



**Mayor's Office of Contract Services
Contract Performance Evaluation**

HUMAN SERVICES

Vendor Name: BUSHWICK UNITED HOUSING DEVELOPMENT FUND CORP

Vendor TIN/EIN: 112504368

Vendor Address: 136 STANHOPE STREET

BROOKLYN, NY 11221

US

Vendor E-Mail Address: bushunited@aol.com

Vendor Updated Mailing Address:

Contract Number: CT1 068 20131406838

Procurement Identification
Number: 06811P0012030

Contract Term: 10/01/2012 - 09/30/2016

Contract Description: EarlyLearn Services

Award Amount: \$34,906,128.66

Evaluating Agency: ADMIN FOR CHILDREN'S SERVICES

Evaluation Period: 10/01/2012 - 09/30/2013

Evaluator First Name: Debra Evaluator Last Name: Cloud-Marcus

Evaluator Phone Number: (212) 393-5172

Evaluator E-Mail Address: Jean.Sheil@acs.nyc.gov

I. TIMELINESS (Evaluators are to consider the following criteria when rating timeliness; discuss specifics in the Comments Section.)

1. Was the contract completed on time;
2. If services are ongoing, is the vendor performing services timely and in compliance with contract terms;
3. Is the vendor timely submitting deliverables and reports in compliance with contract terms; and
4. If the vendor was given any extensions of time, were any such extensions reasonable?

Comments:

This rating is a weighted score between Program (80%) and Fiscal (20%). The contractor submitted the assessment by the

prescribed deadline of 4/30/13 established by ACS Early Care & Education. The contractor submitted required fiscal documents within the established deadlines.

Subcategory Rating

☐

Unsatisfactory

☐

Poor

☐

Fair

☐

Good

☒

Excellent

II. FISCAL ADMINISTRATION AND ACCOUNTABILITY (Evaluators are to consider the following criteria when rating Fiscal Administration and Accountability; discuss specifics in the Comments section.)

1. Did the vendor maintain adequate records and logs, and did it submit accurate, complete and timely payment requisitions, fiscal reports and invoices, timesheets and other required daily and periodic record submissions (as applicable);
2. Was a fiscal audit performed for this Contract during the Contract term and if so, were any major fiscal deficiencies identified; and
3. Did the vendor and any/all subcontractors comply with applicable Living Wage requirements, if any?

Comments:

Based on required Financial Documentation provided by the agency, ACS has assessed Bushwick United Housing Development Fund Corp. in the areas of Budget and Financial Management and has determined a rating of Excellent.

Subcategory Rating

☐

Unsatisfactory

☐

Poor

☐

Fair

☐

Good

☒

Excellent

III. PERFORMANCE QUALITY (Evaluators are to consider the following criteria when rating Performance Quality; discuss specifics in the Comments section.)

1. Did the vendor adequately fulfill the scope of services required by the contract;
2. Did the vendor achieve the levels of service required by the contract, including any applicable performance measures/milestones?
3. Did the vendor adequately and appropriately staff the program and maintain staff continuity;
4. Adequacy of program procedures and methods;
5. Adequacy of record keeping and reporting on program/service delivery activities;
6. Adequacy of the physical environment and equipment;
7. If relevant, did the vendor adhere to target populations and target areas;
8. Did the vendor conduct the requisite number of site visits and were any programmatic deficiencies identified during the contract period;
9. Cooperation with agency/responsiveness to agency orders;
10. Did the agency terminate the contract, decide not to renew the contract or take any other action against the vendor due to the vendor's non-performance or poor performance?

Comments:

The overall assessment score for program performance quality is Excellent. The rating of Excellent falls within the range of 4.5 - 5.00. This rating is based on the Early Childhood Environmental Rating Scale - Revised Assessment scores and other applicable regulatory mandates. This Agency was assessed in the areas of Program Design & Management, Early Childhood Education & Health, Family & Community Partnerships and Enrollment.

Subcategory Rating

☐

Unsatisfactory

☐

Poor

☐

Fair

☐

Good

☒

Excellent

Overall Rating (Based on the above three subcategory ratings, evaluators are to give the vendor an overall rating.)

Overall Rating

☐

Unsatisfactory

☐

Poor

☐

Fair

☐

Good

☒

Excellent

The foregoing evaluation represents my best judgment concerning the performance of the contractor and is based on documentation on file at the City Agency.

Evaluated By: Debra Cloud-Marcus

Evaluation Date: 05/30/2014

For Evaluator Use Only

Upon completing the PE, use the Check Errors button to validate the document. After checking errors, you must forward your completed evaluation to ACCO/DACCO/Designated Contact. To do so, save the completed evaluation to your computer. It will automatically save as an Adobe PDF. Send an email through outlook, with the completed evaluation attached, to the ACCO/DACCO/Designated Contact.

For ACCO Use Only

Once the completed evaluation is approved and ready to send to MOCS, complete the "approved by" section below. Then click the "Validate and Lock" button below. Once locked, the form cannot be modified--if modification is necessary, a new document must be created (from scratch). Save the Adobe PDF to your computer. Navigate to the "Performance Evaluation Upload" page in FMS/3 VENDEX to upload the locked evaluation and send to MOCS.

Approved By

Name: Jean Sheil

Title: Assistant DACCO

Date: 06/02/2014

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