

**Title:** **Discretionary Opportunity Announcement (DISC) # 1169  
Pottery Program at Brookwood 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 1/1/2025 and no later than 3/1/2025

**Date of issue:** 9/18/2024

**Due date/time:** **10/17/2024 by 4:00 PM Eastern Time**

**Location:** Brookwood Secure Center, 419 Spook Rock Road, Claverack, NY 12513

**County:** Columbia

### **Background**

The New York State Office of Children and Family Services (OCFS) announces a Discretionary Funding Opportunity (DISC) for qualified entities that can provide a Pottery Program to teach and train at-risk youth who reside at Brookwood Secure Center the art of creating hand-built projects and instruction in the use of a potter's wheel. The goal is to offer at-risk youth a Pottery class that will teach a skill/trade, while giving the participating youth a chance to disconnect from the stresses of everyday life and immerse themselves in a calming and meditative practice.

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 required to use a potter's wheel and various tools used in a pottery studio, as well as instruction on the steps involved in creating an art object from beginning to end, including drying, firing, and glazing. 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:

**Brookwood Secure Center is located at 419 Spook Rock Road, Claverack, NY 12513.** The youth served are male and female adjudicated Adolescent Offenders, Youthful Offenders, or Juvenile Offenders generally between the ages of 14 and 20, placed with OCFS by the New York State Courts. 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:

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

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 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 SBE, MWBE, or SDVOB should complete, sign, and submit **Attachment 3 – Affirmation of Business Status** provided with this solicitation.

### **Scope of Work**

The Pottery program is designed to train and educate participants and trainees in the craft of clay working. Youth will have the opportunity to express themselves through clay and create art objects (cups, bowls, plates, statues, etc.) with their hands. Generally, enhancement programs are conducted Monday through Friday after school 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 offeror to build the capacity, knowledge, and skillsets of the participants and trainees via hands-on trainings for all topic areas listed below:

- Introduction to pottery as a form of art
- Types of clay and different ceramic forms
- Basics of forming and shaping clay
- Foundational techniques in hand-building (slab, press, mold)
- Advanced hand-building techniques, such as pinching and coiling
- Fundamental wheel-working skills used for shaping clay
- Study the impact of the firing process on the form and aesthetics of a clay piece
- Decoration of clay pieces
- Make 'functional art', such as vases, cups, and bowls

- Balance and proportion, wall thickness correction, surface decoration techniques, and new firing options
- Bisque and glaze firing

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.

Brookwood Secure Center has a Pottery Studio 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 pottery studio is equipped with all necessary materials and supplies needed for the participants and trainees to perform the requested services. The materials and supplies will be included and available at the pottery studio and provided by OCFS.

Contract awardee will be required to train and teach pottery making skills to youth, providing the requested services approximately one day each week (capped at 8 days per month). Each day/session will be conducted at Brookwood Secure Center. Each day/session will include providing hands-on training to youth up to eight 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 possess requisite knowledge of pottery programming, materials, and supplies and be able to express, train, and teach the advanced techniques, planning, organizational, research, problem solving, and time management skills needed for participants and trainees to be successful in the field of pottery.

### **Eligibility Criteria**

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

- Agree to provide the services outlined in the **Scope of Work** section.
- Are eligible to do business with New York State.
- Be one of the following types of organizations:
  - o NYS-certified Minority- and Women-owned Business Enterprise (MWBE)
  - o NYS-certified Service-Disabled Veteran-Owned Business (SDVOB)
  - o NYS Small Business Enterprises (SBE)
- Agree to provide an interview/demonstration, if requested by OCFS.

- Provide three references and receive a satisfactory reference check. Provide contact numbers and/or email addresses for all references.
- Provide a resume that demonstrates at least five years of relevant work experience, including how you satisfactorily meet all required work experience indicated in the scope of work.
- 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 (OCFS 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**

Contract(s) awarded in response to this solicitation will last up to five years. The anticipated start date is no earlier than 1/1/2025 and no later than 3/1/2025. Funding is anticipated to be available for the first year of the contract. The award of a contract does not guarantee 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 [funding@ocfs.ny.gov](mailto:funding@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**
- **Resume(s) demonstrating offerer meets all experience qualifications listed in the Scope of Work section of this announcement.**

Additionally, the following documents should also be completed and provided in the bid, otherwise they may be required post-award during the contract development process:

- [OCFS-2647, EO 177 Certification](#)
- [OCFS-4822, Procurement Lobbying Act – Offerer Certification Form](#)
- [Vendor Responsibility Questionnaire](#) (or proof of online VendRep certification.) (if applicable)
- [OCFS-3460, Minority- and Women-owned Business Enterprises \(MWBE\) Equal Employment Opportunity \(EEO\) Policy Statement](#)
- [OCFS-4715, Confidentiality Non-Disclosure Agreement](#)
- [OCFS-4716, Contractor Employee and Volunteer Background Certification](#)
- [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 1169 Pottery Program at Brookwood Secure Center**. Additionally, please clearly identify the vendor’s name in the body of the email and in the file names 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 **Attachment 1 – Letter of Interest**, provided for your reference.

Email delivery or read receipts are recommended. OCFS will provide a confirmation email that the submission has been received. Bidders are responsible for contacting OCFS prior to the deadline if confirmation has not 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 or withdraw, in writing, the content of any submission at any time prior to the due date and time specified on page one of this announcement.

## **Questions**

Questions should be submitted via email to [funding@ocfs.ny.gov](mailto:funding@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 1169 Pottery Program at Brookwood 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 among those interested organizations who are deemed to meet the eligibility requirements and are determined by OCFS to be suited for the program.

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 the proposed award amount (if any). OCFS will also request a work plan and budget with justifications in addition to other completed documents necessary to develop contracts.

Awards are contingent upon vendors maintaining and certifying a [Vendor Responsibility Questionnaire through the New York State VendRep System](#). Vendors must be found responsible and cannot be listed on the OGS prohibited vendors list. Vendors must provide their New York State vendor identification number when enrolling. To request a vendor identification number or for direct VendRep System user assistance, contact the OSC Help Desk at 866-370-4672 or 518-408-4672 or by email at [itservicedesk@osc.ny.gov](mailto:itservicedesk@osc.ny.gov).

## **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 response fails to conform to the requirements of this solicitation;
- reject any response if, in the sole discretion of OCFS, it determines the applicant is not a responsible vendor;

- request all applicants who submitted responses to present supplemental information clarifying their proposals either in writing or by formal presentation;
- direct all organizations who submitted responses 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 response and/or adopt all or part of the selected applicant's response based on federal and state requirements;
- eliminate any solicitation requirements unmet by all applicants, upon notice to all parties that submitted responses;
- waive procedural technicalities, or modify minor irregularities, in responses received, after notification to the applicant involved;
- correct any arithmetic errors in any proposal, or make typographical corrections to responses, with the concurrence of the applicant;
- negotiate with the eligible applicant(s) prior to contract award;
- require that all responses 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 responses 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 responses 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 responses 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 a 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 response. This includes, but is not limited to, proposed changes to the standard terms and conditions of the resulting contract(s).

### **Contract Documents**

By submitting a response to this solicitation, the respondent agrees with all terms and conditions of the State of New York Master Contract for Grants Standard Terms and Conditions and/or Standard Clauses for all OCFS Contracts.

Please review the sample contract templates provided here:  
<https://ocfs.ny.gov/main/contracts/samples.php>.

The contract documents consist of the following:

1. Face Page
2. OCFS Agreement
3. Signatory Page
4. Appendix A
5. Appendix A-1 (Standard Clauses for all OCFS Contracts)
6. Appendix A-3 (Federal language, when applicable)
7. Appendix B: Budget and Instructions
8. Appendix C: Payment and Reporting Terms and Conditions
9. Appendix C-1: Payment and Reporting Schedule
10. Appendix D: Work Plan
11. Appendix HIPPA (when applicable)
12. Appendix MWBE Minority- and Women-owned Business Enterprises
13. Appendix X

The following documents may be required during the contract development process:

- [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)
- [OCFS-4631, MWBE Utilization Plan Form](#) (if applicable)
- [OCFS-4629, Project Staffing Plan Form](#)
- [SDVOB 100, Service-Disabled Veteran-Owned Business Utilization Plan](#) (if applicable)
- [OCFS-4441, MWBE Quarterly Report Form](#) (Required during contract term. See [Appendix MWBE](#) for more information.)

### **Statement on 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 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  
[funding@ocfs.ny.gov](mailto:funding@ocfs.ny.gov)



**Submit to contact:**

Director of Contracts  
Office of Children & Family Services  
52 Washington Street  
Room 202S – Procurement Unit  
Rensselaer, NY 12144  
[funding@ocfs.ny.gov](mailto:funding@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 should be completed and included with your response submission.