

PERFORMANCE BASED CONTRACT GUIDELINES

1. WHAT IS THE PURPOSE AND SCOPE OF THE SERVICE? (Describe in detail any services to be provided or materials to be purchased)

School field trips to Untermyer Gardens including guided tours and bus transportation in 2025. Teachers will request field trips for their students according to grade, by completing an online form. Untermyer Gardens Conservancy volunteer docents will lead tours free of charge. Royal Coach Lines will provide bus transportation to and from the garden.

The Untermyer Gardens Conservancy offers **school tours guided by our volunteer docents** with a wealth of knowledge to share. Our docents are experts in the history of the garden and are regularly kept up to date on what's blooming in the garden.

- **Sensory Tour** (recommended for PreK- Grade 2) engages young children in using their senses to experience the garden. This tour will take place in the Temple of Love and Rock & Stream gardens. (45 minutes)
- **Adventure Tour** (recommended for Grades 3-5) introduces children to plants, mythology, architecture, and sculpture within the Walled Garden and Persian Reflecting Pool. (45-60 minutes)
- **Mythology Tour** (recommended for Grades 5-7) introduces students to mythological symbols and stories expressed in the art and architecture of the Walled Garden and Persian Reflecting Pool. (60 minutes)
- **History Tour** (recommended for Grades 7-12) highlights the history of the estate emphasizing its world-famous heyday in the Untermyer years, its dramatic decline after 1940, and the remarkable and ongoing restoration efforts. The tour progresses from the Walled Garden to the Vista, Vegetable Garden, and Ruin Garden, emphasizing history, architecture, and horticulture. (80-90 minutes)

2. AMOUNT OF SERVICE?

(Set forth the monetary value of the proposed agreement and quantities and/or amounts of time required to be devoted to the contract and describe where services are to be provided as specified in Schedule "B")

The cost of bus transportation from various Yonkers public schools to Untermyer Gardens and return to school. Not to exceed \$12,500.

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

(Describe whether services are to be provided directly to students, to staff, etc.)

The Conservancy welcomes all students grades K-12 and their teachers and chaperones.

4. WHO WILL PROVIDE SERVICES?

(If individual providers are contemplated, set forth the names and qualifications of the service providers)

Untermyer Gardens Conservancy will schedule buses. Untermyer staff and volunteers will organize and lead the tours.

4a. WILL THE CONTRACTOR BE UTILIZING ANY SUBCONTRACTORS OR VOLUNTEERS IN FURTHERANCE OF THIS AGREEMENT? **IF YES, PLEASE LIST ALL OF THEIR NAMES AND CONTACT INFORMATION.**

Royal Coach Lines, 1010 Nepperhan Avenue, Yonkers, NY 10703
ATTN: Maribel Velazquez
914-733-7011
MVelazquez@royalcoachlines.com

5. WHAT WILL BE COMMUNICATED TO DISTRICT PERSONNEL, PARENTS, OTHERS ABOUT PROGRESS AND RESULTS OF THE SERVICES?
(How specifically will the contractor report to the School District (or parents, if applicable) about their progress towards achieving the goals of the contract?)

The Conservancy will invoice Yonkers Public Schools for busing expenses, at an amount not to exceed a total of \$12,500.

6. HOW WILL THE SCHOOL DISTRICT JUDGE THE QUALITY OF SERVICES? (Set forth the method which will be used to evaluate contractor's performance)

Administrators from the district are welcome and encouraged to attend a school tour at any time. We can periodically provide a schedule of school tours.

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor Name: Untermeyer Gardens Conservancy
Vendor Address: 945 N Broadway, Yonkers, NY 10701
Vendor Phone No.: (914) 613-4502
Vendor Business Status: non-profit corporation
Vendor Contact Name: Maura May, Education and Volunteer Coordinator
Vendor Contact Email: mmay@untermyergardens.org
Tax ID No.: 27-4323490

School District Administrator Name: Cristina Jarufe
School District Administrator Title: Budget Analyst
School District Administrator Phone No.: (914) 376-8086
School District Administrator Email: cjarufe@yonkerspublicschools.org

8. ARE THE SERVICES PURSUANT TO A GRANT AGREEMENT? **IF YES, WHAT IS THE GRANT, AND WHAT ARE THE GRANT REQUIREMENTS RELATED TO THIS AGREEMENT?**

No


9. WILL THE CONTRACTOR BE RECEIVING ANY STUDENT DATA OR OTHER DATA FROM YONKERS PUBLIC SCHOOLS? **IF YES, PLEASE DESCRIBE. IF STUDENT DATA IS BEING SHARED, PLEASE PROCEED TO QUESTION 10 BELOW.**

We request that teachers fill out student rosters with first names only, and that students wear nametags.

10. WILL THE STUDENT DATA BE USED FOR THE PURPOSE OF DEVELOPING, VALIDATING, ADMINISTERING STUDENT AID PROGRAMS, OR IMPROVING INSTRUCTION? **IF YES, PLEASE SPECIFICALLY DESCRIBE.**

Yes. Having students' names allows our docents to more effectively interact with the students on their tours.

Performance Based Guidelines
Reviewed and approved by:

 3/6/25
(Signature of School District administrator/employee)

Cristina Jarufe
(Printed Name)