



**Office of Children
and Family Services**

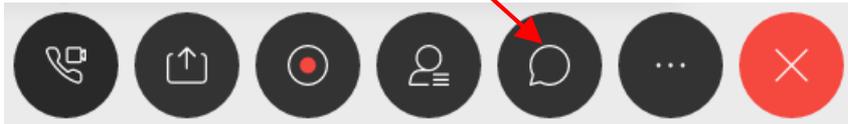
Request for Proposals (RFP) # 1009

Empire State After-School Program

September 6, 2019

Audio and Chat

1. If you have not already done so, please follow the instructions from the meeting notice in the RFP. This will provide you with the steps to join the audio portion of the training.
2. Please click the chat icon at the bottom of the window to open the chat box.



Bidder's Notice Required to be considered for funding:

1. The proposal **MUST** meet **ALL** of the requirements outlined in **Section 3.1 Minimum Qualifications** of the RFP;
2. The proposal **MUST** serve an eligible school district listed in **Attachment 3 – List of Eligible School Districts**;
3. If the applicant is a not-for-profit community-based organization (CBO), the **Attachment 4 – Partnership Agreement** provided with this RFP **MUST** be filled out in its entirety and signed by an authorized representative for the not-for-profit CBO and eligible school district, without changes (modifications or deletions) or addendums added;
4. If the applicant is a not-for-profit CBO, a separate **Attachment 4 – Partnership Agreement MUST** be provided for **EACH** site the applicant proposes to serve;
5. If the applicant is a School District, **AND** will be partnering with any not-for-profit CBO, a letter identifying the organizations the district will partner with is required.
6. The applicant **MUST** agree to offer a gang-prevention program;



Bidder's Notice (cont.)

Required to be considered for funding:

6. The after-school program(s) must be in operation a minimum of three (3) hours a day beginning directly after the school day ends. **Or, for applicants who have an existing program beginning directly after the school day and propose to serve the same youth, the afterschool program must be in operation for a separate three (3) hour block of time in the evening and must provide meals. (For example, if an applicant is currently serving 100 youth from 3PM to 6PM under an existing grant and proposes to serve the same youth from 6 PM to 9 PM, this is permissible.)**
7. The after-school program(s) **MUST** operate a minimum of fifteen (15) hours per week, **when classes are in session**, for at least 28 weeks per year;
8. The term of the contract(s) awarded in response to this RFP **MUST** be for three (3) years. (RFP Section 2.4); and
9. For state-funded awards, the total administrative costs **SHALL NOT EXCEED** fifteen (15) percent of the total grant award (RFP Section 5.2.B)



Minimum Qualifications



Section 3.1 Minimum Qualifications must be met for proposal(s) to be evaluated for award.



If Minimum Qualifications are NOT met, proposal(s) will be Disqualified from further consideration (Section 6.1).



RFP Section 3.1: Minimum Qualifications

1. Applicants must be one (1) of the following:

- a not-for-profit community-based organization (CBO) proposing to serve an eligible school district listed on **Attachment 3 – List of Eligible School Districts**, or
- an eligible school district listed in **Attachment 3 – List of Eligible School Districts**.



The proposed School District to be served **must** be listed in the **Attachment 3 – List of Eligible School Districts** located at the link below:

<https://ocfs.ny.gov/main/bcm/RFP1009/RFP1009-Att-3-Eligible-School-Districts.pdf>



RFP Section 3.1: Minimum Qualifications (cont.)

2. **Be Prequalified**, if not exempt, in the NYS Grants Gateway on the application deadline.
- Refer to Section 3.2 of the RFP for instructions regarding the prequalification process
 - Applicants are responsible for insuring their compliance with this requirement
 - Expedited prequalification is available, please email rfp@ocfs.ny.gov with your request. Please include the name of your organization, your document Grants Gateway document vault number (GDV), and your organization's FEIN or SFS Vendor identification number (located in your Grants Gateway organization information page).



RFP Section 3.1: Minimum Qualifications (cont.)

3. Applicants must provide the applicable document below:

- If an applicant is a not-for-profit CBO, the **Attachment 4 - Partnership Agreement** provided with this RFP must be filled out in its entirety and signed by authorized representatives from the not-for-profit community-based organization and eligible school district. Please be advised that no changes **(modifications or deletions)** or addendums to the **Attachment 4 – Partnership Agreement** will be accepted. Any changes **(modifications or deletions)** or addendums made to **Attachment 4 – Partnership Agreement** will result in the disqualification of the application. A separate **Attachment 4 – Partnership Agreement** must be completed as described above for each site an applicant proposes to serve, **or**
- If an applicant is the eligible school district and will be partnering with any not-for-profit CBOs, a letter identifying the organizations the district will partner with is required.



RFP Section 3.1: Minimum Qualifications (cont.)

Additional information regarding Minimum Qualification 3:

- A Not-for profit CBO **must** provide the ***Attachment 4 – Partnership Agreement*** in their application
- One ***Attachment 4 – Partnership Agreement*** must be completed for **each** program site the applicant proposes to serve.



Any changes, deletions or addendums made to the *Attachment 4 – Partnership Agreement* will result in the disqualification of the application.

<https://ocfs.ny.gov/main/bcm/RFP1009/RFP1009-Att-4-Partnership-Agreement.docx>

Note: SEPARATE FROM the OCFS RFP application process, there is nothing precluding CBO's and school district applicants from entering into a more detailed partnership agreement, as long the agreement is consistent with the ***Attachment 4 - Partnership Agreement***.



RFP Section 3.1: Minimum Qualifications (cont.)

4. Provide the following information:

- Identify individual school(s) in the district that the after-school program(s) will be serving
- The total number of students that will be served in the district on a daily basis with the requested grant funds
- A statement that the applicant will agree to offer required gang-prevention programming

The applicant **MUST** agree to offer a gang-prevention program



RFP Section 3.1: Minimum Qualifications (cont.)

5. Applicants must agree to meet the applicable requirement below:

- If the applicant is a not-for-profit CBO serving children under the age of 13, a School Age Child Care (SACC) Registration must either be provided with the proposal **or** the applicant must agree to obtain a SACC registration if selected for award, or
- If the applicant is a school district, the applicant agrees to comply with the requirements outlined in OCFS Regulations at 18 NYCRR Part 414.

~~6. Attest to the following:~~

- ~~• The after-school program(s) will be in operation for a minimum of three hours a day beginning directly after the school day ends, and;~~
- ~~• The after-school program(s) will operate a minimum of fifteen hours per week for at least 28 weeks per year.~~



RFP Section 3.1: Minimum Qualifications (cont.)

Additional Information

- The required documents must be uploaded as an attachment in the Grants Gateway in the “**Program Specific Questions**” or “**Pre-Submission Uploads**” section of the Grants Gateway System as part of your response to applicable questions.
- Not-for-profit community-based organizations seeking to serve multiple school districts **MUST** submit separate proposals for each separate school district it wishes to serve. Single proposals seeking to serve more than one school district **WILL NOT** be considered for funding.
- **Please Note: Programs that require a SACC registration may not begin to provide direct care services until they have that SACC registration in place. OCFS will not reimburse for any direct care services prior to the date of the SACC registration.**



RFP Section 4.1: Desired Outcomes and Program Requirements

Highlights (not all inclusive)

- The after-school program(s) must be in operation a minimum of three (3) hours a day, **when classes are in session**, beginning directly after the school day ends. **Or, for applicants who have an existing program beginning directly after the school day and propose to serve the same youth, the afterschool program must be in operation for a separate three (3) hour block of time, when classes are in session, in the evening and must provide meals. (For example, if an applicant is currently serving 100 youth from 3PM to 6PM under an existing grant and proposes to serve the same youth from 6 PM to 9 PM, this is permissible.)**
- The after-school program(s) **MUST** operate a minimum of fifteen (15) hours per week, **when classes are in session**, for at least 28 weeks per year.



RFP Section 4.1: Desired Outcomes and Program Requirements

Highlights (cont.)

- Program(s) funded from this RFP will not be used to duplicate existing services, or serve the same students. **Please note: Applicants who have an award for an existing afterschool program beginning directly after the school day ends and propose to serve the same group of youth under this RFP for an evening program must indicate in the answer to question A8 a different three hour block of time than what their current program times are. Enrollment records and attendance records will be required to be submitted during the contract term from all contractors. Overlapping hours of service to the same group youth is not permitted, nor will it be reimbursed.**



RFP Section 2.4: Term of Contract

The term of the contract(s) awarded in response to this RFP **MUST** be for three (3) years. (RFP Section 2.4)

2.4 Term of Contract: The contract(s) awarded in response to this RFP will be for three (3) years. The **anticipated** start date is no sooner than 9/1/2019 and the **anticipated** end date is **no later than** 8/31/2022. Funding is currently anticipated to be available for the first year of the contract, and the award of a multi-year contract does not guarantee that funding will be available for subsequent years. Contractors may not begin to provide services prior to the contract start date; OCFS has no obligation to pay for services rendered prior to that time. Payments cannot be made prior to the formal execution of a contract and approval by the Office of the State Comptroller (OSC).



RFP Section 5.2: Proposed Budget



For state-funded awards, the total administrative costs **SHALL NOT EXCEED** fifteen percent (15%) of the total grant award (RFP Section 5.2.B)

Administrative Costs: These are costs that cannot be directly allocated to program services but are required by the organization in order to function and run programming. These costs could include but not be limited to central office costs (staff, rent, phone, IT support, etc.), accounting services, legal services, etc.

Missing and/or not meeting any of the requirements listed in Section 3.1 is grounds for disqualification! The Bidder's Notice draws attention to important information.

<https://ocfs.ny.gov/main/bcm/RFP1009/RFP1009-Bidder-Notice.pdf>



MUST

OCFS will evaluate and score each proposal meeting the requirements listed in **Section 3.1** (please see **Section 6.1** of the RFP for more information).

Note: There are many additional criteria that proposals “must” comply with. The scoring process gives preference to proposals that satisfy these criteria in the RFP (please see **Section 5.4** of the RFP for additional information).



MWBE/SDVOB Requirements

Minority-and-Women-Owned Business Enterprises (MWBE), Service Disabled Veteran Owned Businesses (SDVOB) and Equal Employment Opportunity (EEO) requirements

For complete proposal and contract requirements for the Minority-and-Women-Owned Business Enterprises (MWBE), Service Disabled Veteran Owned Businesses (SDVOB) and Equal Employment Opportunity (EEO) requirements, refer to Section 7.10 and 7.11 of the RFP. The forms to be completed and submitted with your Administrative Proposal are listed in section 8.0 and can be found on the OCFS Forms for Contracts and Grants page of our website as seen here: <https://ocfs.ny.gov/main/bcm/>

1. At the bottom of the OCFS home page, click the Contracts, Grants & RFPs link.

OCFS	Programs	Resources
OCFS Home	Browse Programs	Contracts, Grants & RFPs
About OCFS	How Do I?	Forms

Menu

[Contracts, Grants, and RFPs Home](#)

[Legislative Grants](#)

[Requests for Proposals \(RFPs\)](#)

[Procurement Awards](#)

[Contract Management System](#)

[CMS Login](#)

[Forms](#)

2. The Contracts, Grants and RFPs page displays. Click the FORMS link on the left side of the page.



Office of Children
and Family Services

MWBE/SDVOB Requirements (Cont.)

In compliance with Article 15-A and 17-B of the New York State Executive Law, and for the purpose of this solicitation, Contractors are required to spend a minimum of thirty percent (30%) of their overall discretionary budget through New York State-certified Minority or Women-Owned Business Enterprises (MWBEs); at a minimum 15% with a MBE and 15% with a WBE; and six (6%) percent of their overall discretionary budget through Service Disabled Veteran Owned Businesses (SDVOBs).

All budget items must be for purchases during the contract period that are in direct support of services related to the project; or for contractual/consultant services to be rendered during the contract period that directly support the project.

Please note: The budget submitted with this proposal must be for one 12-month contract period. (Please see section 5.2 of the RFP)



MWBE/SDVOB Requirements (Cont.)

The forms required to be submitted with your proposal for MWBE are: **(SECTION 8.0)**

- [OCFS-4629 -Project Staffing Plan Form](#)
- [OCFS-3460 Minority and Women-Owned Business Enterprises \(MWBE\),](#)
- [OCFS-4631-M/WBE Utilization Plan Form](#)

If you are requesting a waiver from the goal set for this procurement, you should submit a

- [Waiver Request Form](#); and
- Justification with supporting documentation of good faith efforts.



MWBE/SDVOB Requirements (Cont.)

Use of MWBEs and SDVOBs for Discretionary Non-Personal Services (NPS) Purchases

As your organization develops its NPS budget for submission with its proposal, discretionary purchases must be identified that are subject to the MWBE and SDVOB goals (See section 7 for more information.)

The following NPS budget categories are considered discretionary and subject to goals:

NPS Budget Category	MWBE/SDVOB Goal
Contractual/Consultant	Discretionary expenses in this category subject to goal setting.
Travel	Travel expenses are Non-discretionary – exempt, but Discretionary Transportation i.e. chartering of buses, etc, is subject to goal setting.
Equipment	Discretionary expenses in this category subject to goal setting
Supplies	Discretionary expenses in this category subject to goal setting.
Other Expenses	
a. Space/Property (Own)	Non-discretionary - exempt
b. Utilities	Non-discretionary - exempt
c. Operating Expenses	Discretionary expenses in this category subject to goal setting
d. Printing Services	Discretionary expenses in this category subject to goal setting
e. Other Expenses/Miscellaneous	Discretionary expenses in this category subject to goal setting

*if MBE/WBE/SDVOB are not going to be utilized, you should include enough detail in the applicable Budget Narrative section(s) to show why that spending category line should not be considered discretionary and counted toward your Goal (i.e. ‘there are no M/WBE vendors for this commodity/service in our area’ ‘we have established contracts with vendor xxx for this commodity/service...’ etc.). Be prepared to provide the Contract Compliance Unit further details/explanations, justification and proof of good faith efforts if chosen for an award under this procurement.



Procurement Contact

All inquiries concerning this procurement must be addressed to the director of contracts in the RFP unit or his designee(s) at OCFS, via email (preferred) RFP@ocfs.ny.gov or via hard copy mailed to:

Director of Contracts
RFP# 1009 Empire State After-School Program
Office of Children and Family Services
52 Washington Street
Room 202S – RFP Unit
Rensselaer, NY 12144



Deadline for Submission of Proposals

All RFP # 1009 Empire State After School Program applications must be submitted by the **Deadline for Submission of Proposals** specified in Section 1.2 of the RFP – **October 2, 2019, by 4 p.m. Eastern Time.**

Please review RFP **Section 5.5 Proposal Submittal Process.**

Please ensure that you are submitting prior to the deadline, as technical issues are **NOT** valid justification for late submissions!





Important - Review the Questions and Answers

The comprehensive list of questions and official responses will be posted in the solicitation announcement in the New York State Grants Gateway System (<https://grantsgateway.ny.gov>) (GGG or Grants Gateway), on the OCFS Website (<http://ocfs.ny.gov/main/bcm/rfp.asp>), and the Contract Reporter website at (<https://www.nyscr.ny.gov/login.cfm>) on or about the date specified in **Section 1.2 Calendar of Events**.

QUESTIONS



Please submit your questions in the chat box to ensure it is recorded for inclusion in the Q&A.