New York Edge: Subcontractor Process

Effective Fall 2023, New York Edge will introduce a new and improved subcontractor process to enhance efficiency and collaboration among program sites, our compliance team, and subcontractors. This streamlined process has five phases to ensure a seamless and effective partnership with subcontractors throughout the upcoming season.

Phase 1: Subcontractor Nomination Process
During this phase, program sites and members of the curriculum team will have the opportunity to nominate potential subcontractors they wish to collaborate with for the upcoming season. This step encourages open communication and engagement between all parties and allows for the consideration of preferred subcontractors.

Phase 2: Subcontractor Vetting Process
In the second phase, the curriculum team and select site staff will interview the nominated subcontractors to assess their compatibility in logistical, programmatic, and budgetary aspects. This vetting process aims to ensure that subcontractors align with New York Edge's values and goals and are capable of delivering high-quality services.

Phase 3: Subcontractor Selection Process
In this crucial stage, program sites will be presented with a pre-approved list of subcontractors. Sites will review these options and select the subcontractors they wish to work with during the season. Once sites make their selections, the curriculum team will review the submissions and align site requests with the subcontractors. Sites will then be promptly notified if their subcontractor requests have been approved.

Phase 4: Program and Outcomes Development
During this collaborative phase, site staff and curriculum team members will work closely with the approved subcontractors to design the program experience. Together, they will establish Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) goals and define desired outcomes for the season. This phase is essential to ensure that the program aligns with site program goals and serves the needs of the participants.

Phase 5: Contract and Budget Development Process
The final phase will be managed by the curriculum department, which will oversee all aspects of the program-based subcontractor contract process. This includes drafting the third-party agreement and collecting all necessary subcontractor paperwork. The curriculum department will serve as the direct liaison to the compliance team, facilitating smooth communication and

adherence to organizational policies. Once all contract-related matters are finalized, the site staff will receive a copy of the fully executed agreement.

Benefits of the New Subcontractor Process:

Improved Efficiency: The streamlined process will reduce unnecessary delays and paperwork, making engaging subcontractors more time-efficient for all parties involved.

Enhanced Collaboration: By involving program sites, curriculum team members, and subcontractors in the decision-making process, collaboration and communication will be strengthened, leading to more effective program design and implementation.

Clear Expectations: Clearly defined SMART goals and outcomes will provide a shared understanding of program expectations, helping subcontractors align their efforts with New York Edge's mission.

Better Compliance Management: With the curriculum department acting as a direct liaison to the compliance team, adherence to regulations and organizational policies will be closely monitored and maintained.

Greater Flexibility: The pre-approved list of subcontractors will offer sites a range of options, allowing them to select the best fit for their specific program needs.

We believe the new subcontractor process will significantly improve the overall experience for program sites, subcontractors, and our internal teams. Through enhanced collaboration and efficiency, New York Edge will continue to deliver high-quality programs and outcomes for the communities we serve.

Curriculum Team Managing the Subcontractor Process

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