.
  - Subject of termination for cause or revocation of permits, licenses, concessions, franchises, or leases? YES ☐, NO ☐.
  - Subject of a criminal investigation\*\* or civil anti-trust investigation by any Federal, State or Local prosecutorial or investigative agency? YES ☐, NO ☐.
  - Subject of an investigation by any government agency, including regulatory agencies (Security Exchange Commissions, Federal Communications Commission, Department of Consumer Affairs, etc.) YES ☐, NO ☐.

**If you answered YES TO ANY OF THE QUESTIONS IN ITEM 18, please provide details including dates, agency/entity names, and disposition on company letterhead.**

\* Government agency includes City, State and Federal Public Agencies, quasi-public agencies, authorities and corporations, public development corporations and local development corporations.

\*\* An investigation includes an appearance before a grand jury by a person or representatives of a business entity, any oral or written inquiry, or review of documents by a public agency,

temporary commission or other investigative body, or questioning concerning the general operation or a specific project or activities of business entity or the activities of a person.

19. In the last five years, have any of the persons listed in response to question 12:

- a. Been the subject of an investigation involving any alleged violation of criminal law? YES ☐, NO ☐.
- b. Been arrested, indicted or named as an unindicted co-conspirator in any indictment or other legal instrument? YES ☐, NO ☐.
- c. Been convicted, after trial or by plea, of any felony under State or Federal Law? YES ☐, NO ☐.
- d. Been convicted of any misdemeanor involving business-related crimes? YES ☐, NO ☐.
- e. Entered a plea of nolo contendere in a legal proceeding? YES ☐, NO ☐.
- f. Entered a consent decree? YES ☐, NO ☐.
- g. Been granted immunity from prosecution for any business-related conduct constituting a crime under State or Federal Law? YES ☐, NO ☐.

**If you answered YES TO ANY OF THE QUESTIONS IN ITEM 19, please provide details including dates, agency/entity names, and disposition on company letterhead.**

20. Has any person listed in response to question 12 been employed by or affiliated with any person or business that has:

- a. Been the subject of an investigation involving any alleged violation of criminal law? YES ☐, NO ☐.
- b. Been arrested, indicted or named as an unindicted co-conspirator in any indictment or other legal instrument YES ☐, NO ☐.
- c. Been convicted, after trial or by plea, of any felony under State or Federal Law? YES ☐, NO ☐.
- d. Been convicted of any misdemeanor involving business-related crimes? YES ☐, NO ☐.
- e. Entered a plea of nolo contendere in a legal proceeding? YES ☐, NO ☐.
- f. Entered a consent decree? YES ☐, NO ☐.
- g. Been granted immunity from prosecution for any business – related conduct constituting a crime under State or Federal Law? YES ☐, NO ☐.

**If you answered YES TO ANY OF THE QUESTIONS IN ITEM 20, please provide details including dates, agency/entity names, and disposition on company letterhead.**

21. Has this or any business listed in response to question 14 or any person listed in response to question 12 failed to pay any applicable Federal, State or Local government taxes for the past five years? YES ☐, NO ☐. If YES, explain \_\_\_\_\_

\_\_\_\_\_

22. In the past five years, has this or any business listed in response to question 14 or any person listed in response to question 12 committed any act of collusion, bid rigging or price fixing in submitting a competitive bid? YES ☐, NO ☐.

If YES, explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

23. Licensing: List jurisdiction and trade categories in which your organization is legally qualified to do business (if applicable), and attach legible copies of registrations and/or licenses.

<u>Jurisdiction</u>	<u>Trade Category</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

24. Pursuant to Executive Order No 6-2013, “delinquent Contractors shall not be deemed responsible bidders for purposes of awarding contract. It is the policy of the City of Yonkers to disqualify persons or business entities which are delinquent in financial obligations to the City or its affiliated agencies, boards or commissions from participating in City contracts and business opportunities.” Is the Contractor currently delinquent in its financial obligations to the City or its affiliated agencies, boards or commissioners? YES ☐, NO ☐.

If YES, explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

25. Does the Contractor or Controlling Person(s) own any property within the City of Yonkers? YES ☐ NO ☐

If “Yes,” please list the address of each property.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### CERTIFICATION

A materially false statement willfully or fraudulently made in connection with this questionnaire is sufficient cause for rendering the business entity not responsible with respect to the present bid or proposal and future bids or proposals, and in addition, may subject the person and/or entity making the false statement to criminal charges, including but not limited to New York State Penal Law sections 175.35 (Offering a false statement for filing) and 210.40 (Sworn false statement) and/or Title 18 U.S.C. sections 1001 (False or fraudulent statement) and 1341 (Mail fraud).

I, \_\_\_\_\_, being duly sworn, state that I am the

Print or Type Name of Bidder/Proposer Authorized Representative

\_\_\_\_\_ of \_\_\_\_\_, and Print or Type  
Title of Bidder/Proposer Authorized Representative      Print or Type Name of Entity Submitting Bid/Proposal

I have read and understand the questions contained in the attached questionnaire and its appendices. I certify that to the best of my knowledge the information given in response to each question and appendices is full, complete, and truthful.

I will notify the City of Yonkers in writing of any change in circumstances occurring after the submission of this questionnaire and before the execution of any contract with the City.

I acknowledge that the City of Yonkers may, by means it deems appropriate, determine the accuracy and truth of the statements made in this questionnaire.

I recognize that all information submitted is for the express purpose of inducing the City to enter a contract with the submitting business entity.

I authorize the City to contact any entity or person named in this questionnaire, for purposes of verifying the information submitted.

\_\_\_\_\_  
Signature of Bidder/Proposer Authorized Representative

STATE OF \_\_\_\_\_)

\_\_\_\_\_) ss:  
COUNTY OF \_\_\_\_\_)

On the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before me personally came \_\_\_\_\_, to me known and known to me to be the person

Print or Type Name of Bidder/Proposer Authorized Representative

described in and who executed the foregoing instrument, and he/she duly acknowledged that he/she executed the same.

\_\_\_\_\_  
Notary Public

**Place Notary Public Stamp Here:**



**RIDER CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS) UNDER 2 C.F.R. § 200.326**

**1) EQUAL EMPLOYMENT OPPORTUNITY**

During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the

supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

## **2) DAVIS-BACON ACT**

Compliance with the Davis-Bacon Act.

- a. All transactions regarding this contract shall be done in compliance with the Davis-Bacon Act (40 U.S.C. 3141- 3144, and 3146-3148) and the requirements of 29C.F.R. pt. 5 as may be applicable. The contractor shall comply with 40 U.S.C. 3141-3144, and 3146-3148 and the requirements of 29 C.F.R. pt. 5 as applicable.
- b. Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.
- c. Additionally, contractors are required to pay wages not less than once a week.

## **3) COPELAND ANTI-KICKBACK ACT**

Compliance with the Copeland "Anti-Kickback" Act. a. Contractor. The contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract. b. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses. c. Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment

## **4) CONTRACT WORK HOURS AND SAFETY STANDARDS ACT**

Compliance with the Contract Work Hours and Safety Standards Act.

- (1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek
- (2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (b)(1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.
- (3) Withholding for unpaid wages and liquidated damages. The (write in the name of the Federal agency or the loan or grant recipient) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.
- (4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (b)(1) through (4) of this section.

## **5) CLEAN AIR ACT AND THE FEDERAL WATER POLLUTION CONTROL ACT**

### ***Clean Air Act***

1. The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as U. S. Department of Homeland Security Headquarters 500 C St SW Washington, D.C. 20042 Page 16 of 25 [www.fema.gov/procurement-disaster-assistance-team](http://www.fema.gov/procurement-disaster-assistance-team) To Table of Contents amended, 42 U.S.C. § 7401 et seq.

2. The contractor agrees to report each violation to the City of Yonkers/Yonkers Public Schools/Yonkers Board of Education and understands and agrees that the City of Yonkers/Yonkers Public Schools/Yonkers Board of Education will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

3. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

### ***Federal Water Pollution Control Act***

1. 1. The contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
2. The contractor agrees to report each violation to the City of Yonkers/Yonkers Public Schools/Yonkers Board of Education and understands and agrees that the City of Yonkers/Yonkers Public Schools/Yonkers Board of Education will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
3. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

## **6) DEBARMENT AND SUSPENSION**

### **Suspension and Debarment**

(1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the contractor is required to verify that none of the contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

(2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

(3) This certification is a material representation of fact relied upon by (insert name of recipient/subrecipient/applicant). If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to (insert name of recipient/subrecipient/applicant), the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

(4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

## **7) BYRD ANTI-LOBBYING AMENDMENT, 31 U.S.C. § 1352 (AS AMENDED)**

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

## **8) PROCUREMENT OF RECOVERED MATERIALS**

- i. In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—
  1. Competitively within a timeframe providing for compliance with the contract performance schedule;
  2. Meeting contract performance requirements; or
  3. At a reasonable price.
- ii. Information about this requirement, along with the list of EPA designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>

- iii. The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.”

**9) CHANGES**

Changes or extra work, beyond services specified under the Contract, may be authorized only by a written change order or amendment executed by a duly authorized City official, subject to all necessary legal approvals.

**10) CONFLICT OF INTEREST**

- A. During the course of pursuing contracts with the City and while performing contract work in accordance with this agreement, Contractor agrees to maintain business ethics standards which are aimed at avoiding any real or apparent impropriety or conflict of interest which could be construed to have an adverse impact on the dealings with the City.
- B. Contractor shall permit interviews of employees, reviews and audits of accounting or other records by the City representative(s) to evaluate compliance with the business ethics standards. Such reviews and audits will encompass all dealings and activities of Contractor’s employees, agents, representatives, vendors, Subcontractors and other third parties paid by Contractor in their relations with the City’s current or former employees or employee relatives.
- C. Contractor shall take reasonable actions to prevent any actions or conditions which could result in a conflict with the City’s best interests. These obligations shall apply to the activities of Contractor employees, agents, subcontractors, etc. in their dealings and relations with the City’s current and former employees and their relatives. For example, Contractor employees, agents or subcontractors shall not make or provide to be made any gifts, entertainment, payments, loans, or other considerations to the City’s representatives, employees or their relatives.
- D. Contractor agrees to notify the City within 48 hours of any instance where the Contractor becomes aware of a failure to comply with the provisions of this Article.

Signature of Contractor’s Authorized Official:

\_\_\_\_\_

Name and Title of Contractor’s Authorized Official:

\_\_\_\_\_

Date: \_\_\_\_\_



## INTENT TO SUBMIT PROPOSAL FORM

REQUEST FOR PROPOSAL NO. 557 - DUE DATE: **FRIDAY, JULY 17, 2026, AT 2 PM**

## LITERACY CONSULTING FOR YONKERS PUBLIC SCHOOLS

Please complete and return this form **via email within five (5) working days** of downloading the RFP package to:

City of Yonkers / Yonkers Public Schools - Bureau of Purchasing  
Attn: Miguel A. Martinez, MBA. NIGP-CPP  
One Larkin Center, 3<sup>rd</sup> Floor  
Yonkers, New York 10701  
914-377-6035 (Phone)  
[miguel.martinez@YonkersNY.gov](mailto:miguel.martinez@YonkersNY.gov) (e-mail)

Failure to return this form may result in no further communication or addenda regarding this RFP. Proposers are reminded that they are responsible for obtaining all addenda. Solicitation documents are available for downloading from the Empire State Purchasing Group website at <http://www.empirestatebidsystem.com/>

Company Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

We will be submitting a Proposal ☐

We will not be submitting a Proposal ☐

Reason: \_\_\_\_\_