

Title: Discretionary Opportunity (DISC) # 1132
Barber School at Goshen Secure Center

Agency: Children & Family Services, NYS Office of
Bureau of Contract Management

Contract Number: TBD

Contract term: Up to 5 years beginning no earlier than 2/1/2024 and no later than
4/1/2024

Date of issue: 11/27/2023

Due date/time: 12/29/2023 by 4:00 PM Eastern Time

Location: Goshen Secure Center, 97 Cross Road, Goshen, NY 10924

County: Orange

Background

The New York State Office of Children & Family Services (OCFS) announces a Discretionary Funding Opportunity (DISC) for qualified entities that can provide a Barbering Program to teach and train the art of barbering to at-risk youth who reside at Goshen Secure Center. Youth should obtain the skills and knowledge that are needed to master the industry standard art of barbering to become eligible to qualify for an apprenticeship in a barbershop. The goal is to teach and train at-risk youth valuable barbering skills that can be used to obtain gainful employment when reintegrating into the community.

Please see the **Eligibility Criteria** section for additional information.

This advertisement is public notice that OCFS is seeking to contract with an individual or organization to train and teach at-risk youth the knowledge and skills that are required to become an apprentice in a licensed barbershop and with the goal of eventually becoming a licensed barber. Offerer will provide youth trainees with 128 hours of training with the goal of obtaining a certificate for an apprenticeship. Therefore, offerers must be able to conduct necessary trainings and track the required hours allotment needed for trainees to become eligible for apprenticeships. Offerer training must include techniques necessary for trainees to successfully obtain satisfactory comprehension of the basics of haircutting, hairstyling, shaving, grooming, braiding, and sterilization of equipment & work station. Offerers must be able to certify the record of hours completed for each participant and trainee on the Department of State Apprentice, Division of Licensing Services, Apprentice Barber Time Record (DOS-1552). The desired outcome of this program is to build the capacity, knowledge and skillsets of the participants and trainees with hands-on trainings for all topic areas as needed to eventually become an apprentice in a licensed barber shop. There is one position available and OCFS intends to make one award.

Please see the **Scope of Work** section for additional information.

Below is a description of the OCFS juvenile justice facility for which services are being sought:

Goshen Secure Center is located at **97 Cross Road, Goshen, NY 10924**. Goshen serves male youthful offenders/adolescent offenders (YO/AO) who were tried and convicted in adult criminal court. Depending on the sentence, youth may remain in OCFS custody up to 21 years of age.

The purpose of this solicitation is to invite any eligible and interested entities that believe they can satisfy this program's needs to inform OCFS by a Letter of Interest (LOI). To be considered responsive, your organization's LOI should be received no later than the deadline specified on the first page of this announcement. Please see the **How to Respond** section for additional information and submission requirements.

This opportunity is authorized under [Section 163 of State Finance Law](#) as a Discretionary Purchase. OCFS intends to contract pursuant to its discretionary purchasing authority under State Finance Law Section 163(6), which authorizes purchases without a formal competitive process in certain circumstances. This funding opportunity is limited to purchases up to the Discretionary Buying Threshold from respondent organizations qualified as:

- New York State Small Business Enterprises (SBE)
- New York State certified Minority- and/or Women-owned Enterprises (MWBE)
- New York State certified Service-Disabled Veteran-Owned Businesses (SDVOB)

NYS-certified MWBE and SDVOB are qualified pursuant to [Article 15-A of State Executive Law](#) and [Article 3 of Veterans' Services Law](#). In accordance with [Section 160\(8\) of State Finance Law](#) and [Article 4-B of Economic Development Law](#), SBE are defined as a small business concern that is domiciled in New York State, independently owned and operated, not dominant in its field, and employs 100 or less persons.

Primary respondents that are certified and/or qualify as an SBE, MWBE, or SDVOB should complete, sign, and submit the **Attachment 3 – Affirmation of Business Status** provided with this solicitation.

Scope of Work

The Barbering program is designed to train and educate participants and trainees on performing barbering services, addressing the ever-changing trends and styles of the world of barbering, as well as to provide hands-on experience and training with industry standard equipment. Generally, enhancement programs are conducted Monday through Friday during afterschool hours, and scheduled as needed on weekends. The program should cover a wide range of topic areas to appeal to a wide range and diverse group of participants and trainees. Topic areas offered for this program should be common and up to date.

The desired outcome of this program is for the offerer to build the capacity, knowledge, and skillsets of the participants and trainees with hands-on trainings for all requested topic areas listed below:

- **Haircutting**
- **Shaving**
- **Styling**
- **Braiding**
- **Grooming**
- **Sterilization of the equipment and workstation**

Selected contract awardee will be required to obtain clearances, through the New York Statewide Central Register of Child Abuse and Maltreatment (SCR), prior to services being provided. **OCFS will work with the selected contract awardee to obtain necessary clearances.**

Goshen Secure Center has a barbershop located in the school building where the program will take place. The selected contract awardee will be required to undergo a screening/search process for each visit prior to entry into the limited-secure facility. Additionally, all electronic devices, phones, contraband, etc. are not permitted inside the facility.

The barbershop is equipped with all necessary materials and supplies that are needed for the participants and trainees to perform the requested services. The materials will be included and available at the barbershop and provided by OCFS.

Contract awardee will be required to train and teach barbering skills to youth, providing the requested services approximately two days each week (capped at 8 days per month). Each day/session will be conducted at Goshen Secure Center. Each day/session will include providing hands-on training to youth up to five hours per day/session, depending on facility status/schedule. It is anticipated the contract awardee will work up to 40 hours per month. These hours will be divided over multiple weeks per month. Schedules will be approved by facility management and may vary weekly due to facility status/schedule needs. Hours spent driving to or from the facility are not included in this estimate and will not be reimbursed by OCFS. The actual number of hours to be worked is contingent upon programmatic need and the number of youth located at this facility. OCFS cannot guarantee any specific number of hours.

Contract awardee must be able to express, train, and teach the advanced techniques, planning, organizing, research, problem solving, possess requisite barbering equipment knowledge, materials and supplies knowledge, and time management skills needed for participants and trainees to be successful in the field of barbering and hairstyling.

Eligibility Criteria

Interested parties who meet the following criteria are eligible to respond:

- Agree to provide the services requested by this DISC in the **Scope of Work** section.
- Be one of the following types of organizations:
 - NYS-certified Minority- and Women-owned Business Enterprise (MWBE)
 - NYS-certified Service-Disabled Veteran-Owned Business (SDVOB)
 - NYS Small Business Enterprises (SBE)

- Be eligible to do business with New York State.
- Agree to provide an interview/demonstration, if requested by OCFS.
- Provide references and receive a satisfactory reference check.
- The instructor must have a barbering license issued by NYS.
- Provide a resume that details how you meet all required work experience.
- Agree to obtain clearance from the New York State OCFS State Central Registry (SCR). (The request for clearance must be submitted as soon as it is feasible to do so, and approval must be obtained prior to providing services.)

Funding Details

Funding for this project is contingent upon the availability of funds in the state budget. Enhancement programs for DJJOY facilities are funded from the OCFS general fund. OCFS has one available position with a total number of hours not to exceed 480 per year. It is anticipated the contract awardee will work approximately 40 hours per month. These hours are based on current resident population and should be performed as scheduled by the facility management. These hours will be divided over multiple weeks per month with the facility management approval. Actual hours worked are not guaranteed and may vary based upon facility need and the number of youths in our care at this facility.

Bid price must include any and all costs associated with providing and delivering the items as specified, including travel, licenses, insurance, administrative charges and ancillary costs. Offerers will not be reimbursed for travel time or travel costs associated with commuting to or from the facility.

The facility point person/designee will develop a schedule for days and hours of implementation that the contract awardee is expected to provide their services. A binder will be established that contains all documentations for said program beginning with the vendor onboarding, schedules, description, expectations, sign-in sheet for everyone attending including staff, youth and the contract awardee. Binder must be readily available for review and audit by the necessary authorities (Home Office/designee; facility administration/designee). Contract awardee must provide full claiming documentation as described in Appendix C-1 of the contract resulting from this solicitation before payment is received.

Term of Contract

The contract awarded in response to this solicitation will be for up to **five years**. **The start date is anticipated to be no earlier than 2/1/2024 and no later than 4/1/2024**. Funding is anticipated to be available for the first year of the contract. The award of a contract does not guarantee that funding will be available for subsequent years. Contractors may not begin providing services before the contract start date; OCFS has no obligation to pay for services rendered before the New York State Office of the State Comptroller and the Office of the Attorney General approve the contract.

How to Respond

To be considered responsive, interested parties should complete and submit all required documents in conformance with the format and content requirements as explained. A response that does not provide all the information requested may be subject to rejection. The response should contain sufficient information to assure OCFS of its accuracy. The information provided should, wherever possible, verify your organization meets the requirements in the **Eligibility Criteria** section of this solicitation.

Responses must be emailed to RFP@ocfs.ny.gov and should be received by the due date and time specified on the first page of this announcement.

Interested parties should complete and provide the following documents:

- **Attachment 1 – Letter of Interest**
- **Attachment 2 – Submission Checklist**
- **Attachment 3 – Affirmation of Business Status**
- **Attachment 4 – References**
- **Copy of instructor’s NYS Barbering License**
- **Resume(s) demonstrating offerer meets all experience qualifications listed in the Scope of Work section of this announcement.**

Additionally, each interested party may provide the following optional documents:

- [OCFS-2647, EO 177 Certification](#)
- [OCFS-4631, M/WBE Utilization Plan Form](#)
- [OCFS-4629, Project Staffing Plan Form](#)
- [OCFS-3460, MWBE Equal Employment Opportunity \(EEO\) Policy Statement Form](#)
- [Vendor Responsibility Questionnaire](#)
- [OCFS-4822, Procurement Lobbying Act – Offerer Certification Form](#)
- [AC 3271-S, State Consultant Services – Contractor’s Planned Employment](#) (Form A)

The subject line of the email submission of your response should include the following information: **DISC 1132 Barber School at Goshen Secure Center**. Additionally, please clearly identify the vendor’s name in the body of the email and in the filenames of attached documents to ensure your submission is processed efficiently. **Early submissions are encouraged as late responses may be subject to rejection.**

Please limit your Letter of Interest to a maximum of **two** page(s), Arial 12-point font, single line spacing and one-inch margins. Please see the **Attachment 1 – Letter of Interest** provided for your reference.

OCFS will provide a confirmation email that the submission has been received. OCFS will not be liable for any costs incurred by interested parties in the preparation of documents submitted in response to this solicitation. Vendors may modify, in writing, or withdraw the content of any submission at any time prior to the due date and time.

Questions

Questions should be submitted via email to RFP@ocfs.ny.gov prior to the due date and time specified on the first page of this announcement. The subject line should include the following information: **DISC #1132 Barber School at Goshen Secure Center**. Please submit your question(s) with adequate time for response. OCFS recommends allowing at least five business days. **Late questions may not be addressed.**

Under the requirement of the Procurement Lobbying Act all communications regarding advertised projects are to be channeled only through the primary contact identified herein.

Evaluation Process

An internal review by OCFS will confirm eligibility. This solicitation is not a guarantee or promise of funding. Available funding to support this initiative will be limited to the amount(s) appropriated in the enacted budget for this purpose and will be awarded to the interested organization deemed to best meet the eligibility requirements.

OCFS may require additional information from an organization before deciding whether the interested organization is eligible and can supply the requested services. If OCFS requests additional information, it must be provided within five business days from request or as otherwise directed in the request.

Upon determination of eligibility, OCFS will notify eligible organizations of their status and may request an interview and/or demonstration. If the applicant's reference check is unsatisfactory, that applicant might be rejected at the sole discretion of OCFS. OCFS also reserves the right to reject a candidate if their rejection is deemed to be in the best interest of the state. If the interview and/or demonstration is not satisfactory, OCFS will conduct a subsequent review of remaining bids and repeat this process until an eligible candidate is found to perform at a satisfactory level. Upon satisfactory interview/demonstration an award letter with a proposed award amount will be issued, and a work plan and budget with justifications as well as other documents necessary may be requested for the contract.

OCFS Reserved Rights

OCFS reserves the right to withdraw, amend or postpone this solicitation, without notice, and without liability, to any applicant, or other party, and may exercise these rights at any time. In addition, OCFS reserves the right to:

- place a monetary cap on the funding amount made in each contract award;
- change any of the schedule dates stated in the solicitation;
- make an award under this solicitation in whole or in part;
- disqualify any applicant whose conduct and/or LOI fails to conform to the requirements of this solicitation;
- reject any LOI if, in the sole discretion of OCFS, it determines the applicant is not a responsible vendor;

- request all applicants who submitted LOIs to present supplemental information clarifying their proposals either in writing or by formal presentation;
- direct all organizations who submitted LOIs to prepare modifications addressing solicitation amendments;
- make funding decisions that maximize compliance with and address the outcomes identified in this solicitation;
- fund only one portion, or selected activities, of the selected applicant's LOI and/or adopt all or part of the selected applicant's LOI based on federal and state requirements;
- eliminate any solicitation requirements unmet by all applicants, upon notice to all parties that submitted LOIs;
- waive procedural technicalities, or modify minor irregularities, in LOI received, after notification to the applicant involved;
- correct any arithmetic errors in any proposal, or make typographical corrections to LOIs, with the concurrence of the applicant;
- negotiate with the eligible applicant(s) prior to contract award;
- require that all LOIs be held valid for a minimum of 180 days from the closing date for receipt of applications, unless otherwise expressly provided for in writing;
- fund any or all of the LOIs received in response to this solicitation. However, issuance of this solicitation does not commit OCFS to fund any proposals. OCFS can reject any proposals submitted;
- use the LOI submitted in response to this solicitation as part of an approved contract. At the time of contract development, awardees may be asked to provide additional budget and program information for the final contract;
- utilize any and all ideas submitted in the LOI received where an award is ultimately made;
- make inquiries of third parties, including but not limited to applicant's references, regarding the applicant's experience or other matters deemed relevant by OCFS. By submitting an LOI in response to this solicitation, the applicant gives its consent to any inquiry made by OCFS;
- where applicable, require contractors to participate in a formal evaluation of the program to be developed by OCFS. Contractors may be required to collect data for these purposes. The evaluation design will maintain participants' confidentiality and recognize practical constraints of collecting this kind of information;
- when applicable, consider statewide distribution and regional distribution within New York City, including borough distribution methodology, in evaluating proposals; and
- reject any extraneous terms, alternate activities/work to be performed, added conditions, or exceptions stated by applicants within their LOI. This includes, but is not limited to, proposed changes to the standard terms and conditions of the resulting contract(s).

Contract Documents

Interested parties must review the contract terms and conditions of the contract template provided below.

If applying, your organization must read, understand, and accept all provisions of Appendix A – Standard Clauses for NYS Contracts. Appendix A contains important

information related to the contract to be entered into as a result of this announcement and will be incorporated, without change or amendment, into the contract entered into between OCFS and the selected organization(s). By submitting a response to this announcement, your organization agrees to comply with all the provisions of Appendix A. Please review the sample non-grant contract template, which includes the Appendix A, available at: <https://ocfs.ny.gov/main/contracts/docs/Non-Grant-Contract-Template.pdf>.

In addition, the following documents may be required prior to contracting:

- [Vendor Responsibility Questionnaire](#) (if applicable)
- [Proof of Workers' Compensation Insurance](#) (if applicable)
- [Proof of Disability Benefits Coverage](#) (if applicable)
- [ST-220-CA Contractor Certification to Covered Agency](#) (if applicable)
- [ST-220-TD Contractor Certification](#) (if applicable, for reference only)
- [Appendix A-3, Federal Assurance and Certifications](#) (if applicable)
- [OCFS-4631, MWBE Utilization Plan Form](#) (if applicable)
- [OCFS-4629, Project Staffing Plan Form](#)
- [OCFS-3460, Equal Employment Opportunity \(EEO\) Policy Statement](#)
- [OCFS-4715, Confidentiality Non-Disclosure Agreement](#)
- [OCFS-4716, Contractor Employee and Volunteer Background Certification](#)

Diversity

OCFS is committed to identifying, addressing and reducing disproportionality and to eliminating racial and ethnic disparities in our systems of care and custody. Authentic partnerships and joint decision-making with families and communities promote social justice and race equity in order to address disproportionality and disparities in the provision of services to children and families. OCFS strongly encourages qualified minority-owned, women-owned and veteran-owned businesses to submit a letter of interest in response to this announcement.

Contact Information

Primary contact:

Director of Contracts
NYS Office of Children & Family Services
52 Washington Street
Room 202S – Procurement Unit
Rensselaer, NY 12144
RFP@ocfs.ny.gov

Submit to contact:

Director of Contracts
Office of Children & Family Services
52 Washington Street
Room 202S – Procurement Unit
Rensselaer, NY 12144
RFP@ocfs.ny.gov

Attachments

Please see the following attachments to this announcement, which are available on the New York State Contract Reporter website at <https://www.nyscr.ny.gov> or the OCFS website at <https://ocfs.ny.gov/main/contracts/funding/>.

- **Attachment 1 – Letter of Interest***
- **Attachment 2 – Submission Checklist***
- **Attachment 3 – Affirmation of Business Status***
- **Attachment 4 – References***

* Attachments marked with an asterisk **must** be completed and included with your response submission.