

Responses to Written Questions for RFP # 1004
Workforce Development Demonstration Project

Responses to Questions Received in Writing	
Q1	I am writing to inquire we are an organization in Buffalo who we are certified as DBE, WBE with NYS, NY, PA, and NJ, as well as Erie County office of EEO. We have a question as to would we be eligible to apply. We are a full service adaptive gym in an underserved area and actually are doing these very guidelines and requirements already with in our communities and the Buffalo Public Schools and could very well benefit to train up our future generations with the assistance of this program. Please let me know if this would be possible as a small business in Buffalo, NY to apply.
A1	OCFS is unable to predetermine the eligibility of applicants or the efficacy of any particular business in applying. Please see Section 2.3 Purpose and Funding Availability of the RFP to see examples of agencies encouraged to apply. In addition, eligible bidders must meet all RFP Section 3.1 Minimum Qualifications to bid.
Q2	I would like to request clarification on geographic eligibility. Pages 9-10 do not list any NYC counties or areas. However, on page 6, item 27, there is a mention of considering regional distribution and borough distribution in New York City. Can agencies apply to serve communities in New York City with this funding?
A2	No, this RFP does not provide funding to serve communities in New York City. Item # 27 in Section 1.7 OCFS Reserved Rights refers in general terms to the evaluation of proposals. This specific procurement does not include any New York City boroughs, so only regional distribution would apply to this RFP.
Q3	Does an organization fulfill the academic component of the program requirement if there is a MOA/MOU with a partner organization(s) for youth to earn the GED and/or post-secondary educational opportunities?
A3	Yes, the applicant can fulfill the academic component on its own, or in combination with a partner, if the partner meets all of the requirements as set forth in RFP Section 3.1 Minimum Qualifications regarding certification and years of previous partnership with the proposer. However, a current and separate letter of agreement to partner for this RFP must be submitted with the application.
Q4	Are we eligible for RFP#1004 if we provide occupational skills training, supportive services and post-program job placement and academic tutoring, but refer clients to partnering organizations for the GED course?
A4	Yes, see Answer A3.
Q5	I currently operate a for-profit business that is MWBE, WBE certified with the state and the city of New York. I am also certified with the NYC Department of education under this for-profit business. Can I apply for this RFP under the for-profit business?
A5	No, Section 3.1 Minimum Qualifications states that for-profit entities may not apply, due to funding requirements.
Q6	I have been running my non-profit organization started in 2015 for youth with programs to help with life skills, professional development, and many of the requirements in the RFP; however, I am not certified MWBE under my non-profit organization, can I still apply for this RFP?
A6	Please see Answer A1.
Q7	Can I choose which county I want to work with for this RFP?
A7	Yes, provided you select an eligible location and meet all RFP requirements. Please see section 2.3 of the RFP for a list of eligible localities.

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Q8	Can I choose more than one county to work with such as Westchester and Dutchess County?
A8	Yes, but you must submit separate applications for each eligible location that you propose to serve. Please see section 2.3 Purpose and Funding Availability of the RFP for additional information.
Q9	Can I partner or be used as a subcontractor for this RFP if my non-profit is not MWBE certified, but my for-profit consulting business is MWBE certified?
A9	Please see Answer A1 for information regarding organizations that are eligible to apply for this funding opportunity. Per section 3.1 of the RFP, for-profit organizations are not eligible to apply. Eligible applicants may propose to sub-contract with not-for-profit vendors; for-profit vendors may only be used for evaluation of or ancillary activities related to the administration of a WDDP program. Ancillary services are defined as goods or services necessary to support the provision of direct services being provided to youth. Examples may include, but are not limited to, purchase of supplies, program evaluation services, equipment, youth incentives and staff training.
Q10	1) Will interested parties get a list of primary applicants to contact for subcontracting opportunities? 2) Can you please share my company information with RFP proposers so I might assist with this project's MWBE Goals? We are LtB associates, LLC P.O. Box 1792 Poughkeepsie, NY 12601 Office: 845.345.0647 Website: https://www.ltbassociatesllc.com/ Contact: Tronya Berry, Email: berry@ltbassociatesllc.com
A10	1) No. A list of primary applicants is not available at this time. Once the procurement is approved by the Office of the State Comptroller (OSC), the awardee list will be posted on the OCFS website. 2) OCFS cannot perform outreach for subcontractors. However, such for-profit vendors may only be used for evaluation of or ancillary activities related to the administration of a WDDP program. Ancillary services are defined as goods or services necessary to support the provision of direct services being provided to youth. Examples may include, but are not limited to, purchase of supplies, program evaluation services, equipment, youth incentives and staff training.
Q11	For the initial version of the RFP. We secured letters and completed all required forms. These have December dates. Can we use these for this submission?
A11	No. This is a separate and distinct procurement, and applicants are required to apply anew.
Q12	The RFP reads “Programs must include an evaluation of past performance outcomes for this funding opportunity.” I assume this links to question B2. Will numerical summaries of federal grants be sufficient as long as they show targets? If not, could you explain what you are looking for?
A12	Evaluations uploaded in response to question B2 in the “ Program Specific Questions ” section of your online application as required by Section 5.4 of the RFP must indicate outcomes achieved (e.g. % of enrollees that will successfully complete the program within 2 years) not outputs (such as numbers of youth served, or numbers of hours of training received). It is incumbent upon the proposer to identify the measures that reflect outcomes in whatever is being submitted.

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Q13	The RFP reads “Those who are able to provide an independent/third party evaluation will be given preference?” Does OCFS have requirements for an outside consultant?
A13	For the purposes of this RFP, an independent/third-party evaluator is defined as either an individual evaluation consultant or a firm specializing in program/project evaluation. For more information and examples of identified best practice programs that obtained third party evaluations for at risk youth, please go to the following website: www.crimesolutions.gov .
Q14	The building trades workforce development non-profit I run is physically located in Queens County. We accept students without consideration of residency, however the majority live in the five boroughs of New York City and get placed in jobs in the Greater New York City area. Is our organization a candidate for this grant?
A14	Please see answer A1, A2 and A15. Proposals must serve youth in the target locations outlined in Section 2.3 Purpose and Funding Availability of the RFP in those communities.
Q15	On page 10 of the above referenced RFP the following eligible location for participation in the RFP is mentioned Rockland County - Village of Spring Valley Does that include any and all communities that reside in unincorporated Spring Valley?
A15	WDDP funds awarded under this RFP must only be used for services provided to youth in the targeted counties and locations listed in Section 2.3 Purpose and Funding Availability of this RFP. Priority should be given to youth in the specific location first – the Village of Spring Valley - and then may be expanded to the larger area in the county, for instance, unincorporated Spring Valley.
Q16	On Page 9 of the RFP, where it discusses the 3rd party evaluator, does that cover going forward for this project or reports, etc. from past and current projects?
A16	Evaluations referred to at page 9 are required to determine an applicant’s eligibility for this funding opportunity and therefore the requirement is that applicants provide evaluations of past and current projects. An <i>awardee</i> of funds, however, must collect and report its outcome data for this RFP on its own or through a subcontractor.
Q17	Can any of the designated funds for this RFP can be used in New York City?
A17	See Answer A2.
Q18	Are organizations serving NYC populations eligible to apply under this RFP?
A18	See Answer A2.
Q19	Can the 5% cash match come from private non-government funds?
A19	Yes. The 5% cash match must be private funds from a non-governmental source. Please see section 2.3 Purpose and Funding Availability at page 11 of the RFP for additional information.
Q20	Can we partner with a college or other organization to provide GED courses to participants?
A20	See Answer A3.

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Q21	<p>My name is Tonya Lewter-Gordon and I am the owner of La Vie Development, Inc. (Certified MWBE). Email: tlewter@laviedevelopment.com Telephone: (631) 655-3280. Can you please share my company information with RFP proposers so I might assist with this project's MWBE Goals?</p> <p>LA VIE DEVELOPMENT BRIEF COMPANY SERVICES DESCRIPTION:</p> <ul style="list-style-type: none"> • Professional Leadership Training & Coaching • Education and Training Consulting • Workforce Development Training • Educational Curriculum Development & Delivery Services • Business & Corporate Management Consultation Services • Professional Management Development Training • Motivational Speaking • Conference & Trade Show Organizer and Event Planner <p>SERVICES OFFERED FOR THE PROJECT:</p> <ul style="list-style-type: none"> • Training Delivery • Educational Curriculum Development • Management & Oversight <p>TRAINING DELIVERY OPTIONS:</p> <ul style="list-style-type: none"> • Virtual and Live <p>SERVICE GEOGRAPHICAL AREA: (La Vie Development's Office is located in Long Island, NY) <u>Long Island, NY:</u></p> <ul style="list-style-type: none"> • Suffolk County - Town of Islip • Suffolk County- Town of Huntington • Suffolk County - Town of Babylon • Nassau County - Town of Hempstead
A21	<p>Yes and no. OCFS cannot perform outreach on your behalf, but we are including your question in the Q&A Document. Prospective applicants who consult the official posted Q&A document may, at their sole discretion, choose to contact you regarding MWBE subcontracting opportunities. However, such for-profit vendors may only be used for evaluation of or ancillary activities related to the administration of a WDDP program. Ancillary services are defined as goods or services necessary to support the provision of direct services being provided to youth. Examples may include, but are not limited to, purchase of supplies, program evaluation services, equipment, youth incentives and staff training.</p>

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Q22	Section 3.1, page 14: “Have at least three (3) years of experience providing credentialed or registered educational services, including fostering postsecondary opportunities, to high-risk youth.” What are examples of credentialed or registered educational services to high risk youth?
A22	The individuals providing educational services must have the appropriate credentials as required either by the federal entity or state entity in order to be conferring the Test Assessing Secondary Completion (TASC) or the high school degree. The services must be recognized by the field. OCFS is expecting proposers to include any authorizations, certifications, or registrations that demonstrate or document that your organization has the qualifications and is authorized to provide these services.
Q23	Section 5.1, A. Proposed Project Description, question 6a, page 22: (a) Educational program: “Describe the educational program model you are proposing to use and the number of hours per day or week youth will receive educational programming.” What are examples of specific eligible educational program models?
A23	There are no examples of eligible educational program models to accompany this RFP. Applicants are encouraged to develop and propose educational programming that best suits the project they propose to operate.
Q24	Award Information, Page 10: What is the anticipated average grant size for eligible applicants serving one of the locations listed on Long Island?
A24	Candidates should request a level of funding in their proposals that they believe will meet the requirements of the RFP to serve the proposed location. See section 5.2 of the RFP and the Budget Questions in section 5.4 for additional information.
Q25	Question regarding Section 2.3 Required 5% Cash Match: Our organization has operated performance-based contracts with government agencies which, upon achievement of the performance milestones, have resulted in revenue that is treated as unrestricted once all contractual obligations have been fulfilled. For the purpose of RFP #1004, is such revenue eligible to be applied to the cash match requirement, considering that it now is at the discretion of the organization as to where it can be spent?
A25	Yes, since the funds now belong to the organization and are unrestricted in use they can be applied to the match requirement. Refer to Section 3.1 Minimum Qualifications for the match letter requirements.
Q26	Just wanted to clarify that an existing transitional residential program that serves youth who come from the towns/counties identified in the RFP are not eligible for this grant? IF allowable and the transitional residential program is not located in one of the identified towns outlined in the RFP but would serve a cohort of youth who are aging out of foster care from one of the identified towns/counties could they be eligible? For example, a child aging out of foster care from the Town of Islip who is now classified as homeless and is placed in a transitional housing program in Riverhead, is that acceptable? Grant funds would support work readiness and academic program only non-housing or living expenses.

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A26	If this question asks whether an applicant can apply to operate a WDDP residential program in a non-targeted county and youth from the proposed targeted city or town, or the Village of Spring Valley, to be served can attend, the answer is no. The WDDP program is intended to provide youth with the RFP services in the county in which they reside. This proposal is intended for youth and young adults who are residing in their homes in the target community. Youth returning to the target community from a congregate/residential level of care would also be eligible. Youth in residential care are not eligible for this program. However, youth in community-based settings such as foster care, Runaway & Homeless Youth shelters, group homes & independent living programs that are located in the target community are eligible. Applicants must be aware that the funds available under this RFP may not be used to replace any State or Federal funds that are currently funding existing youth workforce development or educational programs run by applicants that fall into the four key components of the WDDP program model.
Q27	1) Is it required that the provider of occupational skills have three years of experience delivering training in the same area as will be offered under the grant? 2) That is, could an occupational skills provider with multiple years of experience, say, in information technology, expand to offer training in building trades under this initiative?
A27	1) Yes, this is a mandatory requirement as stated in section 3.1 of the RFP. 2) No, this would not satisfy the requirements of this RFP.
Q28	If an education provider/school partners with an occupational provider to deliver this program, must they have at least three years of experience partnering on a similar project? Or can a new partnership be formed (for example, an educational entity partner with a building trades apprenticeship program).
A28	If the applicant does not possess the three-year experience requirement in Section 3.1 of the RFP, then the experience of the partner(s) in combination with the applicant must satisfy all Section 3.1 experience requirements, including the three-year partnership requirement.
Q29	As a not-for-profit applicant can we provide the WDDP services to in-school youth who meet the eligibility requirements, if we partner with the public high school to provide the services of our WDDP application?
A29	Youth engaged in traditional education are not eligible.
Q30	On page 10, paragraph 2, it states the max award is \$500,000 over a two-year period. Is the award per individual RFP (town served) or per bidder agency?
A30	The maximum award for the two-year period is up to \$500,000 in OCFS funds per location proposed to be served (does not apply to Long Island) in accordance with Section 2.3 Purpose and Funding Availability.
Q31	Is a 501 c 6 eligible to apply?
A31	See Answer A1.
Q32	When multiple bids are required for budget items, must this be submitted with the application or is this post-award?
A32	The bids are required post award. Please see section 5.2 of the RFP for additional requirements.
Q33	Can the actual applicant have less than 3 years of experience in providing youth workforce development programs if the partners have more than 3 years of experience?

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A33	Yes, as long as the Section 3.1 experience and mandatory eligibility requirements of the RFP are met.
Q34	We have a question about the meaning of the term "alternative education setting" mentioned in paragraph 2.1, page 7 of the RFP. Can "alternative education settings" refer to on-site programs offered by contractors that assist eligible youth with obtaining a high school diploma or state high school equivalency credential? Or does an "alternative education setting" refer to another, specific type of program (e.g. one that provides an educational certificate) and thus require that contractors refer participants to external partners?
A34	The alternative education setting may be on-site provided it meets all other criteria as outlined in the RFP.
Q35	For the \$500,000 in funding over two years available for the City of Newburgh (mentioned in paragraph 2.3 of the RFP), how many youth are providers expected to serve in the two-year period?
A35	There is no set allocation of funds for any specific location. The \$500,000 is a maximum amount that can be awarded per location outside of Long Island. The number of youth that an organization intends to serve will be part of its proposal. Applicants are encouraged to propose to serve as many youths as possible while demonstrating cost-effectiveness in their responses to Work Plan and Budget questions in Section 5.4 of the RFP.
Q36	Section 2.3: If a large city school district has an Office of Accountability organized separately from its program offices, would that Office of Accountability meet the requirements for an independent evaluator, or does an independent evaluator need to be a non-district entity?
A36	This would meet the level of internal evaluation required by the RFP if there are specific performance targets that have been measured, however this scenario does not meet the RFP Section 2.3 independent/third-party evaluation threshold resulting in preference during the evaluation process.
Q37	Sections 5.1 and 5.2: Section 5.1 states that eligible applicants must submit signed letters of agreement with each subcontractor or partner. Under "Contractual/Consultant Services" in Section 5.2 it states that three (3) written bids are required for subcontractor or consultant services (or a justification of reasonableness for cost if unable to get three bids). There is little time between application release and due date to identify project activities, collect three bids for potential partners, and finalize letters of agreement. Are there any alternatives to letters of agreement with every sub-contractor/partner that would meet application requirements?
A37	Section 5.1.A.7 of the RFP requires that applicants include partnership agreements in their Technical Proposal Content/Work Plan which will be a scored as part of the technical evaluation. Applicants that do not submit this information will be scored accordingly. The Section 5.2 three bid requirement is a post-award requirement as stated in answer A32.

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Q38	<p>Our organization will use a subcontractor in or to help meet the minimum qualifications and provide some of the required services. We can provide a letter of agreement signed by both parties describing the nature of the services. However, we must conduct a formal RFP procedure in order to select and hired subcontractors to perform services. Therefore, we cannot guarantee that the subcontractor entity for whom we supplied the letter of agreement within our proposal would win our formal RFP procedure. If this situation occurs where a different subcontractor is selected through our RFP process, can we use that winning subcontractor instead of the subcontractor whom we submitted a letter of agreement in our proposal?</p>
A38	<p>No, you would not be able to use the subcontractor selected from your formal RFP procedure as described in this circumstance. Bidders must use the subcontractor(s) they identified with acceptable letters of agreements in their proposal for any potential contract award. If prospective bidders must conduct a formal procedure to select subcontractors to perform services, we recommend that this procedure be conducted and completed to secure subcontractors before you submit your proposals.</p>
Q39	<p>We are planning to submit a proposal in response to this RFP, and are having difficulty locating Minority and Woman Owned Business Enterprise (MWBE) and Service Disabled Veteran Owned Business (SDVOB) certified vendors to partner and/or subcontract with. We intend to make a good faith effort to meet our MWBE and SDVOB utilization goals. How do we locate certified vendors?</p>
A39	<p>A list of NYS MWBE-certified vendors may be found in the NYS Directory of Certified Firms located at https://ny.newnycontracts.com/. A list of NYS SDVOB-certified vendors may be found in the SDVOB directory located at https://ogs.ny.gov/Veterans/. We encourage prospective applicants to utilize these databases to locate suitable certified vendors. As noted in section 7.10 of the RFP, it is also permissible to contact the OCFS Contract Compliance Unit with questions regarding MWBE and SDVOB certified vendors at mwbeinfo@ocfs.ny.gov. MWBE's and SDVOB's who would like to provide services as a subcontractor for this award may submit their organization name and contact information to mwbeinfo@ocfs.ny.gov so that it may be provided to applicants seeking assistance to locate MWBE and SDVOB firms. Please include RFP#1004 Workforce Development Demonstration Project in the subject line of the email. However, such for-profit vendors may only be used for evaluation of or ancillary activities related to the administration of a WDDP program. Ancillary services are defined as goods or services necessary to support the provision of direct services being provided to youth. Examples may include, but are not limited to, purchase of supplies, program evaluation services, equipment, youth incentives and staff training.</p>