



**Ready for Healthcare: High School Work Based Learning Initiative
Solicitation for Implementation Partner**

Addendum: Responses to Questions Posed to Solicitation

- 1) **What is a stipend? Are students expected to be paid an hourly wage at minimum wage?**
Students participating in internships will be paid an hourly rate at or above minimum wage.
- 2) **How is NYACH selecting the three schools to work with on this program?**
A competitive application was released to all CTE healthcare programs in New York City. Submissions to the application are being reviewed using objective criteria and applicants with the highest scores are being interviewed. Three programs will be selected from the finalists.
- 3) **Do you have any information on the population sizes of the three schools that will be selected?**
No, the sizes of the CTE programs vary.
- 4) **What does a “guest speaker” event entail?**
A guest speaker event entails a healthcare professional coming on-site to a classroom to discuss one aspect of healthcare transformation and their career trajectory. Students are asked to prepare questions before the visit and to complete reflection activities after the visit.
- 5) **What does the Mentorship Program entail? How many students are expected to participate? Does the Implementation Partner recruit mentors? Do mentors need to be fingerprinted/given background checks and, if so, is that cost included in the \$350,000 award?**
The Mentorship Program entails matching students to healthcare professionals based on interests, two in-person events (a kickoff and closeout), and mentor-mentee check-ins via phone or email throughout the year. The implementation partner will assist NYACH with recruiting mentors. Mentors do not need to be fingerprinted or given background checks as they will not be asked to meet with students.
- 6) **What is the Expo? Does the Implementation Partner need to rent space for it? Are there a minimum number of employers that need to attend? Is it a full-day event?**
The Healthcare Career Expo is a one-day event (anticipated to be from 10am-2pm) in which employers from across NYC, spanning different healthcare settings, highlight their professions and the characteristics needed to succeed in and enjoy their job. Space for the event will be provided. There is no minimum number of employers that need to attend.
- 7) **Can you please clarify expectations around number of students served? Page 3 of the Solicitation says that 500 students need to be served through this program. Does that mean we need to serve 225 unique students through internships and another 275 unique students through the various WBL activities? Further, the Solicitation says that we need to serve 250 students through the Expo alone. If the Expo runs for 2 years, then that will add up to 500 students served solely through the Expo. Does that mean that the students served through the Expo are in addition to the 500 served through internships and WBL activities?**
Please see below for the number of students expected to go through each WBL activity. The 500 students do need to be unique but will not all go through the entire sequence. In total



approximately 500 students will get career exposure, approximately 225 will get professional skills internships, and approximately 30 will get technical skills internships during this 2-year period.

Year	Career Exposure	Professional Skills Internship Model	Technical Skills Internship Model
Year 1: Fall 2018- Spring 2019	Group A: 150 10 th grade students (75 in fall and 75 in spring)	Group B: 75 11 th grade students (37 in fall and 38 in spring)	
Year 2: Fall 2019- Spring 2020	Group C: 250 10 th grade students (125 in fall and 125 in spring)	Group A: 150 11 th grade students (75 in fall and 75 in spring)	Group B: 30 12 th grade students (15 in fall and 15 in spring)

- 8) **Page 3 of the Solicitation says that the Implementation Partner needs to “Mitigate existing barriers to maximize participation in all activities.” What does that mean, specifically?**
The Implementation Partner should be prepared to manage any unanticipated challenges to program participation that might arise for the employer, school administration, and students, within reason. The Implementation Partner will have support from NYACH in determining which challenges are within reason and how to address those challenges.
- 9) **Would an existing extensive post-program evaluation to measure outcomes for students be acceptable to satisfy the “data reporting and evaluation efforts” listed on Page 3 of the Solicitation?**
Existing evaluations to measure outcomes would need to be reviewed and discussed.
- 10) **The “preferred qualifications” listed on Page 3 of the Solicitation mentions “additional funding for program personnel.” Can you please clarify what that means?**
The proposer is encouraged to submit a proposal with the staffing that would be required to successfully implement this initiative within the budget guidelines.
- 11) **Page 4 of the Solicitation says “Please provide a proposed annual budget of no more than \$350,000.” Since this is a 2-year program, does that mean EACH year has a budget of \$350,000 for program planning, implementation, and management? Or is that \$350,000 for both years?**
The \$350,000 budget is for both years of the program.
- 12) **Will facilities and equipment be provided/shared or will the chosen vendor be expected to provide space, furnishings and equipment for the program?**
While facilities and equipment will not be provided or shared, we anticipate that many of the activities will take place on-site at the schools of the selected CTE programs.
- 13) **In regards to the 225 internships please advise if the Internship should be for Summer 2019 and 2020 or for Spring and Summer 2019 and 2020.**
The internships are all intended to be during the school year during the fall and spring semesters.



14) Do you want a one year or two year timeline?

Please provide a two-year timeline.

15) The “Anticipated Payment Structure” seems to indicate that we might request a payment structure – does that mean timing or actual budget structure? Does that need to be outlined in the submission?

Unless an alternative is proposed, the contract will be reimbursed based on actual expenditures. If the proposer so chooses, they are able to submit an alternative payment structure, including timing, for consideration. We are only requiring for a proposed initiative budget to be included in the submission.

16) Proposed annual budget – is there a standard form/format you prefer or may we use our standard format?

Proposers may use their own budget format.

17) Is the list of acceptable line item expenses given in the Proposal Submission section exhaustive or may we include additional items, such as space rentals, occupancy allocation, or indirect?

The list is not exhaustive and proposers may include additional items as they see necessary.

18) Are there limitations around outreach to employers already engaged in other City programs, such as Ladders for Leaders, DOE CTE programs, etc.

There are no limitations around outreach to employers.

19) What is meant by ‘Provide job readiness and professional development services for approximately 500 students over two years’? Are there required number of hours, a training curriculum or other expectations around the timing and content?

The Implementation Partner is expected to provide job readiness and professional development services including resume workshops, mock interviews, professionalism training, coaching and mentoring, and other services as needed. The Implementation Partner is asked to use their expertise to inform the exact scope of the services.

20) Is there any requirement around the number of students and ages served in each school?

No. Please see the response to question number 8 for information on the number of students and grade levels expected to be served in total.