



**Office of Children
and Family Services**

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**New York State
Office of Children and Family Services
Bureau of Permanency Services**

Grant Procurement

REQUEST FOR PROPOSALS

**RFP # 1068
NYS Grants Gateway System # CFS01-PRC-2023**

Permanency Resource Centers

Issued: 10/20/2023

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1.0 GENERAL INFORMATION/CALENDAR OF EVENTS

The New York State (NYS) Office of Children and Family Services (OCFS) has released this request for proposals (RFP) to solicit applications from qualified applicants to increase the state's capacity to support and strengthen families and to promote the permanency and well-being of children. Programs should be designed to meet the unique needs of post-adoptive, post-guardianship, and kinship families with a goal to maintain and support children residing in permanent households. Applicants must agree to provide required services to families in a minimum of four or more counties or all boroughs of New York City.

Applicants must operate in accordance with all applicable laws, rules and regulations.

Note: Throughout this document, the terms *proposals*, *bids*, *offers* and *applications* are used interchangeably, as are *applicants*, *bidders* and *offerers*.

If the offerer discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the offerer shall immediately notify OCFS (See **Section 1.1 Procurement Contact**) of such error in writing and request clarification or modification of the document.

If, before the deadline for submission of written questions, an offerer fails to notify OCFS of a known error in or omission from the RFP, or of any error or omission or prejudice in bid specification or documents with the RFP that the offerer knew or should have known, the offerer agrees that it will assume such risk if awarded funds, and the offerer agrees that it is precluded from seeking further administrative relief or additional compensation under the contract by reason of such error, omission or prejudice in bid specification or documents.

1.1 Procurement Contact

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

Director of Contracts
Questions for RFP # 1068 Permanency Resource Centers
NYS Office of Children and Family Services
Bureau of Contract Management
52 Washington Street
Room 202S – Procurement Unit
Rensselaer, NY 12144

1.2 Calendar of Events

RFP # 1068 PERMANENCY RESOURCE CENTERS	
EVENT	DATE
Issuance of RFP	10/20/2023
Deadline for submission of written questions	11/5/2023
Responses to written questions posted (<i>on or about</i>)	11/17/2023
Recommended deadline for not-for-profits to prequalify in the NYS Grants Gateway	11/24/2023
Deadline for submission of proposals	12/4/2023 by 4:00 PM Eastern Time
Anticipated Notification of Award (<i>not earlier than</i>)	1/8/2024
Anticipated contracts start date (<i>not earlier than</i>)	3/1/2024

1.3 Bidder's Conference

Not applicable.

1.4 Submission of Written Questions

All communications to report errors or omissions in the procurement process, to ask questions, or to request clarification of this RFP should cite the particular RFP section and paragraph number and must be submitted via email (preferred) to RFP@ocfs.ny.gov or via hard copy mailed to the director of contracts no later than the deadline for submission of written questions specified in **Section 1.2 Calendar of Events**. Questions received after the deadline for posting responses to written questions may not be answered. The comprehensive list of questions and responses will be posted in the solicitation announcement in the Grants Gateway (<https://grantsgateway.ny.gov>), on the OCFS Website (<https://ocfs.ny.gov/main/contracts/funding/>), and The New York State contract Reporter (Contract Reporter) at (<https://www.nyscr.ny.gov/login.cfm>) on or about the date specified in **Section 1.2 Calendar of Events**.

To view the comprehensive list of questions and responses that are posted to the Grants Gateway, click the link under the grant opportunity announcement in the Grant Opportunity Portal.

1.5 Deadline for Prequalification in the Grants Gateway

Not-for-profit applicants are strongly encouraged to prequalify in the Grants Gateway by the date specified in the table in **Section 1.2 Calendar of Events**,

and MUST prequalify by the date of submission. Please refer to **SECTION 3.0 MINIMUM QUALIFICATIONS TO PROPOSE AND PREQUALIFICATION PROCESS**.

NOTE: Government entities are not required to prequalify in Grants Gateway but must register in order to submit an application.

1.6 **Submission of Proposals**

All proposals must be submitted electronically through Grants Gateway. Please refer to **SECTION 5.0 PROPOSAL CONTENT AND SUBMISSION** for further information. Before submitting a proposal, bidders must prequalify in the Grants Gateway if not a Government Entity. See **SECTION 3.0 MINIMUM QUALIFICATIONS TO PROPOSE AND PREQUALIFICATION PROCESS** for further information.

Forms Required To Be Submitted Into the “Pre-Submission Uploads” Section of the Application (click the hyperlinks below to access the files):

- A. [OCFS-2633, MacBride Fair Employment Principles Certification Form](#)
- B. [OCFS-2634, Non-Collusive Bidding Certification](#) (Required by [section 139d](#) of State Finance Law.)
- C. [Attachment A-2, Federal Assurances and Certifications](#) (If applicable.)
- D. For complete proposal and contract requirements for the Minority- and Women-owned Business Enterprises (MWBE) and Equal Employment Opportunity (EEO) requirements, refer to **Section 7.10**. The following are forms to be completed and submitted with your Administrative Proposal and can be found [here](#):
 - [OCFS-3460, Minority- and Women-owned Business Enterprises \(MWBE\) Equal Employment Opportunity \(EEO\) Policy Statement](#)
- E. [OCFS-2647, EO 177 Certification](#) (See **Section 7.15** for more information.)
- F. [OCFS-4821, CMS User Authorization](#) (Required for the OCFS contract Management System)

1.7 **OCFS Reserved Rights**

OCFS reserves the right to

1. place a monetary cap on the funding amount made in each contract award;

2. change any of the schedule dates stated in this RFP before the due date for the submission of proposals;
3. reject any or all proposals received in response to the RFP;
4. withdraw the RFP at any time at the agency's sole discretion;
5. make an award under the RFP in whole or in part;
6. disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of the RFP;
7. reject any proposal if, in the sole discretion of OCFS, it determines the bidder is not a responsible vendor;
8. seek clarification and revisions of proposals. Request bidders to present supplemental information clarifying their proposals either in writing or by formal presentation. Other than the requested clarification and supplemental information, submission of new information is not permitted;
9. require that bidders demonstrate, to the satisfaction of OCFS, any feature(s) present as a part of their proposal, which may include an oral presentation of their proposal. Any such demonstration or presentation may be considered in the evaluation of the proposal;
10. amend any part of this RFP before opening of bids, with notification to all bidders, and direct all bidders to prepare modifications addressing RFP amendments, if necessary. Expenses incurred in the preparation of any proposals or modifications submitted in response to this RFP are the sole responsibility of the bidder or other party and will not be incurred or reimbursed by OCFS;
11. make funding decisions that maximize compliance with and address the outcomes identified in this RFP;
12. fund only one portion, or selected activities, of the selected bidder's proposal and/or adopt all or part of the selected bidder's proposal based on federal and state requirements;
13. eliminate any RFP requirements that cannot be met by all prospective bidders upon notice to all parties that submitted proposals;
14. waive procedural technicalities or modify minor irregularities in proposals received after notification to the bidder involved;
15. correct any arithmetic errors in any proposal or make typographical corrections to proposals with the concurrence of the bidder;

16. negotiate with the selected bidder(s) before contract award.
17. conduct contract negotiations or award a contract to the next highest bidder if contract negotiations with the selected bidder(s) cannot be accomplished within an acceptable time frame. No bidder will have any rights against OCFS arising from such actions;
18. award contracts to more than one bidder or to other than the lowest bidder;
19. require that all proposals be held valid for a minimum of 180 days from the closing date for receipt of proposals, unless otherwise expressly provided for in writing;
20. fund any or all of the proposals received in response to this RFP. However, issuance of this RFP does not commit OCFS to fund any proposals. OCFS can reject any proposals submitted and reserves the right to withdraw or postpone this RFP without notice and without liability to any bidder or other party for expenses incurred in the preparation of any proposals submitted in response to this RFP and may exercise these rights at any time;
21. use the proposal submitted in response to this RFP as part of an approved contract. At the time of contract development, awardees may be requested to provide additional budget and program information for the final contract;
22. utilize any or all ideas submitted in the proposals received where an award is ultimately made;
23. require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offerer's proposal and/or to determine an offerer's compliance with the requirements of the solicitation;
24. make additional awards based on the remaining proposals submitted in response to this RFP and/or provide additional funding to awardees if such funds become available;
25. make inquiries of third parties, including but not limited to, bidder's references, with regard to the applicants' experience or other matters deemed relevant to the proposal by OCFS. By submitting a proposal in response to this RFP, the applicant gives its consent to any inquiry made by OCFS;
26. 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 confidentiality of participants and recognize practical constraints of collecting this kind of information;

27. consider statewide distribution and regional distribution within New York City, including borough distribution methodology, in evaluating proposals;
28. rescind awards for failure of awardees to meet time frames that OCFS is required by statute to meet for contract development and approval;
29. cancel this RFP, in whole or in part, at any time and to reject any or all proposals when appropriate in the best interests of the state;
30. make adjustments to the funding amount requested based on program need and based on the total dollar value of the applications submitted; and
31. reject any extraneous terms, alternate activities/work to be performed, added conditions, or exceptions stated by applicants within their proposal(s). This includes, but is not limited to, proposed changes to the standard terms and conditions of the resulting contract(s).

Before the deadline for submission of proposals, any such clarifications or modifications as deemed necessary by OCFS will be posted in Grants Gateway, the NYS contract Reporter, and on the OCFS website. Potential offerers that were sent the original bid notice via email will receive an email from the Procurement Unit regarding the clarifications or modifications. All other individuals will have to check the NYS contract Reporter or the OCFS website for any changes and check the posted Q&As.

2.0 EXECUTIVE OVERVIEW

2.1 Introduction/Description of Program Objectives and Background

OCFS provides funding, when available, to programs to provide support and permanency to families who have adopted children, have legal guardianship of children, have legal custody, and/or those who have kinship children residing with them. The available funding for this RFP stems from the federal Fostering Connections to Success and Increasing Adoptions Act of 2008 (P.L. 110-351, and hereafter, 'the Act'). Enacted in October 2008, the Act was designed, in part, to assist children in foster care by promoting permanent families for children through adoption. The Act amended section 473 of the Social Security Act (SSA) by delinking outdated Assistance to Families with Dependent Children (AFDC) income requirements from Title IV-E adoption assistance eligibility, thereby expanding eligibility for Title IV-E adoption assistance for certain foster children, referred to as applicable children. This modification to the federal Title IV-E adoption assistance eligibility standards is advantageous in that it expands the number of children who may be eligible for Title IV-E adoption assistance, which may decrease the amount of state and local share paid for adoption subsidies. Another key provision of the Act was the inclusion of a requirement mandating that the state spend an amount equal to the amount of savings, if any, resulting from delinking for services that may be provided under the Title IV-B or Title IV-E programs. States must use the

savings to supplement – and not supplant – any federal or non-federal funds used to provide any service under Title IV-B or IV-E. In 2014, the federal Preventing Sex Trafficking and Strengthening Families Act (P.L. 113-183) amended section 473 of the SSA to require states to calculate and annually report to the federal government such savings. In addition, P.L. 113-183 established a spending formula for use of such savings requiring that at least 30% of the calculated savings be spent on post-adoption services, post-guardianship services, and services to support positive, equitable, permanent outcomes for children at risk of entering foster care.

This RFP may also be funded in part through an appropriation for kinship services. This is subject to availability of funds. Kinship services increase the state's capacity to support and strengthen all families, promote permanency and the well-being of children. These programs meet the unique needs of kinship families with a goal to maintain and support children residing in kinship households. Proposals in response to this RFP must be programs designed to provide post-adoption, post-guardianship, and/or kinship services. The goal of this RFP is to provide these services statewide.

2.2 OCFS Statewide Considerations

OCFS's mission is to serve New York's public by promoting the safety, permanency and well-being of our children, families, and communities. OCFS effectuates results by setting and enforcing policies and building partnerships at the federal, state, county, and community levels that impact services. OCFS's funding investments assist communities to create and/or enhance the provision of equitable and inclusive quality services in the areas of child welfare, juvenile justice, adult protective services, and services for the legally blind and visually impaired.

OCFS is guided by the NYS vision for child welfare modernization, which includes three guiding principles intended to support families and communities. These include the following:

- Race Equity and Gender Identity – advancing a child welfare system where all children and families, regardless of race and sexual orientation, gender identity and expression (SOGIE) have the same opportunity to reach their full potential
- Social and Economic Well-Being – promoting and supporting a trauma-informed system where basic human needs are met
- Family and Youth Voice – authentically and effectively sustaining the involvement of families and youth in shared outcomes

Implementation of NYS's Family First Prevention Services Plan Act (Family First) is a key step toward achieving the state's goal of a family and child well-being system. With the enactment of Family First, OCFS is placing an even

greater focus on providing preventive services that reduce the risk of removal of children from their home and caregivers, including children living in adoptive/kin homes and at risk of disruption, as well as children whose parents voluntarily seek local department of social services (LDSS) services. This RFP provides OCFS and localities with an opportunity to provide services to our most vulnerable children and families as identified in Family First.¹

OCFS will also invest in services that are culturally and linguistically competent, cost efficient, and contribute toward alleviating issues identified for the respective communities. Organizations that are interested in applying for OCFS funding are therefore encouraged to review their community's demographic data (i.e., child welfare, home visiting, adoption, and juvenile justice), and as indicated and where deemed appropriate, per the target population and/or scope of services for the funding source.

2.3 Purpose and Funding Availability

The total anticipated annual budget to be allocated for this program is approximately \$13,175,264, which would include allocations to upstate programs (counties outside New York City [NYC]) and the NYC programs (within the five boroughs). Applicants may apply for funding to start a new program or continue an existing program. New programs must begin providing services within 60 days of the contract start date. Each program applicant may request up to \$515,000 per year per application for upstate programs (all NY counties outside of NYC) and \$550,000 per year per application for NYC programs (all five boroughs).

The purpose of this RFP is to fund Permanency Resource Centers (PRCs) to build statewide services for post-adoption, post-guardianship, legal custodians, and kinship families. These PRCs will increase the state's capacity to strengthen families by providing critical post-adoption, post-guardianship, and kinship services with programs designed based on the unique needs of adoptive, guardianship, and kinship families. The post-adoptive, post-guardianship, and kinship children served by these PRCs must be between the ages of 0-21.

The definitions for qualifying families are as follows:

Post-adoptive families are

- families who have finalized the adoption of their child(ren). They include any adoptive family member, whether the adoption was an agency (public or authorized voluntary agency) adoption, a private placement adoption, or an international adoption.

¹ Family First Prevention Services Act (FFPSA) is the state's plan to demonstrate the work being done by the state, local departments of social services, and providers, to keep children with kin and in family-based settings. Approval makes federal reimbursement (under Title IV-E of the Social Security Act) available for eligible children entering foster care and are placed in the least restrictive environment appropriate for their needs.

Post-guardianship families include

- families with legal guardianship of the child(ren) and an approved Kinship Guardianship Assistance Program (KinGAP) agreement,² or
- families with legal guardianship without a KinGAP agreement.

Kinship families include families caring for a child(ren) who has either

- formal custody (supplies the caretaker with a court-issued order detailing the custody agreement), or
- informal care (child(ren) that is being cared for by someone who does not have legal custody or guardianship of the child(ren)).

Kinship care refers to

- grandparents, other relatives, and even family friends who are caring for children.
- Most kinship caregiver(s) are not foster parent(s) and privately provide full-time care for child(ren) though some may be certified foster parent(s). Children in foster care receive needed services through their local department of social services (LDSS) or voluntary agency. Therefore, children in foster care are not eligible for the services funded by this RFP.

Respite care refers to

- a brief period of rest or relief from supervising the child(ren) with the intent to decrease family stressors and relieve the caretaker(s) from the constantly demanding responsibility of providing care. The child(ren)'s time spent with a respite provider may include community outings; supervision in the kinship, post-guardianship, or post-adoptive home; or time spent at the applicant's office.

The PRC must demonstrate the capacity to serve families in a minimum of four NYS counties or all five boroughs of NYC.

Program design must provide partnership with other area agencies and include collaboration with community members. Each program must be

- trauma-informed,
- child-centered and family-focused,
- cultural humility and culturally responsive,
- a strength-based approach to family engagement,
- non-judgmental and affirming,
- flexible in adapting services to family need, and
- easy to access in location and hours.

² The Kinship Guardianship Assistance Program (KinGAP) Agreement is a written agreement, between the child welfare agency and the prospective relative guardian(s) or successor guardian, which specifies the nature and amount of any payments, services, and medical assistance to be provided to the relative guardian(s) on behalf of the children.

Programs should embed the following six principles of partnership in their program design throughout their culture, services, and practices:

1. Everyone desires respect.
2. Everyone needs to be heard.
3. Everyone has strengths.
4. Judgments can wait.
5. Partners share power.
6. Partnership is a process.

The proposed program must be designed to

- promote permanency for post-adoptive, post-guardianship, and kinship families;
- provide assistance to families so that children may be cared for in their own homes with their adoptive parent(s), legal guardian(s), or kinship caregiver(s); and
- strengthen post-adoptive, post-guardianship, and kinship families to avoid foster care or other out-of-home placements.

Applicants must demonstrate that the proposed program model supports the local child welfare strategies and priorities in which the program is located, has a reasonable sustainability plan, and supplements current services provided by LDSSs, the NYC Administration for Children's Services, or the Saint Regis Mohawk Tribe. Programs should be designed by partnering with community-based services and programs.

Requests for advance payments on state-funded contracts will be allowed up to 40% of the annual contract amount. OCFS will recoup advance payments by 33.3% of subsequent claims until the advance is fully recovered within the contract term.

As noted in **Section 1.7 OCFS Reserved Rights**, OCFS reserves the right to place a monetary cap on the funding amount made in each contract award.

2.4 Term of Contract

The contract(s) awarded in response to this RFP will be for five years. The anticipated start date is 3/1/2024, and the anticipated end date is 2/28/2029. However, if the selected awardee is not a current contractor, there may be consideration that the anticipation transition period be an earlier start date of two months. This will allow the new contractor to get up and running and the seamless transition of clients from the current contractor. Funding is currently anticipated to be available for the first year of the contract, and the award of a multiyear 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).

3.0 MINIMUM QUALIFICATIONS TO PROPOSE AND PREQUALIFICATION PROCESS

3.1 Minimum Qualifications

Minimum Qualifications to propose are as follows:

- Applicants must be a not-for-profit organization. Voluntary agencies, defined as not-for-profit organizations that are composed of or function with the aid of volunteers, are strongly encouraged to apply.
 - Please note: Government entities are not eligible to apply. The definition of government entities includes, but is not limited to, LDSSs, other local government entities, state agencies, and American Indian reservations that have entered into a state tribal agreement with OCFS in accordance with section 39 (2) of the Social Services Law.
- Applicants must agree to provide the required services identified in this RFP to post-adoptive, post-guardianship, and kinship families with formal or informal arrangements in a minimum of four or more NYS counties or all five boroughs of NYC. Applicants can only provide services to the families that reside in the specified counties or all five boroughs of NYC proposed to be served. Applicants must identify the primary site address where the proposed PRC services will be provided within one of the counties or boroughs proposed. The primary service address determines what region the application will be placed in for scoring purposes. See **Attachment 7** for a map of the counties/boroughs and OCFS regions.
- Applicants must complete and submit **Attachment 3, Case Management Attestation**, certifying a minimum of two years of experience providing case management services that support the safety, permanency, and well-being of children and families in NYS. The attestation form (**Attachment 3**) must be submitted in the “**Pre-Submission Uploads**” section of the online application in the NYS Grants Gateway.
- Applicants must be prequalified, if not exempt, in the NYS Grants Gateway on the application deadline. Please see **Section 3.2** for additional information regarding this requirement.

3.2 Prequalification Process

New York State has instituted key reform initiatives to the grant contract process that require not-for-profit organizations to register in the Grants Gateway and complete the Vendor Prequalification process in order for proposals to be evaluated. After becoming prequalified, not-for-profit organizations will have the responsibility to keep their information current by updating on an annual basis.

Proposals received from not-for-profit applicants that are not prequalified in the Grants Gateway on the proposal due date and time listed in Section 1.2 Calendar of Events will be disqualified from further consideration.

NOTE: Government entities are not required to prequalify in the Grants Gateway but must still be registered in order to submit an application. Government entities that are exempt from prequalification should have a document vault status of “Document Vault Available.”

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. [The Vendor Prequalification Manual](#) on the [Grants Management website](#) details the requirements and an [online tutorial](#) is available to walk users through the process.

3.2.1 Register for the Grants Gateway

- On the Grants Management website, download a copy of the [Registration Form for Administrators](#). A signed, notarized original form must be sent to the Division of Budget at the address provided in the instructions. You will be provided with a username and password allowing you to access the Grants Gateway.
- If you have previously registered and do not know your username, email grantsgateway@its.ny.gov. If you do not know your password, click the [Forgot Password](#) link from the main log in page and follow the prompts.

3.2.2 Complete Your Prequalification Application

- Log into the [Grants Gateway](#). If this is your first time logging in, you will be prompted to change your password at the bottom of the “Profile” page. Enter a new password and click “SAVE.”
- Click the “Organization(s)” link at the top of the page and complete the required fields including selecting the state agency with which you have the most grant contracts. If you currently do not have any contracts with NYS, select OCFS. This page should be completed in its entirety before you click “SAVE”. A “Document Vault” link will become available near the top of the page. Click this link to access the main “Document Vault” page.

- Answer the questions in the “Required Forms” and upload “Required Documents.” This constitutes your “Prequalification Application.” “Optional Documents” are not required unless specified in this RFP.
- Specific questions about the prequalification process should be directed to the agency contact listed in **Section 1.1 Procurement Contact**, or to the Grants Gateway Team at: grantsgateway@its.ny.gov.

3.2.3 Submit Your Prequalification Application

- After completing your prequalification application, click the “Submit Document Vault” link located below the “Required Documents” section to submit your prequalification application for state agency review. Once submitted, the status of the document vault will change to “In Review.”
- If expedited review of your prequalification application is desired, please send an email request to the agency contact listed in **Section 1.1 Procurement Contact** and identify your organization by including your Grants Gateway Document Vault (GDV) number, organization name, Federal EIN, and SFS Vendor ID. It is recommended that you submit this request for expedited review before the Recommended Deadline to Prequalify in the Grants Gateway noted in **Section 1.2 Calendar of Events**.
- Your document vault will be assigned to a prequalification specialist for review. If your prequalification specialist requests modifications, you will receive an email notification from the Grants Gateway and the status of your document vault will change to “Modifications Requested.”
- Requests for modifications should be addressed by the vendor and resubmitted for review without delay. The status of the document vault must change back to “In Review” for modifications to be reviewed and approved by a prequalification specialist.
- Once your prequalification application has been approved, you will receive a Grants Gateway notification that you are now prequalified to do business with New York State. The status of the document vault should be “Document Vault Prequalified.”

Vendors are strongly encouraged to complete this process as soon as possible or by the date specified in Section 1.2 Calendar of Events to participate in this grant opportunity. Prospective applicants are responsible for monitoring their status in the Grants Gateway. OCFS cannot be held responsible in the event an applicant fails to submit their Document Vault for review in a timely manner, or if the documents uploaded by the applicant to their Document Vault are found deficient.

3.3 Vendor Responsibility Requirements

Section 163(9)(f) of the NY State Finance Law requires that a state agency make a determination that a bidder is responsible before awarding that bidder a state contract. Vendor responsibility will be determined based on the information provided by the bidder, online, through the New York State VendRep System Questionnaire or through a paper copy of the Vendor Responsibility Questionnaire. OCFS will review the information provided before making an award.

OCFS reserves the right to reject any proposal if, in its sole discretion, it determines the bidder is not a responsible vendor. All proposals are subject to a vendor responsibility determination before the award is made, and the determination can be revisited at any point up to the final approval of the contract by the New York State Office of the State Comptroller (OSC). Vendors must maintain their vendor responsibility throughout the duration of the contract.

Enrolling and completing the questionnaire online through the New York State VendRep System is the best method because both the questionnaire and answers are stored in the system. Thus, subsequent questionnaires in response to contracts or Request for Proposals from any state agency would only need to be updated in the VendRep System.

To access or enroll in the VendRep System or update your existing online questionnaire, click [Online Questionnaire](#). Questionnaires in the VendRep System that have been completed in the last six months in response to contracts or bid announcements do not need to be updated. If the vendor is using the hard copy questionnaire, then it also has to be current within six months of the due date of the proposal.

Vendors opting to complete a paper questionnaire, can access the questionnaire by clicking the following link: [Paper Questionnaire](#). Please note that there are separate questionnaires depending on the contractor status. Not-for-profit vendors must use the *Vendor Responsibility Questionnaire Not-For-Profit Business Entity* form. For-profit vendors must use the *Vendor Responsibility Questionnaire For-Profit Business Entity* form.

Vendors are also encouraged to have subcontractors file the required Vendor Responsibility Questionnaire online through the NYS VendRep System. These subcontractors are required to submit a questionnaire when the value of the subcontract is \$100,000 or more.

Before executing a subcontract agreement, the contractor must provide the information required by OCFS to determine whether a proposed subcontractor is a responsible vendor.

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.

The NYS VendRep System offers the following benefits:

- Ease of completion, filing, access to and submission of the questionnaire; efficiencies are multiplied for vendors who bid and contract with the state frequently or with multiple state agencies.
- Questionnaire updates are easily filed by updating only those responses that require change from the previously saved questionnaire (as opposed to a paper copy where a new questionnaire is required each time there is a change).
- The stored questionnaire information eliminates the need to reenter data for each subsequent questionnaire submission.
- Reduction of costs associated with paper documents including copying, delivery and filing
- Online questionnaire information is secure and accessible to authorized vendor users only. State agencies can only view certified and finalized questionnaires.
- VendRep question prompts ensure that the correct forms are completed.
- The VendRep Online System contains links to all definitions of the terms used in the questionnaire.

Note: The vendor responsibility questionnaire must be dated within six months of the proposal due date. Any subcontractors under that proposed contract must also complete a Vendor Responsibility Questionnaire when the value of the subcontract is projected to be \$100,000 or more for the contract term.

Confirmation of completion of the vendor responsibility process must be submitted with your proposal. This confirmation can take the form of registration in the VendRep System, or by submitting your completed hardcopy questionnaire. To submit this confirmation with your application, go to the bottom of your certified questionnaire, and click the button called “Form Overview.” Print this page and upload it to the proposal. Upload the page into your proposal by going to the “**Pre-Submission Uploads**” section of the RFP in the Grants Gateway. While it is not recommended, you have the option of uploading a completed hardcopy vendor responsibility questionnaire to the “**Pre-Submission Uploads**” section.

4.0 PROGRAM REQUIREMENTS

4.1 Desired Outcomes and Program Requirements

The goal of funds awarded through this RFP are to provide effective, evidence-based services to post-adoptive, post-guardianship, and kinship families. Partnerships with local legal services as well as other NYS agencies such as

the Office of Court Administration, the Office of Addiction Services and Supports (OASAS), the Office for the Aging, the Office of Temporary and Disability Assistance (OTDA), the Department of Health and the State Education Department are encouraged to improve supports for each of the target populations. These collaborations will be reported in required OCFS quarterly reports as well as discussed during annual site visit evaluations.

Other collaborations should include the NYS Kinship Navigator Program and the LDSS Kinship Champions. A robust and meaningful kin-first culture leads to the very best outcomes for children and families. FFPSA also supports the notion that when out-of-home placement is deemed a needed intervention, placing a child with a relative leads to stronger family bonds between the parent and child, fewer placement disruptions, shorter lengths of stay, and reduces the impact of trauma.

PRCs should identify evidence-based programs (EBP) and refer families to those programs within their counties/boroughs when applicable.

OCFS will make awards to proposals that are responsive to the desired outcomes identified in this RFP and that align with the OCFS mission. OCFS expects all program services funded by this initiative to be designed to be culturally and linguistically competent and cost efficient. Appropriate planning and development activities must be conducted by applicants to promote responsiveness to the target population of this RFP.

Proposals should address the following:

Target Population

The target population for the PRC will consist of post-adoptive, post-guardianship, and kinship families. The scope of the population to be served is broader than children who were formerly in foster care. The following links provide additional information for the number of children discharged to adoption by district and the number of children entering the KinGAP:

<https://ocfs.ny.gov/programs/kinship/kingap-expansion.php>

<https://ocfs.ny.gov/reports/index.php?find=discharged+to+adoption&lang=%25&topic=%25>

<https://ocfs.ny.gov/reports/maps/aggregate.php>

Applicant programs must include all of the following:

I. Case Management and Referral

- Applicants are expected to be ready to implement and maintain programs within 60 days of the contract start date.

- Applicants must include a plan for sustainability that extends beyond the duration of the contract term.
- Applicants must provide case management services to every program participant. A key component of case management is monthly home visits and/or in-person visits. In-person visits can include contacts that take place where clients reside in the community through the use of virtual platforms, or a combination thereof. Virtual platforms may be used, when necessary, to mitigate any health, safety, or transportation issues upon prior approval of OCFS.

Case management includes the following processes: intake, assessment of needs, service planning, service plan implementation, service coordination, monitoring and follow-up, reassessment, case conferencing, and crisis intervention. These services are client-driven and trauma-informed. Family engagement is critical in service planning. Examples of case management services include but are not limited to information and referral services; referral to legal services; attendance at family court dates; transportation; housing assistance; child care; basic family needs (vital needs in emergencies and with expenses that are unforeseen); educational advocacy services; and facilitating appointments with social services, medical health providers, and mental health services. The use of virtual platforms requires prior authorization from OCFS.

A. Program Staffing

- Program design must include a program coordinator with a minimum of a master's level degree in social work, psychology, or human services.
- The program coordinator is responsible for supervision of the program operation and staffing.
- Program design must include sufficient staff with at least three full-time case managers or full-time equivalent with a minimum of a bachelor's level degree in social work, psychology, or human services, or a bachelor's level degree in any field with at least two years of case management experience; or an associate's level degree in psychology or human services with at least two years of case management experience.
- Program design may additionally include staff roles held by individuals with relevant life experience and/or related education, such as peer educators, respite providers, parent/caregiver advocates, etc.
- Staffing must be representative of the community, cultures, languages of the persons targeted to receive services. Cultural humility and awareness are considered critical factors. Cultural humility is defined as the ability of all agency staff to provide the highest quality of services to our customers, the children, youth, families and vulnerable adults of NYS, by responding respectfully and effectively to people of all cultures, socio-economic statuses, races, ethnic backgrounds, genders, sexual orientations, ability status, and faiths or religions, and in a manner that recognizes, affirms, and values the worth of individuals, families, tribes, and communities, and protects and preserves the dignity of each.

B. Training and Experience

- Applicants must describe required agency trainings based on staff roles and how they will include training for the provision of trauma-informed services.
- Applicants must attest to having a minimum of two years of experience providing case management services and promoting permanency.

C. Participant Eligibility

- Applicant's staff must complete the adverse childhood experience (ACE) questionnaire with each qualifying child within the first 30 days of opening a new case.
- Applicant's staff must obtain a copy of proof of legal status for post-adoptive, post-guardianship, and legal custodian(s) within 30 days of opening a new case. Proof of legal status must include an adoption certificate or appropriate court orders, such as guardianship or custody orders. Informal kinship caregivers will not have a court order. Failure of a family to provide such documentation will result in the case needing to close except in the case of an informal kinship home.
- Children in foster care receive needed services through their LDSS or voluntary agency. Therefore, children in foster care are not eligible for the services funded by this RFP.

D. Required Documentation

- Applicant's case managers must have monthly home visits and/or in-person contact with all of their families. These contacts will ideally occur in the home; however, at the request of the family, the contacts may take place in a community setting. If there is a request by the family for contact via a virtual platform, this must first be approved by OCFS.
NOTE: Support group meetings do not fulfill the monthly home visits and/or in-person contact requirement.
- Applicant's staff must maintain accurate program participant records and documentation to support service delivery.
- Applicants must adhere to document retention requirements as outlined in their contract.
- Applicant's case managers must maintain a file for each family participating in the program. Each file must contain an intake form, proof of legal status – including formal court orders and/or adoption certificates – when applicable, service plan documentation, ACE questionnaire, progress notes, correspondence, OCFS *Participant Satisfaction Survey (Attachment 4)*, consent to release information forms, a discharge summary and post-case closure documentation. OCFS reserves the right to create, review, edit, and/or finalize forms to be used by PRC programs.
- Case manager's progress notes must contain the following:
 - Documentation reflecting monthly home visits and/or in-person contacts separate from support group(s)
 - Dates, locations, and types of contact

- Summary of contact/case activity relevant to service goals
- Follow-up action (if needed)
- Case manager's name and signature
- Service delivery, including participating in agency activities, outings, and support groups
- A supervisor's signature of approval that acknowledges progress notes have been reviewed monthly

OCFS Approval

An OCFS program manager must approve all cases that will be open for more than 12 months from the date of intake. Justification to keep a case open longer than 12 months must be documented and provided to the OCFS program manager at minimum before the end of the eighth month of services to provide adequate review time prior to the 12-month date from intake. Such cases will then be reviewed for continued services every three months, following the completion of the 12th month of service. Examples of reasons a case would remain open longer than 12 months include but are not limited to continued behavioral crises in the home, changes to the family composition, such as the loss of a parent, increased risk of harm to the children residing in the home, etc.

II. Support Groups

- Applicant's staff must conduct a minimum of one support group meeting a month that must be accessible to caregivers in each county or each borough of NYC served by the PRC program. Programs must allocate funds for providing peer-to-peer support groups, including training for peer support group leaders. Support groups should be designed with consideration for the transportation needs of caregivers, child care needs, and the need for virtual platforms on occasion. Support groups will focus on topics relevant to parents and caregivers. Topics might include trauma-informed care, enhancing positive behaviors, and other relevant topics.
- Applicant's staff must conduct a minimum of one support group meeting a month for children that must be accessible to the family in each county or each borough of NYC served by the program. These support groups must be offered to all children currently residing in the home; however, biological children or foster care placements would not be counted in performance outcomes. Children must be currently residing in the home. Support groups for children will focus on topics relevant to children.

III. Education

- Applicant's program must offer at least three community education sessions per contract quarter that must be accessible within each county or each borough of NYC served by the PRC, specific to adoptive, guardianship and/or kinship arrangements. Education sessions must include curricula such as Parenting a Second Time Around (PASTA)
<https://www.human.cornell.edu/pam/engagement/parenting/faculty-students/secondtime> or other relevant topics as approved by OCFS.

- Additional training curricula and resources are:

National Child Traumatic Stress Network Caring for Children Who Have Experienced Trauma

<https://www.nctsn.org/resources/resource-parent-curriculum-rpc-online>

Strengthening Families

<http://www.strengtheningfamiliesprogram.org/>

AdoptUSKids

<http://adoptuskids.org/>

Child Welfare Information Gateway

<https://www.childwelfare.gov/topics/adoption/>

<https://www.childwelfare.gov/topics/permanency/relatives/>

<https://www.childwelfare.gov/topics/permanency/guardianship/>

Children's Bureau

<http://www.acf.hhs.gov/programs/cb/focus-areas/adoption>

<http://www.acf.hhs.gov/programs/cb/focus-areas/foster-care>

<http://www.acf.hhs.gov/programs/cb/focus-areas/guardianship>

Dave Thomas Foundation for Adoption

<https://davethomasfoundation.org/learn/research/>

- Education sessions should primarily take place in person, and in some cases, these may be held via virtual platforms with prior approval by OCFS.

IV. Family Engagement

- Applicant's program must offer at least three family engagement activities per contract quarter, accessible within each county or each borough of NYC served by the PRC to support and enhance family engagement and create strong family interactions.
- Applicant's staff must administer a satisfaction survey to caregiver(s) as well as to adopted, guardianship, and kinship children over the age of 14 to determine participant satisfaction prior to case closure. Feedback from

these surveys will be used by OCFS and PRC programs to advise of ongoing needs of families and for possible program enhancements or modifications.

V. Maintenance and Family Preservation

- Applicant's program must provide services to post-adoptive, post-guardianship, and kinship families in a minimum of four or more counties, or all five boroughs in NYC and only provide services to families that reside in the counties or boroughs that the applicant proposes to serve. Applicant's program must have flexible hours of operation during the week, including afterschool, evening, and/or weekend hours to ensure that services are available for working families.
- Applicant's programs must have intervention strategies, evidence-based services, and be trauma-informed. Applicant programs must participate in trainings identified by OCFS that are trauma-informed.
- Applicant's program should consider what types of practices and services would best support families who have children who identify as LGBTQIA+. These services can and should be intentional and highly personalized to address the needs of each family, child, and youth, and they should serve to support adoptive families whose adoptions may be at risk of disrupting because a child or youth has identified as LGBTQIA+.
- Applicant's program must offer support for families in crisis or be able to make referrals to such services. Crisis intervention is when experienced, professional social workers engage with the family to provide immediate support to help defuse stressful situations and to develop longer-range problem-solving techniques.
- Applicant's program must have the capacity to provide respite outings as needed, and these outings must be supervised by applicant's staff. These outings should relieve the primary caretaker(s) from at least one hour of supervision of any child residing in their home and may include, but not be limited to, activities such as bowling, movies, outdoor recreation, and/or library time. Outing activities should consider the needs, interests, and abilities of the children to the extent possible.
- Applicant's staff must conduct and document a follow-up interaction with the post-adoptive, post-guardianship, or kinship families at both six months and 12 months following case closure. This is to ensure the children has/have been safely maintained in the home or has/have returned to their parent(s)/caregiver(s). The documentation gathered must be submitted to OCFS for data collection and analysis.

Potential Resources:

New York State Office of Children and Family Services
<https://ocfs.ny.gov/main>

New York State Office of Temporary and Disability Assistance
<http://otda.ny.gov>

National Child Traumatic Stress Network Caring for Children Who Have Experienced Trauma
<https://www.nctsn.org>

Circle of Parents®
<http://circleofparents.org/resources/parenting-resources/>

Grandparents Raising Grandchildren
<https://www.helpguide.org/articles/parenting-family/grandparents-raising-grandchildren.htm>

The New York State Kinship Navigator
<http://www.nysnavigator.org>

Office of Addiction Services and Supports
<https://oasas.ny.gov>

Quality Improvement Center for Adoption & Guardianship Support and Preservation
<https://txicfw.socialwork.utexas.edu/research/project/quality-improvement-center-adoption-guardianship-support-preservation/>

VI. Desired Outcomes, Program Objectives, and Performance Targets

A PRC program will be deemed successful if the program meets the following expectations:

- Children are safely maintained in the home, families are connected to community services, and culture and relationships are preserved.
- Caregiver support groups including, but not limited to, peer-to-peer support groups were conducted a minimum of one time per month and were accessible within each county or each borough of NYC served by the PRC program.
- Support groups for all children in the family were conducted a minimum of one time per month and were accessible within each county or each borough of NYC served by the PRC program.
- All families have received, and programs have documented, the case management services catered to the individual family's needs.
- Applicant's program offered a minimum of three community educational sessions per contract quarter and were accessible within each county or each borough of NYC served by the PRC program.
- Applicant's program offered a minimum of three family engagement activities per contract quarter and were accessible within each county or each borough of NYC served by the PRC program.

- The OCFS *Participant Satisfaction Survey (Attachment 4)* was provided to all program participants over the age of 14 at the time of case closure. This will be used to assess and modify service delivery as needed. The survey asks participants to rate
 - services and the overall program as meeting or exceeding expectations;
 - support groups as beneficial in the reduction of stress with a score of meeting or exceeding expectations;
 - services and the overall program as cultural humility and culturally responsive and wholistically engaging, meeting the needs of the community being served;
 - case management services as beneficial in the reduction of stress with a score of meeting or exceeding expectations;
 - program staff and service accessibility as meeting or exceeding expectations;
 - educational materials and meetings as providing necessary, helpful, and relevant information with a score of meeting or exceeding expectations; and
 - applicable referrals to community resources as relevant to their specific family needs as meeting or exceeding expectations.
- PRC program *Performance Targets (Attachment 5)* are used to measure program outcomes. Applicants **MUST** use targets included in **Attachment 5**. Applicants may include additional targets as they deem necessary.

VII. Program-Specific Terms and Conditions

PRC Programs must comply with the following requirements:

- Must meet prescribed performance targets and if not, utilize a Program Improvement Plan (PIP) developed by OCFS
- Must utilize and complete on a timely basis all required OCFS forms, including but not limited to intake, progress notes, participant satisfaction surveys, discharge summaries, quarterly and final reporting documents. NOTE: If a program is utilizing intake, progress notes, discharge summaries, and/or documents for service plan reviews created by their agency, the program must receive prior OCFS permission to use these documents in place of the official OCFS forms.
- Must supply OCFS with information from service delivery to support measurable outcomes
- Must participate in quarterly conference calls coordinated and scheduled by OCFS
- Must participate in an annual conference or meeting coordinated and scheduled by OCFS
- Must participate in a minimum of one yearly site visit with OCFS staff at the program location (or virtually as approved by OCFS)

- Must participate in a minimum of one fiscal program desk review to be conducted by OCFS staff
- Must comply with record retention requirements

These and other requirements stated in **Attachment A1-B, Program-Specific Terms and Conditions**, will be incorporated into all contracts resulting from this procurement. By submitting a proposal in response to this RFP, the applicant agrees they will abide by these requirements.

Applicants may subcontract components of the scope of work. For those applicants who propose subcontracting, it is preferable to identify subcontracting agencies during the application process. Applicants who plan to subcontract are expected to state in the application the specific components of the scope of work to be performed through subcontracts. Applicants should note that the lead organization (prime contractor) will have total responsibility for all contract activities, including those performed by subcontractors, and will be the primary contact for OCFS. If requested by OCFS, the contractor agrees not to enter into any subcontracts, or revisions to subcontracts, in excess of \$100,000 for the performance of the obligations contained herein until it has received the prior written permission of the State, which shall have the right to review and approve each and every subcontract in excess of \$100,000 before giving written permission to the contractor to enter into the subcontract. All subcontractors must be approved by OCFS.

4.2 Accessibility of Web-Based Information and Applications

Any web-based Intranet and Internet information and applications development or programming delivered pursuant to this procurement must comply with New York State Enterprise IT Policy [NYS-P08-005](#), *Accessibility Web-Based Information and Applications*, and NYS Enterprise IT Standard NYS-S08-005, *Accessibility of Web-Based Information Applications*, as such policy or standard may be amended, modified or superseded, which requires that state agency web-based intranet and internet information and applications are accessible to persons with disabilities. Web content must conform to NYS Enterprise IT Standards NYS-S08-005 as determined by quality assurance testing. OCFS will conduct such quality assurance testing and the test results must be satisfactory to OCFS before web content will be considered a qualified deliverable under the contract or procurement.

5.0 PROPOSAL CONTENT AND SUBMISSION

5.1 Technical Proposal Content/Work Plan

NOTE: This section describes the content requirements of the Work Plan and how to prepare your Work Plan to assist you with your application. Please refer to **Section 5.5 Proposal Submittal Process**.

The purpose of the Work Plan is to provide a clear description of what requested project funds will pay for, the expected outcomes for the proposed project services and the programmatic rationale for the proposed project budget. The Work Plan must be in compliance with all applicable state and federal laws, rules and regulations and be responsive to the desired outcomes identified in **Section 4.1 Desired Outcomes and Program Requirements** and provide value to the OCFS mission. OCFS expects that all project services funded by this initiative will be designed to be culturally and linguistically competent and cost efficient. Appropriate planning and development activities must be conducted by applicants to promote responsiveness to the target population of this RFP. Services provided must accommodate cultural and linguistic requirements of the target population and/or community to be served.

Before entering their responses to the application in the Grants Gateway, applicants should create a word document from the Work Plan Template available in Grants Gateway and use it in preparing proposed responses to questions on the Work Plan (**See Section 5.4 Proposal Content.**) To use the Work Plan template:

1. Download the Work Plan template from the “**Pre-Submissions Uploads**” folder in your grant application.
2. Complete the Word document, and save it to refer to later when responding to questions as part of your proposal submission in the Grants Gateway system. This document **will not** be submitted into the Grants Gateway with your application.
3. Save the Work Plan for future reference, because if the applicant is awarded a contract, this document will be the basis for the Work Plan in the subsequent contract for services.

The Work Plan consists of the following sections:

- A. Community**
- B. Target Population(s)**
- C. Objectives, Tasks and Performance Measures**
- D. Proposed Program Description**
- E. Program Staff**
- F. Organization**
- G. Commitment to Equity, Eliminating Barriers and Reducing Disparities**

Your proposal will be rated based on your organization’s responses to the sections listed below. Please be sure to address all of the questions in each section comprehensively, yet succinctly. The number of points allocated to each area in the technical review appear in (parentheses) after each section below. OCFS reserves the right to add additional bonus points to the final score/rating for proposals that are responsive to **Section 2.2 OCFS Statewide Considerations**. RFPs that include the applicants’ ability to receive additional bonus points will state such in **Section 6.3 Bonus Points: RECC**.

Guidelines for Each Section

A. Community (25 Points)

The proposal must clearly demonstrate the applicant's knowledge of the demographics, cultures, linguistic requirements, issues, and service the needs of the community to be served by the proposed program.

- Describe the community to be served, inclusive of the location of services. Identify families to be served – should be those with adoptions, guardianships, and/or informal or formal kinship arrangements. Children in foster care receive needed services through their LDSS or voluntary agency; therefore, children in foster care are not eligible for the services funded by this RFP.
- Describe the planning activities that were conducted that contributed to the development of the proposal.
- Identify resources that were reviewed or consulted to develop your proposal, e.g., county plans, goals, and/or statewide needs assessment(s).
- Discuss trends that support the demand for the proposed program services, identify demographic data (including data on the community's racial and ethnic composition families that may be comprised of LGBTQIA+ youth and information related to disconnected youth),³ and social and economic changes that may be of significance to the target community to receive program services.
- Explain how the proposed program relates to the overall needs of the community.
- Describe how the community was involved in planning for the proposal.
- Identify community agency partners that will assist with the program and community readiness to receive program services.

B. Target Population(s) (20 Points)

The target population (individual, community, families, children, in some instances staff, etc.) is the intended recipient of program services for whom proposed program outcomes will be achieved, and those for whom you want to affect some level of change in their status.

- Describe the characteristics of each of the target populations to be involved in the program, the geographic area or community to be served, and discuss why the client group is targeted to receive services.
- Describe your organization's understanding of client eligibility for services for post-adoption, post-guardianship, and informal and/or formal custody kinship arrangements.

³ Disconnected or high-need youth are: youth aging out of foster care, youth in or reentering the community from the juvenile justice system, and children of incarcerated parents.

- Discuss other indicators which contribute to each of the target populations' needs for program services (e.g., disconnected youth, historically oppressed or marginalized communities, low income/high poverty rates).
- Describe how the program will conduct outreach to clients and how you will engage individuals and/or families who are the ultimate recipients of the proposed services.
- Provide data sources used to determine each of the target populations within proposed service areas, as identified in **Attachment 6, Target Population**.

C. Objectives, Tasks, and Performance Measures (35 Points)

OCFS uses an outcome-based approach to contracting. Outcome-based contracting is the provision of funding to achieve predefined demonstrated benefits for a specified population. It shifts the focus of contracting from service provision to the results of those services.

It is critical to know the number of children in post-adoptive, post-guardianship, and/or kinship care and those caregivers who successfully achieve performance outcomes, safety, permanency, and well-being as a result of program services.

Objectives are the desired benefits or changes for the target population following their interaction with a program. They are the expected results of program intervention. Objectives may relate to knowledge, skills, attitudes, behaviors, or conditions. Objectives are broad, often long term, and are more general than tasks. Program objectives must be consistent with the desired RFP objectives and address identified problems, conditions, needs, and behaviors of the target population.

Prior to program implementation, OCFS may further refine successful applicants' performance objectives.

- Address at least one significant identified need of each of the target population(s).
- Identify the expected results (changes in the condition, status, or behavior of each of the target populations) as opposed to the activities designed to produce those results.
- Upload completed RFP **Attachment 5, Performance Targets**, to the "**Pre-Submission Uploads**" section of the application.
- Describe the methodology used to determine the proposed performance targets.
- Identify expected results that will significantly contribute to the achievement of the desired objectives.
- Describe clearly defined tasks that are measurable.
- Explain how the tasks are achievable with the resources available to the program.
- Identify appropriate and realistic methods to verify task attainment.

D. Proposed Program Description (30 Points)

This section describes the specific service model, services, and activities to be conducted by the program.

- Discuss how the proposed model will address the current status of each of the target populations.
- Describe your plan to implement services within 60 days of the contract start date.
- Describe all interactions with clients from first contact to completion of services. Interactions include intake, outreach, crisis support, case management, home visits, and engagement.
- Outline the number of home visits and/or in-person contacts separate from support group attendance that will occur during the first three months of services and thereafter. This may include the use of virtual platforms as needed to mitigate attendance barriers, though virtual platforms should not be the primary source of contact with families without prior OCFS approval.
- Identify plans for outreach, collaboration, and coordination in and with the community. Describe collaboration with existing community partners.
- Demonstrate how the program will implement the OCFS *Participant Satisfaction Survey (Attachment 4)* at the time of discharge of a program participant(s) to ensure completion of survey by participant(s).
- Discuss which specific services, core features, or essential elements will be funded by the proposed program. Include sufficient detail to demonstrate that the design and delivery of the program is likely to result in attainment of the performance objectives you selected.
- Cite any special outreach efforts the program will conduct related to disproportionality and/or disconnected youth.
- Discuss how the program will interface with other in-house services and services available in the community.
- Describe the role each of the target populations had in the design of the program and why this approach is the best way to achieve the expected objectives.
- Discuss cultural and linguistic considerations for the delivery of services to each of the target populations and how the program will encourage successful case objectives for each of the target populations.
- Discuss how the applicant will obtain ongoing input from the population served, regarding customer satisfaction with program services.

E. Program Staff (20 Points)

This section provides a comprehensive overview of the proposed program's staffing pattern, staff qualifications, staff development, and program supervision. When a program is in operation, an adequate number of qualified staff must be on duty to protect the health and safety of the children and/or families in their care.

- Describe the title, role, and number of all staff to be hired by the program; required staff qualifications; responsibilities; and whether staff will be paid with requested program funds. Explain how staff orientation and training will be provided and how supervision of staff will be provided, inclusive of the required program staff identified in **Section 4.1(I)(A)**.
- Discuss what activities will be conducted to instill diversity and cultural responsiveness in program services.
- Applicants must describe their agency's hiring and background check process, and efforts made to encourage staff retention.

F. Organization (20 Points)

This section describes the history, attributes, and functions of the organization.

- Describe the history of your organization, experience working with each of the target populations, and provide evidence that your organization has the capacity and required licenses to successfully manage the program. Indicate steps that will be taken to demonstrate readiness to implement the program on a timely basis.
- Describe the past accomplishments, special characteristics, and resources of your organization that are predictive of your success in achieving the stated performance objectives.
- Describe how the management of your organization supports the proposal for this program.
- Identify the key people in your organization who are primarily responsible for delivering the program and reaching the performance objectives. Please describe them in terms of capacity including knowledge, skills, expertise, professional credentials, and commitment.
- Provide evidence of your organization's ability to recruit, hire, and retain staff.
- Describe what activities your organization has initiated to accommodate cultural and linguistic requirements of your community, and how the organization will promote effective coordination with other key partners and service providers in your community to maintain this program. Include any affiliations with other community groups.
- Specify if you will include key partners as part of the proposal, describe their involvement, and provide a copy of any memoranda of understanding (MOUs), if applicable.
- Provide an organizational chart that shows how this program fits into the organization's goals and mission. Please ensure the program is displayed in the hierarchy of your organization. Please provide an accompanying description or explanation in the narrative field. Please upload this document to the "Program-Specific Questions" section of your grant application.

G. Commitment to Diversity, Equity, and Inclusion (10 points)

This section describes the commitment to diversity, equity, and inclusion.

- Describe the plan to ensure program staffing is racially, ethnically, and linguistically representative of the population(s) proposed to be served.
- If applicable, demonstrate that your organization is led by Black, Indigenous, Persons of Color as defined below (BIPOC) and has developed the organizational capacity to accomplish diversity, equity, and inclusion activities, by completing **Attachment 8** to include the BIPOC individual's name, title, date of appointment to the position, and a brief description of the individual's responsibility in the organization. Provide an organizational chart that clearly identifies the title and name of the BIPOC leader and their position in the organizational chart.

The definition of Led by Means *the highest-ranking individual in charge of the entire organization (not including board members).*

For the purposes of this solicitation, "Persons of Color" *means Black, Indigenous, Multiracial, or Persons of Color.*

Additional documents or information to be submitted to document that the BIPOC leader has developed the organizational capacity to accomplish diversity, equity, and inclusion include, but are not limited to:

- Explanation of the diversity trainings provided to their employees.
- Explanation of the process by which the organization handles complaints of discrimination by employees which includes: a) who conducts the investigation, b) who decides whether discrimination has occurred, and c) what relief is offered to the victim.
- Description of what, if any, charitable work does the organization perform to reduce barriers within the community.

5.2 Proposed Budget (40 Points)

To complete the budget in the Grants Gateway, you must do the following:

1. Download the budget from the "**Pre-Submission Uploads**" section in your grant application;
2. Complete that document and upload (attach) your completed form to the "**Pre-Submission Uploads**" section of your grant application.

Please note: Your proposed budget should reflect a one-year contract period representing the first year of the multiyear contract to serve all counties proposed to be served (minimum of four) or all five boroughs in NYC and include clearly identified startup costs (if applicable). If awarded, vendors will be required to develop and provide a multiyear budget in their contract. Each program applicant may request up to \$515,000 per year per application for

upstate programs (all NY counties outside of NYC) and \$550,000 per year per application for NYC programs (all five boroughs).

Follow these instructions carefully as you complete the budget. The budget for this project must be in compliance with all applicable state and federal laws, rules and regulations. Use the following directions to briefly describe the expenses included in each budget category. The detail requested is essential to expedite the contract process. Accuracy and completeness are critical.

Ensure the following:

- The cost of items is described in the budget narrative and for every line item of expense, the specific calculations for determining the total cost of each item is included in the narrative.
- All items covered by OCFS funds are directly related to the provision of services indicated in the proposal.
- All expenses are incurred *within* the contract period.
- All shared costs are prorated and the basis of the proration explained.
- Reimbursement for travel, lodging, and mileage costs do not exceed the state rates currently in effect.
- All amounts listed on the budget summary form reconcile with the relevant budget narrative information.
- The total Grant Funds requested agrees with the total amount requested in the OCFS Grant Funds Column of the Budget Template.

Non-Allowable Costs

The following items *cannot be included* as OCFS-funded costs within the project budget:

- Major capital expenditures such as acquisition, construction, or structural renovation of facilities
- Interest costs, including costs incurred to borrow funds
- Costs for preparation of continuation agreements and other proposal development costs
- Costs of organized fundraising
- Legal fees to represent agency/staff
- Advertising costs, except for recruitment of program personnel, program outreach, and recruitment of participants
- Entertainment costs, including social activities for program and staff, unless directly associated with the program
- Costs for dues, attendance at conferences or meetings of professional organizations, unless attendance is necessary in connection with the program

Local Match

Not applicable.

A. Personal Services

1. Personal Services - Personnel

Personal Services (Salaries):

- List only staff titles included in the funded project.
- List the percentage of time each title will spend on this project.
- The percentage of time an employee (title) is engaged in this project (or projects) cannot exceed 100%.
- List the base (annual) salary for each staff title. The base salary should reflect the employee's (title's) actual annual salary. The annual salary should be consistent across all projects that the employee's time is charged to.
- Applicants are encouraged to ensure employees are fairly compensated with a salary comparable to a living wage. Please refer to the NYS Department of Labor's "Occupational Wages" guidance at <https://dol.ny.gov/occupational-wages-0> and the US Bureau of Labor Statistics at <https://www.bls.gov/ooh/community-and-social-service/health-educators.htm>.
- If a title has both administrative and programmatic responsibilities, show the title on two lines, one for programmatic responsibilities with associated percentage of time and one for administrative responsibilities with associated percentage of time. Identify administrative positions in the "Personal Narrative." The percentage of time for the position cannot exceed 100%.
- If the proposed project is currently operational, provide information on the percentage of salary increases, if any, included in the requested budget. Justification for raises must be provided. If you anticipate cost of living or merit raises during the contract year, include the increases in the base annual salary charged to the project and note the effective date of the raise.

Personal Services Salary Narrative: Give a brief description of the administrative or program-related responsibilities of each staff title supported by the grant funds.

2. Personal Services – Fringe Benefits

Fringe benefits should be budgeted in line with your organization's policy. The total fringe benefits chargeable to this contract should not exceed the current approved fringe rate, which can be found on the OSC website at [Fringe Benefits](#). A higher rate may be considered with justification; any such justification must be included with your application.

Fringe Benefits Narrative:

- List the fringe benefit rate(s) and the titles to which the rate(s) apply.
- Provide a complete list of benefits used to calculate rate(s) (e.g., Social Security-FICA, New York State Unemployment Insurance-SUI; New York State Disability Insurance and Worker's Compensation). These can be listed on the extra lines under "Personal Services." Be sure to clearly identify "Fringe."

B. Non-Personal Services (NPS)**Use of MWBE/SDVOBs for Discretionary Purchases**

In compliance with [Article 15-A](#) of the New York State Executive Law and Article 3 of Veterans Service Law, contractors are required to spend 30% of their overall discretionary budget through a New York State-certified Minority- or Women-owned Business Enterprise (MWBE) and 6% with Service-Disabled Veteran-Owned Businesses (SDVOB). As your organization develops its NPS budget for this contract, you must identify the discretionary purchases subject to the MWBE/SDVOB goals (See **Section 7.10 & Section 7.11** for more information.) The following NPS budget categories are subject to review for goals:

NPS Budget Category	MWBE/SDVOB Goal
1. Contractual/Consultant	Discretionary expenses in this category subject to goals.
2. Travel	Travel expenses are Non-discretionary and exempt. Please note: if/when placed under this category Transportation (i.e., chartering of buses), is subject to goals.
3. Equipment	Discretionary expenses in this category subject to goals.
4. Supplies	Discretionary expenses in this category subject to goals.
5. Other Expenses	
a. Space/Property (Own)	Non-discretionary – exempt.
b. Utilities	Non-discretionary – exempt.
c. Operating Expenses	Discretionary expenses in this category subject to goals.
d. Printing Services	Discretionary expenses in this category subject to goals.
e. Other Expenses/Miscellaneous	Discretionary expenses in this category subject to goals
f. Administrative Expense	Non-discretionary – exempt.

*if MWBE/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 goals (i.e., 'There are no MWBE/SDVOB vendors for this commodity/service in our area.' 'We have established contracts with vendor xxx for this commodity/service.' etc.). The OCFS Contract Compliance Unit may reach out to you for further details/explanations and will require justification and information documenting good-faith efforts.

NPS Budget Categories

All budget items to be purchased during the contract period must be for commodities 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.

1. Contractual/Consultant Services

This category includes costs for institutions, individuals, or organizations external to the agency.

- Specify the services to be provided and indicate how the cost was determined.
- Delineate between administrative and program cost.
- If an award is made, the contractor must get prior written approval from OCFS for any agreement, or series of agreements, with a single subcontractor that exceeds \$50,000 or 50% of the total contract value during the contract term. The contractor must receive such approval before executing the subcontract agreement, implementing any activity under its term, or expending contract funds under its term. Prior approval is also required for any cost or term amendment to approved subcontracts or as otherwise requested by OCFS. All subcontract agreements, regardless of dollar value, must be submitted to OCFS before claim for services is submitted.
- For office or other program space rental or lease include copy of rental or lease agreement and method of cost allocation of space.
- For equipment rentals:
 - Clearly describe item(s).
 - Include model # and specifications, if possible.
 - Indicate term and rate of rental.
 - Provide a justification for the rental of all equipment by giving a brief description of the program-related need supported by grant funds.
- Vehicle lease for participant travel, when such travel has been approved by OCFS, must be programmatically justified. A copy of the lease agreement must be provided to OCFS before claim payment. Also, the OCFS share of travel expense must be based upon state guidelines; payment cannot exceed the state rates currently in effect.
 - Explain the purpose of the travel.

- Number of participants.
- Estimated miles.
- Frequency of travel (e.g., per day, per week).
- Be as clear as possible in explanation of need and cost.
- Show the percentage of time the vehicle will be used by the project, and only include requested funds for this percentage.
- If a subcontractor or consultant expense is more than \$15,000, three written bids are required. If you are unable to obtain three written bids, a justification as to price reasonableness is required. If other than the lowest bidder was selected, please provide justification.
- If the consultant/contractor is reimbursed at an hourly rate, the hourly rate and the number of hours must be calculated accurately and be included in the budget narrative.
- Indicate whether consultant's rate includes travel and lodging.

2. Travel

- Travel costs include the following: air, train, bus and taxi fare; personal auto, parking fees, tolls, lodging and meals. Conference fees or outside training costs for staff to attend that are an integral and essential part of this particular program and necessary in connection with the project to be funded.
- Explain which staff will be traveling and the destination, purpose and frequency of travel.
- For local/day travel and extended travel, list the following for each trip: destination, length of stay, purpose, number of travelers, mode of transportation and its cost, meals and lodging costs.
- Includes staff travel only.
 - Consultant travel should be shown under the "Contractual/Consultant Services" category.
 - Client travel should be shown under the "Other Expenses" category.
- Reimbursement for travel, lodging and mileage costs will not exceed the state rates then in effect.

NOTE: The OCFS share of travel expense must be based upon state guidelines; payment cannot exceed the state rates currently in effect. Refer to <https://www.osc.state.ny.us/state-agencies/travel>.
- All out of state travel must be preapproved by OCFS.

3. Equipment

This section is used to itemize the purchase of equipment.

- Equipment is defined as tangible personal property having a useful life of more than one year and an acquisition value of \$1,000 or more per unit.

- Obtain three written bids for any single item. If a bidder other than the low bidder is selected, a statement must be submitted explaining why that vendor was selected.
- Any budget requests for equipment purchase using grant funds must be fully explained and justified by program need. Note that equipment purchases are generally not allowed for a contract with a term of 12 months or less.
- Delineate between administrative and program costs.
- If the item is to be used by more than one program, the cost must be prorated.
- Explain the program function and need for each item. Be as specific as possible.
- Clearly describe each item, including type and cost.
- Vehicles cannot be purchased. They may be leased if required for program operation. If vehicles are leased, the costs must be listed under the “contractual/Consultant Services” section of the budget.

Equipment Narrative: Give a brief description of the program-related equipment supported by grant funds. Include basis of allocation of costs between programs, if applicable.

4. Supplies

- List major supply items (used for office, program, janitorial, etc.)
- Supplies are defined as tangible personal property (including computers, computer equipment, tables, etc.) having an acquisition value of less than \$5,000 per unit. Obtain three written bids for any single item costing over \$2,500. Obtain three written or verbal quotes for any single item costing \$2,500 or less. If a bidder other than the low bidder is selected, a statement must be submitted explaining why that vendor was selected.
- Delineate between administrative and program items.
- Describe items to be purchased and provide details showing how estimated costs were developed.
- Justify these costs in terms of number of staff and programmatic functions, and how the request relates to service provision.

5. Other Expenses

“Other Expenses” are costs that do not fall under the previous budget categories. Examples are occupancy costs for owned buildings, utilities, operation expenses, printing services, allowable administrative overhead, and other miscellaneous expenses.

a. Space/Property (Own)

If the contractor owns the building, they must charge occupancy costs rather than rental costs. Occupancy costs must be true costs

made to a third party; for example, mortgage payment (exclusive of property/school taxes), cleaning costs, snow removal and general maintenance.

- Provide description of space.
- Provide justification.
- Provide itemization of total costs.
- Provide method of cost allocation of space.

Space/Property (Own) Narrative: Provide a detailed explanation of all space and property costs supported by grant funds.

b. Utilities

Provide a budget line for each utility cost. This may include electric, heat, telephone, other communication services and internet.

Utilities Narrative: Provide a detailed explanation of all utility costs and how costs here are allocated to this grant.

c. Operating Expenses

This section is used to itemize costs associated with the operation of the program, including but not limited to, insurance, bonding, photocopying and advertising. Provide a budget line for each item.

Operating Expenses Narrative: Provide a detailed explanation of each operating expense and how costs are allocated to this grant.

d. Printing Services

- All agencies and subcontractors must make reasonable efforts to secure the lowest responsible bidder for printing services.
- In instances where the cost of a printing job exceeds \$5,000, documentation of three telephone bids is required showing that the lowest cost source has been used. This information must be provided with the *payment* claim. The state strongly encourages the participation and utilization of MWBE and SDVOB printing firms.
- Program materials to be printed using these funds must be preapproved by OCFS.

Printing Services Narrative: Provide a detailed explanation of all printing expenses.

e. Miscellaneous Expenses

- Food and refreshments are not allowable expenses for staff.

- Include items that are not applicable under any other category and that are directly related to the services to be provided.
- These items may include postage, client travel, shipping, delivery and messenger services audiovisual services, (see note below for more specific instructions), materials, development costs, advertising costs for recruiting new hires, books, journals, periodicals, computer time, and library services.
- Information on these costs, including how the estimates were calculated (e.g., cost per hour, cost per page, cost per square foot, etc.) should be provided in the budget narrative.
- Delineate between administrative and program items.
- Itemize any additional miscellaneous expenses that are allowed for this project that do not fall under any other budget category.

Miscellaneous Expenses Narrative: Provide a detailed explanation of each miscellaneous expense.

f. Administrative Expense

This category cannot include any items directly charged in other budget categories. Include the base on which the administrative expense will be charged.

A. For Federally Funded Awards

Not applicable at this time.

B. For State-Funded Awards

Total administrative costs are limited to **15%** of the total grant award as established by OCFS policy. OCFS reserves the right to adjust this limit at its sole discretion.

- Total administrative expenses are limited to 15% of the grant award, less expenses for equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subcontract in excess of \$25,000.
- Administrative expenses include, but are not limited to
 - that portion of the salaries and benefits of staff performing administrative and coordination functions that cannot be attributed to particular program services, including but not limited to the executive director or chief executive officer, financial officers such as the chief financial officer or controller and accounting personnel, billing, claiming or accounts payable and receivable personnel, human resources personnel, public relations personnel, administrative office support personnel, and information technology personnel,

- where such expenses cannot be attributed directly to the provision of program services;
 - that portion of expenses for office operations that cannot be attributed directly to the provision of program services, including telephones, computer systems and networks, professional and organizational dues, licenses, permits, subscriptions, publications, audit services, postage, office supplies, conference expenses, publicity and annual reports, insurance premiums, equipment that is expensed (rather than depreciated) in cost reports, where such expenses cannot be attributed directly to the provision of program services; and
 - up to the first \$25,000 of each subcontract.
- Indirect costs are considered in the total administrative costs for this program (indirect cost plus any directly charged administrative personnel, related fringes and non-personal services).
 - Some common methods of allocating indirect costs are based upon time, space, units of service or percentage of funding.
 - All administrative costs must be individually identified.

All costs included in the direct cost categories must be directly attributable to the program. State Finance Law and Generally Accepted Accounting Principles require that any expense incurred over more than one funding source or program must be charged proportionately, and the method of allocation must be documented.

Please note that when you are completing the budget in the Grants Gateway, you are required to upload the budget document into the “Pre-Submission Uploads” section of your application.

5.3 Key Concepts

Please refer to [Section 2.3](#).

5.4 Proposal Content

The proposal will consist of responses to the following questions in the Grants Gateway. These will be found in the “**Program Specific Questions**” section of the online application.

Applicants must complete all of the following program questions and provide all required uploads for the application to be considered complete. Please note that all questions in the Grants Gateway will only allow one document to be uploaded per question. Multiple documents should be combined into ONE SINGLE FILE no larger than 10MB in size. If this is not possible, it is permissible to submit additional uploads to the “**Grantee Document Folder**”. Please ensure all uploads are clearly identified and labeled. DO NOT UPLOAD

PASSWORD PROTECTED OR SECURED DOCUMENTS. ENSURE ALL PASSWORDS ARE REMOVED BEFORE UPLOADING IN THE GRANTS GATEWAY.

Eligibility Questions

Unless specified otherwise, required documents must be uploaded as attachments in the “**Program Specific Questions**” section of the Grants Gateway as part of your response to applicable questions. If there are insufficient upload slots, it is permissible to submit additional uploads to the “**Grantee Document Folder**”. Please ensure all uploads are clearly identified and labeled.

Please review and respond to Eligibility Questions carefully. See **Section 3.1 Minimum Qualifications** for additional information regarding requirements.

No.	Question	Yes/No
1. Eligibility Questions		
1a.	Are you a not-for-profit organization? Voluntary agencies as defined in Section 3.1 are strongly encouraged to apply. Please note: Government entities are not eligible to apply. Refer to Section 3.1 for additional information.	<input type="checkbox"/> Yes <input type="checkbox"/> No *
1b.	Do you agree to provide the required services identified in this RFP to post-adoptive, post-guardianship, and kinship families with formal or informal arrangements in a minimum of four or more NYS counties or all five boroughs of NYC, and only provide services to families that reside in the specified counties or all five boroughs of NYC proposed to be served?	<input type="checkbox"/> Yes <input type="checkbox"/> No *
1c.	Identify all counties or boroughs proposed to be served by this application. Please note: You <u>must</u> propose to serve in a minimum of four or more NYS counties or all five boroughs of NYC.	Text Field
1d.	Identify the primary site address where the proposed PRC services will be provided, within one of the counties/boroughs proposed. The primary service address determines which region the application will be placed in for scoring purposes.	Text Field
1e.	Which region is the program’s primary site address in? See Attachment 7 for a map of the counties/boroughs and OCFS regions.	Text Field
1f.	Have you completed and submitted Attachment 3, Case Management Attestation , certifying a minimum of two years of experience providing case management services that support the safety, permanency, and well-being of children and families in NYS? The	<input type="checkbox"/> Yes <input type="checkbox"/> No *

	attestation form (Attachment 3) must be submitted in the " Pre-Submission Uploads " section of the online application in the NYS Grants Gateway.	
1g.	Are you prequalified, if not exempt, in Grants Gateway on the application deadline (see Section 3.2 Prequalification Process)?	<input type="checkbox"/> Yes <input type="checkbox"/> No * <input type="checkbox"/> N/A
* A "No" response to any Eligibility Questions in this section or failure to submit the required documentation with your application may result in disqualification of your application.		

Administrative Questions

No.	Question	Response
2. Primary Contact Information		
The primary contact should be the applicant's executive director or other authorized individual who will receive official written and electronic notifications from OCFS regarding this procurement.		
2a.	Provide the PREFIX (Mr./Ms./Dr./etc.) of the primary contact.	Text Field
2b.	Provide the FIRST NAME of the primary contact.	Text Field
2c.	Provide the LAST NAME of the primary contact.	Text Field
2d.	Provide the JOB TITLE of the primary contact.	Text Field
2e.	Provide the STREET ADDRESS of the primary contact.	Text Field
2f.	Provide the CITY of the primary contact.	Text Field
2g.	Provide the STATE of the primary contact.	Text Field
2h.	Provide the ZIP CODE of the primary contact.	Text Field
2i.	Provide the PHONE NUMBER of the primary contact.	Text Field
2j.	Provide the EMAIL ADDRESS of the primary contact.	Text Field
3. Second Contact Information		
The second contact is another authorized individual who will receive official electronic notifications from OCFS regarding this procurement.		
3a.	Provide the PREFIX (Mr./Ms./Dr./etc.) of the second contact.	Text Field
3b.	Provide the FIRST NAME of the second contact.	Text Field
3c.	Provide the LAST NAME of the second contact.	Text Field
3d.	Provide the JOB TITLE of the second contact.	Text Field
3e.	Provide the PHONE NUMBER of the second contact.	Text Field
3f.	Provide the EMAIL ADDRESS of the second contact.	Text Field
4. Third Contact Information		
The third contact is another authorized individual who will receive official electronic notifications from OCFS regarding this procurement.		
4a.	Provide the PREFIX (Mr./Ms./Dr./etc.) of the third contact.	Text Field
4b.	Provide the FIRST NAME of the third contact.	Text Field
4c.	Provide the LAST NAME of the third contact.	Text Field
4d.	Provide the JOB TITLE of the third contact.	Text Field
4e.	Provide the PHONE NUMBER of the third contact.	Text Field

4f.	Provide the EMAIL ADDRESS of the third contact.	Text Field
5. Fourth Contact Information		
The fourth contact is another authorized individual who will receive official electronic notifications from OCFS regarding this procurement.		
5a.	Provide the PREFIX (Mr./Ms./Dr./etc.) of the fourth contact.	Text Field
5b.	Provide the FIRST NAME of the fourth contact.	Text Field
5c.	Provide the LAST NAME of the fourth contact.	Text Field
5d.	Provide the JOB TITLE of the fourth contact.	Text Field
5e.	Provide the PHONE NUMBER of the fourth contact.	Text Field
5f.	Provide the EMAIL ADDRESS of the fourth contact.	Text Field
6. Fifth Contact Information		
The fifth contact is another authorized individual who will receive official electronic notifications from OCFS regarding this procurement.		
6a.	Provide the PREFIX (Mr./Ms./Dr./etc.) of the fifth contact.	Text Field
6b.	Provide the FIRST NAME of the fifth contact.	Text Field
6c.	Provide the LAST NAME of the fifth contact.	Text Field
6d.	Provide the JOB TITLE of the fifth contact.	Text Field
6e.	Provide the PHONE NUMBER of the fifth contact.	Text Field
6f.	Provide the EMAIL ADDRESS of the fifth contact.	Text Field
7. Administrative Questions		
7a.	Have you completed the Vendor Responsibility Questionnaire and has it been recently certified? (If applicable. See Section 3.3 Vendor Responsibility Requirements.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7b.	Is your Charities Registration current? (If applicable. See Section 7.5 Charities Registration.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7c.	Do you certify under penalty of perjury that, by submission of this bid, each bidder and each person signing on behalf of any bidder, and in the case of a joint bid each party thereto as to its own organization, has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees, and that such policy does, at a minimum, meet the requirements of section two hundred one-g of the labor law? Please note that a bid will not be considered for award nor will any award be made to a bidder who is not able to make this certification in compliance with State Finance Law section 139-l; provided, however, that if the bidder cannot make the foregoing certification, such bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therein. (See Section 7.16 State Finance Law §139-l; Statement on Sexual Harassment in Bids.)	<input type="checkbox"/> Yes <input type="checkbox"/> No

7d.	Do you certify that, by submission of this application, your organization is not a Russian or Russia supporting entity, as those terms are defined in Executive Order No. 14 dated February 27, 2022?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7e.	Do you certify that, by submission of this application, your organization is not conducting business operations in Russia, as those terms are defined in Executive Order No. 16 dated March 17, 2022?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7f.	Do you certify that no organization staff members that would provide these services are currently or have ever been a NYS agency employee OR the applicant has disclosed this information? If applicable, the applicant has uploaded with their proposal a signed statement with the NYS employee name(s) and the NYS agency(ies) they work for or previously worked for.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7g.	Do you understand that OCFS recommends submitting your proposal well in advance of the Deadline for Submission of Proposals ? Waiting until the last day to submit your application is NOT RECOMMENDED. (See Section 1.2 Calendar of Events and Section 5.5 Proposal Submittal Process.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7h.	Do you understand that a “No” response to any Eligibility Questions MAY RESULT IN THE DISQUALIFICATION OF YOUR APPLICATION? Please review your responses to these questions carefully. (See Section 3.1 Minimum Qualifications and Section 5.4 Proposal Content.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7i.	Do you understand that failure to upload and submit the required documentation outlined in Section 3.1 Minimum Qualifications with your online application OR failure to meet the following documentation requirement of uploading Attachment 3, Case Management Attestation , WILL RESULT IN THE DISQUALIFICATION OF YOUR APPLICATION? (See Section 3.1 Minimum Qualifications and Section 5.4 Proposal Content.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7j.	Do you understand that specific grantee user roles are needed in order to submit proposals in the Grants Gateway? OCFS recommends contacting the Grants Gateway Help Desk for assistance with grantee user credentials when starting an application. (See Section 5.5 Proposal Submittal Process.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7k.	Do you understand that each question in the Grants Gateway allows only ONE document to be uploaded per question? Multiple documents should be combined into ONE SINGLE FILE no larger than 10MB in size. If this is not possible, it is permissible to submit additional uploads to the “ Grantee Document Folder ”. Please	<input type="checkbox"/> Yes <input type="checkbox"/> No

	ensure all uploads are clearly identified and labeled (in both the document file name <u>and</u> on the document itself) with the applicable question number.	
7l.	Do you understand that you MUST NOT UPLOAD PASSWORD PROTECTED OR SECURED DOCUMENTS? ENSURE ALL PASSWORDS ARE REMOVED BEFORE UPLOADING IN THE GRANTS GATEWAY. If an uploaded document cannot be viewed, and it is for a minimum qualification, THE PROPOSAL WILL BE DISQUALIFIED. If other uploaded documents cannot be viewed, THE PROPOSAL MAY LOSE POINTS during the scoring process. (See Section 5.4 Proposal Content.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7m.	Have you DOUBLE CHECKED all documents uploaded to your proposal? Uploads may be located in the “Program Specific Questions” , “Pre-Submission Uploads” , and “Grantee Document Folder” sections of your online application. APPLICANTS ARE RESPONSIBLE FOR VERIFYING ALL UPLOADED DOCUMENTS are complete, correct, viewable, and comply with the requirements of the RFP. OCFS recommends performing this verification before submitting your application. Your verification may include, but is not limited to: signatures, dates, required fields, confirming all pages are included, text is legible, scanner artifacts, necessary information, etc. If an uploaded document does not meet the requirements of the RFP, and it is for a minimum qualification, THE PROPOSAL WILL BE DISQUALIFIED. For other uploaded documents with missing information, THE PROPOSAL MAY LOSE POINTS during the scoring process. (See Section 5.4 Proposal Content.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7n.	Do you understand that the proposed program must be designed to: <ul style="list-style-type: none"> • promote permanency for post-adoptive, post-guardianship, and kinship families; • provide assistance to families so children may be cared for in their own homes with their adoptive parent(s), legal guardian(s), or kinship caregiver(s); and • strengthen post-adoptive, post-guardianship, and kinship families to avoid foster care or other out-of-home placements? 	<input type="checkbox"/> Yes <input type="checkbox"/> No

7o.	Do you understand that the proposed program must be designed to provide partnership with other area agencies and include collaboration with community members? Each program must be <ul style="list-style-type: none"> • trauma-informed, • child-centered and family-focused, • demonstrative of cultural humility and culturally responsive, • a strength-based approach to family engagement, • non-judgmental and affirming, • flexible in adapting services to family need, and • easy to access in location and hours. 	<input type="checkbox"/> Yes <input type="checkbox"/> No
7p.	Please provide the New York State Statewide Financial System (SFS) Vendor ID of the organization applying for this grant, if available.	Text Field
7q.	Please provide the Federal Employer Identification Number (FEIN) of the organization applying for this grant.	Text Field
7r.	If available, please provide the Data Universal Numbering System (DUNS) number of the organization applying for this grant.	Text Field
7s.	Provide your organization's Unique Entity Identifier (UEI) created in SAM.gov by entities doing business with the federal government (if applicable).	Text Field

Work Plan Questions (Up to 160 points)

The Work Plan Template is available in the “**Pre-Submission Uploads**” section of the Grants Gateway. Use this document to help prepare proposed responses to the “**Program Specific Questions**” section of your application in the Grants Gateway. The Work Plan Template will not be uploaded or submitted with your application.

Please refer to **Section 5.1 Technical Proposal Content/Work Plan** for additional information and guidelines regarding these questions.

If any responses to individual questions exceed the 4000-character limit, please enter "See Attached Upload" in the text field for the response to that question, attach and upload your complete and clearly labeled response (in both the document filename and on the document itself) to the “**Grantee Document Folder**” in your online application.

No.	Question	Max. Points
A. Community (up to 25 points)		
A1.	Describe the community to be served, inclusive of the location of services. Identify families to be served – should be those	5

	with adoptions, guardianships, and/or informal or formal kinship arrangements. Children in foster care receive needed services through their LDSS or voluntary agency; therefore, children in foster care are not eligible for the services funded by this RFP.	
A2.	Describe the planning activities that were conducted that contributed to the development of the proposal.	3
A3.	Identify resources that were reviewed or consulted to develop your proposal, e.g., county plans, goals, and/or statewide needs assessment(s).	3
A4.	Discuss trends that support the demand for the proposed program services, identify demographic data (including data on the community's racial and ethnic composition families that may be comprised of LGBTQIA+ youth and information related to disconnected youth), and social and economic changes that may be of significance to the target community to receive program services.	3
A5.	Explain how the proposed program relates to the overall needs of the community.	4
A6.	Describe how the community was involved in planning for the proposal.	3
A7.	Identify community agency partners that will assist with the program and community readiness to receive program services.	4
B. Target Population(s) (up to 20 points)		
B1.	Describe the characteristics of each of the target populations to be involved in the program, the geographic area or community to be served, and discuss why the client group is targeted to receive services.	4
B2.	Describe your organization's understanding of client eligibility for services for post-adoption, post-guardianship, and informal and/or formal custody kinship arrangements.	4
B3.	Discuss other indicators which contribute to each of the target populations' needs for program services (e.g., disconnected youth, historically oppressed or marginalized communities, low income/high poverty rates).	4
B4.	Describe how the program will conduct outreach to clients and how you will engage individuals and/or families who are the ultimate recipients of the proposed services.	4
B5.	Provide data sources used to determine each of the target populations within proposed service areas, as identified in Attachment 6, Target Population.	4
C. Objectives, Tasks, and Performance Measures (up to 35 points)		
C1.	Address at least one significant identified need of each of the target population(s).	6
C2.	Identify the expected results (changes in the condition, status, or behavior of each of the target populations) as opposed to the activities designed to produce those results.	6

C3.	Upload completed RFP Attachment 5 , <i>Performance Targets</i> , to the “ Pre-Submission Uploads ” section of the application.	3
C4.	Describe the methodology used to determine the proposed performance targets.	4
C5.	Identify expected results that will significantly contribute to the achievement of the desired objectives.	4
C6.	Describe clearly defined tasks that are measurable.	4
C7.	Explain how the tasks are achievable with the resources available to the program.	4
C8.	Identify appropriate and realistic methods to verify task attainment.	4
D. Proposed Program Description (up to 30 points)		
D1.	Discuss how the proposed model will address the current status of each of the target populations.	2
D2.	Describe your plan to implement services within 60 days of the contract start date.	2
D3.	Describe all interactions with clients from first contact to completion of services. Interactions include intake, outreach, crisis support, case management, home visits, and engagement.	4
D4.	Outline the number of home visits and/or in-person contacts separate from support group attendance that will occur during the first three months of services and thereafter. This may include the use of virtual platforms as needed to mitigate attendance barriers, though virtual platforms should not be the primary source of contact with families without prior OCFS approval.	2
D5.	Identify plans for outreach, collaboration, and coordination in and with the community. Describe collaboration with existing community partners.	2
D6.	Demonstrate how the program will implement the OCFS <i>Participant Satisfaction Survey (Attachment 4)</i> at the time of discharge of a program participant(s) to ensure completion of survey by participant(s).	2
D7.	Discuss which specific services, core features, or essential elements will be funded by the proposed program. Include sufficient detail to demonstrate that the design and delivery of the program is likely to result in attainment of the performance objectives you selected.	2
D8.	Cite any special outreach efforts the program will conduct related to disproportionality and/or disconnected youth.	2
D9.	Discuss how the program will interface with other in-house services and services available in the community.	2
D10.	Describe the role each of the target populations had in the design of the program and why this approach is the best way to achieve the expected objectives.	2
D11.	Discuss cultural and linguistic considerations for the delivery of services to each of the target populations and how the	4

	program will encourage successful case objectives for each of the target populations.	
D12.	Discuss how the applicant will obtain ongoing input from the population served, regarding customer satisfaction with program services.	4
E. Program Staff (up to 20 points)		
E1.	Describe the title, role, and number of all staff to be hired by the program; required staff qualifications; responsibilities; and whether staff will be paid with requested program funds. Explain how staff orientation and training will be provided and how supervision of staff will be provided, inclusive of the required program staff identified in Section 4.1(I)(A) .	6
E2.	Discuss what activities will be conducted to instill diversity and cultural responsiveness in program services.	8
E3.	Applicants must describe their agency's hiring and background check process, and efforts made to encourage staff retention.	6
F. Organization (up to 20 points)		
F1.	Describe the history of your organization, experience working with each of the target populations, and provide evidence that your organization has the capacity and required licenses to successfully manage the program. Indicate steps that will be taken to demonstrate readiness to implement the program on a timely basis.	4
F2.	Describe the past accomplishments, special characteristics, and resources of your organization that are predictive of your success in achieving the stated performance objectives.	2
F3.	Describe how the management of your organization supports the proposal for this program.	2
F4.	Identify the key people in your organization who are primarily responsible for delivering the program and reaching the performance objectives. Please describe them in terms of capacity including knowledge, skills, expertise, professional credentials, and commitment.	2
F5.	Provide evidence of your organization's ability to recruit, hire, and retain staff.	2
F6.	Describe what activities your organization has initiated to accommodate cultural and linguistic requirements of your community, and how the organization will promote effective coordination with other key partners and service providers in your community to maintain this program. Include any affiliations with other community groups.	4
F7.	Specify if you will include key partners as part of the proposal, describe their involvement, and provide a copy of any memoranda of understanding (MOUs), if applicable.	2
F8.	Provide an organizational chart that shows how this program fits into the organization's goals and mission. Please ensure the program is displayed in the hierarchy of your organization.	2

	Please provide an accompanying description or explanation in the narrative field. Please upload this document to the “Program-Specific Questions” section of your grant application.	
G. Commitment to Diversity, Equity, and Inclusion (up to 10 points)		
G1.	Describe the plan to ensure program staffing is racially, ethnically, and linguistically representative of the population(s) proposed to be served.	7
G2.	<p>If applicable, demonstrate that your organization is led by Black, Indigenous, Persons of Color as defined in Section 5.1.G (BIPOC) and has developed the organizational capacity to accomplish diversity, equity, and inclusion activities by completing Attachment 8 to include the BIPOC individual’s name, title, date of appointment to the position, and a brief description of the individual’s responsibility in the organization. Provide an organizational chart that clearly identifies the title and name of the BIPOC leader and their position in the organizational chart.</p> <p>Additional documents or information to be submitted to document that the BIPOC leader has developed the organizational capacity to accomplish diversity, equity, and inclusion include, but are not limited to:</p> <ul style="list-style-type: none"> ○ Explanation of the diversity trainings provided to their employees. ○ Explanation of the process by which the organization handles complaints of discrimination by employees which includes: a) who conducts the investigation, b) who decides whether discrimination has occurred, and c) what relief is offered to the victim. ○ Description of what, if any, charitable work does the organization perform to reduce barriers within the community. 	3

Budget Questions (Up to 40 points)

Upload the budget into the Grants Gateway in accordance with the requirements of **Section 5.2 Proposed Budget**.

The budget template can be found in the “**Pre-Submission Uploads**” section of the RFP in the Grants Gateway. The completed operating budget is uploaded as an attachment in the “**Pre-Submission Uploads**” section of your application.

Please note: Your proposed budget should reflect a one-year contract period representing the first year of the multiyear contract and include clearly identified startup costs (if applicable). If awarded, vendors will be required to develop and provide a multiyear budget in their contract.

To streamline the contract process, applicants are strongly encouraged to submit budgets that reflect realistic and necessary expenses and that include justifiable and allowable costs only. In addition to completing the budget forms and budget narrative, applicants must respond to the items below.

No.	Question	Max. Points
H. Budget Section (Up to 40 points)		
H1.	Demonstrate a clear relationship between funds requested, the program activities, and performance targets/outcomes.	8
H2.	Explain how funds requested are within RFP guidelines, are sufficient to comply with RFP requirements, and include sufficient funds to operate the program effectively.	8
H3.	Identify how expenses are realistic, reasonable, necessary, allowable, and justified based on an annual program plan.	8
H4.	Describe how the budget focuses on program expenses and direct services rather than administrative costs.	8
H5.	If being requested in your application, clearly identify the amount of funds being proposed for indirect costs and provide a description of the expenses. If there are no indirect costs, please make that statement.	8
H6.	Did you upload the budget into the Grants Gateway in accordance with the requirements of Section 5.2 Proposed Budget? The budget template can be found in the “Pre-Submission Uploads” section of the RFP in the Grants Gateway System. The completed operating budget is uploaded as an attachment in the “Pre-Submission Uploads” section of your application.	<input type="checkbox"/> Yes <input type="checkbox"/> No
H7.	Is your proposed budget for a one-year contract period representing the first year of the multiyear contract to serve all counties proposed to be served (minimum of four) or all five boroughs in NYC and does it include clearly identified startup costs (if applicable). Additionally, do you understand that programs may apply for up to \$515,000 per year per application for upstate programs or \$550,000 per year per application for NYC programs? Please note: A local match is not required.	<input type="checkbox"/> Yes <input type="checkbox"/> No
H8.	Please indicate the annual dollar amount in OCFS funds being requested by this proposal. Enter the nearest whole number. This number cannot exceed \$515,000 for upstate programs or \$550,000 for NYC programs.	Number Field

5.5 Proposal Submittal Process

How to Submit a Proposal

In order to access the online proposal and other required documents such as the attachments, you must be registered and logged into the Grants Gateway at <https://grantsgateway.ny.gov> in the user role of either a “Grantee” or a “Grantee Contract Signatory.” For information on using the Grants Gateway to submit proposals and apply for grants, please refer to: <https://grantsmanagement.ny.gov/apply-grant>.

Note: Only users logged in with the following roles can submit the application for review: (1) Grantee Contract Signatory; and, (2) Grantee System Administrator. Proposals must be submitted online via the Grants Gateway by the Deadline for Submission of Proposals indicated in Section 1.2 Calendar of Events.

Please visit the Grants Management website at the following web address: <https://grantsmanagement.ny.gov/> for information on the process.

To start an application, follow these steps:

1. Log in to the Grants Gateway with an appropriate role.
NOTE: Only users in the role of Grantee, Grantee Contract Signatory, or Grantee System Administrator can start an application. If you do not have an account with one of these roles you will need to have one created by your organization's Grantee Delegated Administrator.
2. On the Grants Gateway home page, click the “View Opportunities” button.
3. Use the search fields to locate an opportunity. Search by State agency name or enter key words in the "Grant Opportunity Name" field.
4. Click the “Search” button.
5. Click the “Grant Opportunity” link in the search results to view the profile.
6. Click the “Apply for Grant Opportunity” button to initiate an application.

Please note that even though you have access to the PDF of the RFP, all responses to the RFP must be answered in the Grants Gateway.

Important Note Regarding Proposal Submission

- Late proposals may not be accepted.
- **Proposals must be submitted into the Grants Gateway only.**
- Proposals may not be submitted via email, postal delivery, hand delivery, facsimile, nor in hard copy format.

Prospective applicants are **strongly encouraged** to submit their applications well in advance of the Deadline for Submission of Proposals indicated in **Section 1.2 Calendar of Events**. This will allow sufficient opportunity for the applicant to obtain assistance and take corrective action should there be a technical issue with the submission process. Failure to leave adequate time to address issues identified during the submission process may jeopardize an applicant’s ability to submit their application.

Helpful Links

Some helpful links for questions of a technical nature are below. Questions regarding specific opportunities or proposals should be directed to the OCFS contact listed in **Section 1.1 Procurement Contact**.

- NYS Grants Gateway System: <https://grantsgateway.ny.gov>
- Grants Management Website: <https://grantsmanagement.ny.gov/>
- Grants Management Videos (includes a document vault tutorial and a grant application tutorial) are available on YouTube: <https://grantsmanagement.ny.gov/videos-grant-applicants>
- Grants Management - Apply for a Grant: <https://grantsmanagement.ny.gov/apply-grant>
- Grants Gateway Help Desk: 518-474-5595
- Grants Gateway Email: grantsgateway@its.ny.gov
- OCFS Procurement Unit Email: RFP@ocfs.ny.gov

The Grants Gateway will always notify applicants of successful submission of an application. If a prospective grantee does not receive a successful submission message in the Grants Gateway, they have not successfully submitted an application.

6.0 MINIMUM CRITERIA/EVALUATION PROCESS

6.1 Minimum Criteria (Pass/Fail Review Criteria)

Bidders must meet the Minimum Qualifications to submit a Proposal in accordance with **Section 3.1 Minimum Qualifications** and **Section 3.2 Prequalification Process**. Bidders not meeting these requirements will be disqualified from further consideration.

6.2 Evaluation Process

Applications will be reviewed and scored by trained reviewers using a structured, preapproved evaluation instrument. The final score will be based on the average of the reviewer scores. Applications that receive a minimum passing score of 140 points or more, out of a total of 200, will be considered for funding. Award recommendations will be based on highest scoring applications within each of the OCFS regions (**Attachment 7**) and ranked by final average score. Geographic need will be taken into consideration for the counties within each OCFS region to maximize statewide coverage. If additional funds become available, awards will be made from the approved but not funded list.

Applicants may submit up to four proposals in response to this RFP and may receive a maximum of four awards. If the number of allowable proposals is exceeded, then the first four proposals received will be reviewed. If an applicant submits more than one proposal, each additional proposal submitted by the applicant must not duplicate the counties proposed to be served in any of the other proposals submitted.

The six OCFS regions are Region 1 - Buffalo, Region 2 - Rochester, Region 3 - Syracuse, Region 4 - Albany, Region 5 – Westchester, and Region 6 - New York City. Please refer to the regional coverage map (**Attachment 7**) for the counties within each region. Applicants must agree to provide required services to families in a minimum of four counties in NYS or all five boroughs of NYC.

In the event of a tie between two or more proposals within a region, the applicant who scores higher in Section C. Objectives, Tasks and Performance Measures, will be awarded. If the proposals remain tied, the applicant who scores higher in Section D. Program Description, will be awarded.

In the event two or more applicants propose serving one or more of the same counties, OCFS reserves the right to award the duplicative counties solely to the highest scoring applicant to avoid duplicative coverage.

If after making awards to the highest scoring applicants for all counties proposed by the awardees there are counties that are unserved and applicants who meet the minimum passing score but proposed to serve the unawarded counties, OCFS reserves the right to award the unserved counties to such applicants in score order, if the applicant is agreeable to serving less than four counties with a corresponding reduction in the amount of funding awarded.

OCFS reserves the right to make adjustments to the funding amount requested based on programmatic need, funding availability, geographic distribution of awards, and the total dollar values of all applications receiving a passing score.

6.3 Bonus Points

Not applicable.

6.4 OCFS Procedure for Handling Debriefing Requests, Formal Protests and Appeals

A. Applicability

The intent and purpose of these procedures is to define the debriefing process, as well as the protest and appeal procedures. This includes the steps that must be taken when an interested party challenges a contract award from OCFS. These procedures shall apply to all contract awards made by OCFS.

B. Definitions

1. "Interested party" shall mean a participant in the procurement process and those whose participation in the procurement process has been foreclosed by OCFS.
2. "Contract award" shall mean a written determination from OCFS to an offerer, indicating that OCFS has accepted the offerer's bid or offer.
3. "Debriefing" is the practice whereby, upon request of a bidder, OCFS reviews with such bidder the reasons its bid was not selected for an award. OCFS views debriefing as a learning process so that the bidder will be better prepared to participate in future procurements.
4. "Formal Protest" shall mean a written challenge to an OCFS contract award.
5. "Procurement" shall mean any method used to solicit or establish a contract (e.g., invitation for bid, request for proposal, single/sole source, etc.)
6. "Protesting party" is the party who is filing a protest to the bid, contract award or other aspect of procurement.
7. "Formal protest determination" shall mean the determination of a formal protest by OCFS' deputy commissioner for administration of OCFS or his or her designee.
8. "Decision after appeal" shall mean the decision on the appeal of a formal protest by OCFS' commissioner or his or her designee.

C. Debriefing Request

In accordance with [section 163](#) of the NY State Finance Law, OCFS must, upon request, provide a debriefing to any unsuccessful offerer that responded to the RFP, regarding the reasons that the proposal or bid submitted by the unsuccessful offerer was not selected for an award.

1. OCFS will provide notice in writing or electronically to all unsuccessful offerers that the offerer will not receive a funded award under the RFP. An unsuccessful offerer wanting a debriefing must request a debriefing in writing, within 15 calendar days of receiving the notice from OCFS that the offerer's proposal did not result in an award.
2. When OCFS receives of a timely written request from the unsuccessful offerer, OCFS will schedule the debriefing to occur within a reasonable period of time. Debriefings will be conducted in-person, unless OCFS and the offerer mutually agree to utilize other means, including, but not limited to, telephone, video-conferencing or other types of electronic communications.
3. Such debriefing will include: (a) the reasons that the proposal, bid or offer submitted by the unsuccessful offerer was not selected for an award; (b) the qualitative and quantitative analysis employed by OCFS in assessing the relative merits of the proposals, bids or offers; (c) the application of the selection criteria to the unsuccessful offerer's proposal; and (d) when the debriefing is held after the final award, the

reasons for the selection of the winning proposal, bid or offer. The debriefing will also provide, to the extent practicable, general advice and guidance to the unsuccessful offerer concerning potential ways for their future proposals, bids or offers to be more responsive.

D. Formal Protest and Appeal Procedure

Any interested party who believes that they have been treated unfairly in the application, evaluation, bid award, or contract award phases of the procurement, may present a formal protest to OCFS and request administrative relief concerning such action.

1. Submission of Bid or Award Protests

Formal protests **must** be in writing and received by OCFS within five business days after the protesting party knows or should have known of the facts that constitute the basis of the formal protest.

In addition, formal protests concerning a pending contract award **must** be in writing and received by OCFS within 10 business days from notice of award/non-award or, if a debriefing was requested by the interested party, within five business days from the date the debriefing was held (whichever is later).

Formal protests will not be accepted by OCFS concerning a contract award after the contract between OCFS and the offerer who received the contract award has been approved by the NYS Office of the State Comptroller (OSC).

2. Review and Formal Protest Determination

- a. Formal protests must be filed with the OCFS deputy commissioner for administration. Any protests filed with the OCFS program division responsible for the procurement will be forwarded to the deputy commissioner for administration. Copies of all formal protests will be provided by the deputy commissioner for administration to the OCFS Division of Legal Affairs and other necessary parties within OCFS, as determined by the deputy commissioner for administration.
- b. Formal protests shall be resolved through written correspondence; however, either the protesting party or OCFS may request a meeting to discuss a formal protest. Where further formal resolution is required, the program division responsible for the procurement may designate a state employee not involved in the procurement ("designee") to determine and undertake the initial attempted resolution or settlement of any formal protest.

- c. The OCFS program division responsible for the procurement will conduct a review of the records involved in the formal protest, and provide a memorandum to the deputy commissioner for administration or the deputy commissioner's designee summarizing the facts, an analysis of the substance of the protest, and a preliminary recommendation including: (a) an evaluation of the findings and recommendations; (b) the materials presented by the protesting party and/or any materials required of or submitted by other bidders; (c) the results of any consultation with the OCFS Division of Legal Affairs; and (d) a draft response to the formal protest.
- d. The OCFS deputy commissioner for administration, or his or her designee, shall hear and make a formal protest determination on all formal protests. A copy of the formal protest determination, stating the reason(s) upon which it is based and informing the protesting party of the right to appeal an unfavorable decision to the OCFS commissioner, shall be sent to the protesting party or its agent within 30 business days of receiving the formal protest, except that upon notice to the protesting party, OCFS may extend such period. The formal protest determination will be recorded and included in the procurement record, or otherwise forwarded to the OSC.

3. Appeal of Formal Protest Determination

- a. If the protesting party is not satisfied with the formal protest determination, the protesting party **must** submit a written notice of appeal to OCFS' commissioner no more than 15 business days after the date the formal protest determination is sent to the protesting party.
- b. The commissioner or his or her designee shall review the formal protest documentation and make a decision on all appeals.
- c. An appeal may not introduce new facts unless responding to facts or issues unknown to the protesting party before the formal protest determination.

4. Reservation of Rights and Responsibilities of OCFS

- a. OCFS reserves the right to waive or extend the time requirements for protest submissions, decisions and appeals herein prescribed when, in its sole judgment, circumstances so warrant to serve the best interests of the state.
- b. If OCFS determines that there are compelling circumstances, including the need to proceed immediately with contract award and development of final contracts in the best interests of the state, then

these protest procedures may be suspended, and such determination shall be documented in the procurement record.

- c. OCFS will consider all information relevant to the protest, and may, at its discretion, suspend, modify, or cancel the protested procurement action, including solicitation of bids, or withdraw the recommendation of contract award before issuance of a formal protest decision.
- d. Unless a determination is made to suspend, modify or cancel the protested procurement action, or withdraw the recommendation of contract award, OCFS will continue procurement and contract award activity before the formal protest determination. The receipt of a formal protest will not otherwise stop action on the procurement and award of the contract(s) or on development of final contracts.
 - i. The procurement record and awarded contract(s) will be forwarded to OSC, and a notice of the receipt of a formal protest and any appeal will be included in the procurement record. If a formal protest determination, or a decision after appeal, has been reached before transmittal of the procurement record and the contract(s) to OSC, a copy of the formal protest determination or decision after appeal will be included in the procurement record and with the contract(s).
 - ii. If a formal protest determination or decision after appeal is made after the transmittal of the procurement record and contract(s) to OSC, but before OSC approval, a copy of the formal protest determination or decision after appeal will be forwarded to OSC when issued, along with a letter either: a) confirming the original OCFS recommendation for award(s); b) modifying the proposed award recommendation; or c) withdrawing the original award recommendation.
 - iii. All records related to formal protests and appeals shall be retained for at least one year following resolution of the formal protest. All other records concerning the procurement shall be retained according to the applicable requirements for records retention.

E. Appeal to the Office of the State Comptroller

If the protesting party is still not satisfied with the result of its protest after conclusion of the formal protest and appeal procedure described above, the protesting party may file a written appeal with the OSC within 10 business days of the date the protesting party received OCFS' protest determination. An appeal to the OSC's Bureau of Contracts must be in writing and must contain the specific factual and/or legal allegations setting forth the basis

upon which the protesting party challenges the contract award by OCFS. Such appeal must be filed with the director of the Bureau of Contracts at the NYS Office of the State Comptroller, 110 State Street, 11th Floor, Albany, NY 12236.

7.0 MANDATORY CONTRACTING REQUIREMENTS

7.1 Contract Readiness

New York State's Prompt contracting laws require all state agencies to complete contract development and the signatory process within statutorily prescribed time frames. Awardees must be available and prepared to respond within the required time frames. If selected, awardees may be required to travel to Rensselaer, New York for contract development and will be expected to cover the costs of that travel. OCFS may rescind the awards of awardees who cannot satisfactorily complete the contracting process to commence services by the anticipated contract start date.

7.2 Standard Contract Language

The terms and conditions for all funded projects are specified in a detailed contract that must be signed by OCFS and approved by the New York State Office of the Attorney General (OAG) and the OSC before payments may be made. Contractor obligations or expenditures before the contract start date shall not be reimbursed. This RFP includes all relevant contract terms and conditions, which can be found in **SECTION 8.0 CONTRACT DOCUMENTS**. Upon contract award and completion of negotiations, OCFS will send successful awardees the complete contract for development and signature before submitting it to the OAG and to OSC for approval.

7.3 Workers' Compensation Insurance and Disability Benefits Coverage

Sections 57 and 220 of the [Workers' Compensation Law](#) (WCL) and [section 142](#) of the State Finance Law require that businesses contracting with New York State have and maintain and provide evidence of appropriate workers' compensation and disability benefits insurance coverage. If an award is made from this RFP, updated proof of coverage must be provided during contract development. Failure to submit the proof will delay the contract development process, and may result in the award being rescinded. Municipalities are not required to show proof of coverage.

Please note: The ACCORD form is not acceptable proof of Workers' Compensation or Disability Insurance coverage.

1. Proof of Workers' Compensation Coverage

To comply with coverage provisions of the WCL, the Workers' Compensation Board requires that a business seeking to enter into a state

contract, or contract renewal, submit appropriate proof of coverage to the state contracting entity issuing the contract. To prove the awardee has appropriate workers' compensation insurance coverage, submit ONE of the following forms. Access the forms at: <http://www.wcb.ny.gov/content/main/forms/AllForms.jsp>.

- **Form C-105.2** - *Certificate of Workers' Compensation Insurance* issued by private insurance carriers, or **Form U-26.3** issued by the State Insurance Fund³; or
- **Form SI-12⁴** - *Certificate of Workers' Compensation Self-Insurance*; or **Form GSI-105.2⁵** *Certificate of Participation in Workers' Compensation Group Self-Insurance*; or
- **CE-200⁶** - *Certificate of Attestation of Exemption* from New York State Workers' Compensation and/or Disability and Paid Family Leave Benefits coverage.

2. Proof of Disability Benefits Coverage

To comply with coverage provisions of the WCL regarding disability benefits, the Workers' Compensation Board requires that a business seeking to enter into a state contract, or contract renewal, submit appropriate proof of coverage to the state contracting entity issuing the contract. To prove the awardee has appropriate disability benefits insurance coverage, submit ONE of the following forms. Access the forms at: <http://www.wcb.ny.gov/content/main/forms/AllForms.jsp>

- **Form DB-120.1³** - *Certificate of Disability Benefits Insurance*; or
- **Form DB-120.2** – *Certificate of Participation in Disability Benefits Group Insurance*; or
- **Form DB-155⁷** - *Certificate of Disability Benefits Self-Insurance*; or
- **CE-200⁶** - *Certificate of Attestation of Exemption* from New York State Workers' Compensation and/or Disability Benefits Coverage.

7.4 Confidentiality and Awardee, contractor, Employee and Volunteer Background Checks

OCFS is responsible for maintaining the safety of the youth served by OCFS programs.

7.4.1 Confidentiality

New York State law requires that any client identifiable information be kept confidential. Any awardee, or contractor, employee or volunteer of the awardee, who will be provided with confidential information of recipients served by the awardee must complete and sign form [OCFS-4715, Confidentiality Non-Disclosure Agreement](#). This form must be completed before the start date of the contract and before any such awardee, contractor, employee or volunteer is permitted access to youth served by an awardee or to any financial or client identifiable information concerning such youth. For additional information see **Attachment A-1**, Section 7 Confidentiality and Protection of Human Subjects, located at the link to a standard contract listed in **SECTION 8.0**.

7.4.2 Criminal History Background Checks

Any awardee, or contractor, employee or volunteer of the awardee, who will have the potential for regular and substantial contact with youth in care or receiving residential services must be subject to background screening before hire or utilization in a position paid through this award. The screening must include a review of individuals' backgrounds through the following three services: New York State Justice Center for the Protection of Persons with Special Needs Staff Exclusion List (SEL), New York Statewide Central Register of Child Abuse and Maltreatment (SCR); and a criminal history background check via a vendor that will submit information to both the division of criminal justice services and the federal bureau of investigation. Additional information regarding all three services will be provided upon the grant of an award. Please note that the grant of an award may be negatively impacted if background checks reveal that an individual proposed to provide services is on the SEL, is the subject of any indicated reports of child abuse and maltreatment, or has convictions for one or more prior criminal offenses. Awardees are responsible for notifying OCFS if a background check reveals that a contractor, employee or volunteer of the awardee proposed to provide services has a criminal history. Any criminal history revealed as a result of such screening will be evaluated by OCFS pursuant to Correction Law [Article 23-A, section 752](#) on a case-by-case basis taking into consideration the duties of the position and those factors set forth in Correction Law [Article 23-A, section 753](#). OCFS will evaluate the results of the screening in accordance with Correction Law Article 23-A and notify the awardee of its determination. The awardee shall be responsible for the cost associated with any required background screens of the individuals identified in this section.

7.5 Charities Registration (not-for-profit corporations only)

Not-for-profit vendors must be registered with the New York State Office of the Attorney General as a charitable organization, and the registration must be up-to-date at the time of contracting. Vendors must be sure all their documents are

up-to-date and comply with the vendor responsibility requirements as outlined below. To determine the status of your charity's registration information, contact: https://www.charitiesnys.com/RegistrySearch/search_charities.jsp

7.6 Federal Requirements (if federally funded)

See **Attachment A-2, Federal Assurances and Certifications**, which is in the Master Contract for Grants and is referenced in **SECTION 8.0 CONTRACT DOCUMENTS**.

7.7 Required Electronic Payments and Substitute Form W-9

The Governor's Office of Taxpayer Accountability has issued a directive that all state agency and state authority contracts, grants and purchase orders executed after February 28, 2010, shall require vendors, contractors, and grantees to accept electronic payment (e-pay).

As New York State proceeds with implementing the new Statewide Financial System (SFS), the OSC is preparing a centralized vendor file. To assist OSC in this project, vendors are directed to provide a *Substitute Form W-9* which includes the taxpayer identification number, business name, and business contact person. This data is critical to ensure that the vendor file contains the information state agencies need to contract with and pay vendors.

Please note that the contractor payee name and address provided to OSC for the pay program must match exactly the contractor's name and address contained in the contractor's contract with OCFS. If these do not match, then a check is printed and mailed to the payee. Note that limited exemptions may be granted for extenuating circumstances.

Vendors should file a *Substitute Form W-9* with their Electronic Payment Authorization form.

Further information concerning these requirements, including forms and contacts for questions, can be found at the following links:

https://www.osc.state.ny.us/epay/ac3243s_fe.pdf

<http://www.osc.state.ny.us/agencies/guide/MyWebHelp/>
(Guide to Financial Operations)

7.8 Iran Divestment Act

By submitting a bid in response to this solicitation or by assuming the responsibility of a contract awarded hereunder, bidder/contractor (or any assignee) certifies that it is not on the "Prohibited Entities List," as defined by the *Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012* (the Act), which is posted on

the OGS website at <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such contract any subcontractor that is identified on the “Prohibited Entities List.” Bidder/contractor is advised that should it seek to renew or extend a contract awarded in response to the solicitation, it must provide the same certification at the time the contract is renewed or extended.

During the term of the contract, should OCFS receive information that a person (as defined in State Finance Law §[165-a](#)) is in violation of the above-referenced certifications, OCFS will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased engagement in the investment activity that is in violation of the Act within 90 days after the determination of such violation, then OCFS shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, terminating the contract and/or declaring the contractor in default.

OCFS reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List before the award, assignment, renewal or extension of a contract and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the “Prohibited Entities List” after contract award.

7.9 Statewide Financial System

Recipients of grant awards must also be registered in the New York State-wide Financial System (SFS) Central Vendor Registry File and provide their identification number at the time of contracting. To register and for additional information on the vendor file, visit:

<https://www.osc.state.ny.us/state-vendors/portal/enroll-vendor-self-service-portal>

7.10 Minority- and Women-owned Business Enterprises (MWBE) – Equal Employment Opportunity (EEO) - Requirements and Procedures

This section outlines contractor requirements and procedures for business participation opportunities for New York State-certified Minority- and Women-owned Business Enterprises (MWBE) and Equal Employment Opportunities (EEO) for minority group members and women. All forms can be found [here](#).

7.10.1 New York State Executive Law (Article 15-A)

Pursuant to New York State Executive Law [Article 15-A](#) and Parts 140-145 of Title 5 of the New York Codes, Rules, and Regulations OCFS is required to promote opportunities for the maximum feasible participation of New York State-certified MWBE and the employment of minority group members and women in the performance of OCFS contracts. OCFS has established its overall agency goal of 30% MWBE participation, 15% for New York State-

certified Minority-owned Business Enterprises (MBE) and 15% for New York State-certified Women-owned Business Enterprises (WBE). OCFS supports the establishment of partnerships with MWBE as subcontractors, suppliers, protégés, or in other supporting roles to the maximum extent practicable and consistent with the legal requirements of the State Finance Law and Executive Law Article 15-A. Certified MWBE may be readily identified through the directory of NYS certified MWBE at: <https://ny.newnycontracts.com>.

7.10.2 MWBE Business Participation Opportunities – OCFS-Established Goals

Procurement and contract goals are established based on the current availability of MWBE to assist in the execution of a distinct element of the work of the contract. The goal for this procurement may be higher or lower than the percentage level of the Agency's overall goal depending on such factors as the type of services involved, the location of these services, and the availability of MWBE who are able to provide a Commercially Useful Function (CUF) in the performance of services required. For purposes of this solicitation, OCFS hereby establishes an overall goal of **0%** of discretionary non-personnel service spending for New York State-certified MWBE participation, **0%** for MBE participation and **0%** for WBE participation. A contractor ("contractor") on any contract resulting from this procurement ("contract") must document its good-faith efforts to provide meaningful participation by MWBE as subcontractors and suppliers who will perform a CUF in the performance of the contract. To that end, by submitting a response to this RFP, the respondent agrees that OCFS may withhold payment pursuant to any contract awarded as a result of this RFP pending receipt of the required MWBE documentation. The directory of NYS certified MWBE can be viewed at: <https://ny.newnycontracts.com>. For guidance on how OCFS will evaluate a contractor's "good-faith efforts," refer to 5 NYCRR § 142.8.

The respondent understands that only sums paid to MWBE for the performance of a CUF, as defined in 5 NYCRR § 140.1, and include responsibility for the execution of a distinct element of the work of the contract, evidencing the responsibilities and risks of the business owner may be applied towards the achievement of the applicable MWBE participation goal. The portion of a subcontract with an MWBE serving as a broker which can be credited towards the goal shall be 25% of the sum paid on the subcontract.

7.10.3 Contract Compliance

In accordance with 5 NYCRR § 142.13, the respondent further acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in a contract resulting

from this RFP, such finding constitutes a breach of contract and OCFS may withhold payment as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBE had the contractor achieved the contractual MWBE goals; and (2) all sums actually paid to MWBE for work performed or materials supplied under the contract.

By submitting a bid or proposal, a respondent agrees to demonstrate its good-faith efforts to achieve the applicable MWBE participation goals by submitting evidence thereof through the New York State contract System (NYSCS), which can be accessed at <https://ny.newnycontracts.com>, provided, however, that a respondent may arrange to provide such evidence via a nonelectronic method by contacting OCFS.

Additionally, a respondent will be required to submit the following documents and information as evidence of compliance with the foregoing:

- A. An MWBE Utilization Plan must be completed in the NYSCS within 20 days of receipt of Award Letter notification. Contracts will not be executed until the MWBE Utilization Plan has been approved in the NYSCS.

OCFS will review the submitted MWBE Utilization Plan and advise the respondent of OCFS acceptance or issue a notice of deficiency within 30 days of receipt.

- B. If a notice of deficiency is issued, the respondent will be required to respond to it within seven business days of receipt by submitting to the OCFS a written remedy in response to the notice of deficiency to contractcompliance@ocfs.ny.gov. If the written remedy that is submitted is not timely or is found by OCFS to be inadequate, OCFS shall notify the respondent and direct the respondent to submit, within five business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

OCFS may disqualify a respondent as being non-responsive under the following circumstances:

- a) If a respondent fails to submit an MWBE Utilization Plan;
- b) If a respondent fails to submit a written remedy to a notice of deficiency;
- c) If a respondent fails to submit a request for waiver; or
- d) If OCFS determines the respondent has failed to document good-faith efforts.

The successful respondent will be required to attempt to use, in good faith, any MBE or WBE identified within its approved MWBE Utilization Plan,

during the performance of the contract. Requests for a partial or total waiver of established goal requirements made subsequent to contract award may be made at any time during the term of the contract to OCFS, but MUST be made before the submission of a request for final payment on the contract.

The successful respondent will be required to submit an MWBE quarterly Contractor Compliance and Payment Audit Report to OCFS in the NYSCS by the 10th day following each end of quarter over the term of the contract, documenting the progress made toward achievement of the MWBE goals of the contract.

7.10.4 Equal Employment Opportunity (EEO) Requirements

By submitting a bid or proposal in 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. The respondent is required to ensure that it and any subcontractors awarded a subcontract for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the work), except where the work is for the beneficial use of the respondent, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the contract; or (ii) employment outside New York State.

The respondent will be required to submit [OCFS-3460, Minority- and Women-owned Business Enterprises \(MWBE\) and Equal Employment Opportunity Policy Statement](#), as referenced in **Section 1.6 Submission of Proposals**, to OCFS with its bid or proposal.

If awarded a contract, respondent shall submit a Workforce Utilization Report and shall require each of its Subcontractors to submit the same, in a format that OCFS requires, on a quarterly basis during the term of the contract.

Pursuant to [Executive Order No. 162](#), non-grant contractors and subcontractors will also be required to report the gross wages paid to each of their employees for the work performed by such employees on the contract utilizing the Workforce Utilization Report on a quarterly basis.

Further, pursuant to [Article 15](#) of the Executive Law (the Human Rights Law), all other state and federal statutory and constitutional non-discrimination provisions, the contractor and subcontractors will not

discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Please note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the contract, leading to the withholding of funds, suspension or termination of the contract or such other actions or enforcement proceedings as allowed by the contract.

7.11 Service-Disabled Veteran-Owned Business (SDVOB)

[The Service-Disabled Veteran-Owned Business Act](#), signed into law by Governor Andrew M. Cuomo on May 12, 2014, allows eligible veteran business owners to become certified as a New York State Service-Disabled Veteran-Owned Business (SDVOB) in order to increase the participation of such businesses in New York State's contracting opportunities. The SDVOB Act, which is codified under [Article 3 of Veterans' Services Law](#), acknowledges that SDVOBs strongly contribute to the economies of the state and the nation. Therefore, and consistent with its Master Goal Plan, OCFS strongly encourages vendors who contract with OCFS to consider the utilization of certified SDVOBs, including utilizing certified SDVOBs as subcontractors, suppliers, protégés, or in other supporting roles to the maximum extent practical. Certified SDVOBs may be readily identified through the directory of certified businesses at: [List of Certified NYS Service-Disabled Veteran-Owned Businesses](#).

7.12 Omnibus Procurement Act

It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including MWBE and SDVOB as offerers, subcontractors, and suppliers on its procurement contracts.

Information on the availability of New York State-certified subcontractors and suppliers is available on the internet at [Empire State Development \(ny.gov\)](#) and [Office of General Services \(ny.gov\)](#).

For additional information and assistance, contact:

New York State Department of Economic Development
Division for Small Business
Albany, New York 12245
Telephone: 518-292-5100
Fax: 518-292-5884
Email: opa@esd.ny.gov

Directories of New York State-certified MWBE/SDVOB are available from:

New York State Department of Economic Development
Division of Minority and Women's Business Development
633 Third Avenue
New York, New York 10017
Telephone: 212-803-2414
Email: mwbecertification@esd.ny.gov
<https://ny.newnycontracts.com>

Division of Service-Disabled Veterans' Business Development
32nd Floor, Corning Tower
Empire State Plaza
Albany, New York 12242
Telephone: 518-474-2015
Email: VeteransDevelopment@ogs.ny.gov
<https://sdves.ogs.ny.gov/business-search>

NOTE: Companies requesting lists of potential subcontractors and suppliers are encouraged to utilize the [National Institute of Governmental Purchasing \(NIGP\)](#), [North American Industry Classification System \(NAICS\)](#), and [Standard Industrial Classification \(SIC\)](#) to identify the codes, size, and location of vendors and services to assist in searches of the NYSCS and OGS directories.

The Omnibus Procurement Act of 1992 requires that by signing a bid proposal, contractors certify that whenever the total bid amount is greater than \$1 million:

1. The contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors on this project and has retained the documentation of these efforts to be provided upon request to the State of New York.
2. The contractor has documented their efforts to encourage the participation of New York State business enterprises as suppliers and subcontractors by showing that they have done the following:
 - Solicited offers, in a timely and adequate manner, from New York State Empire State Development (ESD) business enterprises, including certified MWBE; or
 - Contacted ESD to obtain listings of New York State business enterprises and MWBE; or
 - Placed notices for subcontractors and suppliers in newspapers, journals or other trade publications distributed in New York State; or
 - Participated in offerer outreach conferences; and
 - Provided a statement indicating the method by which they determined that New York State business enterprises are not available to participate

- on the contract as subcontractors or suppliers, *if the contractor has determined such*; and
- Provided a statement verifying no intention of using subcontractors if *the contractor has no such intention*.
3. The contractor has complied with the federal Equal Opportunity Act of 1972 (P.L. 92-961), as amended.
 4. The contractor will be required to notify New York State residents of employment opportunities by listing any such positions with the Community Services Division of the New York State Department of Labor, providing for such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The agency agrees to document these efforts and to provide said documentation to OCFS upon request.
 5. Offerers located in a foreign country are notified that the State may assign or otherwise transfer offset credits to third parties located in New York State, and the offerers shall be obligated to cooperate with the State in all respects in making such assignment or transfer, including, but not limited to, executing all documents deemed by the State to be necessary or desirable to effectuate such assignment or transfer, and using their best efforts to obtain the recognition and accession to such assignment or transfer by any applicable foreign government.
 6. Offerers are hereby notified that State agencies and authorities are prohibited from entering into contracts with businesses whose principal place of business is in a “discriminatory jurisdiction.” This is defined as a state or political subdivision that employs a preference or price distorting mechanism to the detriment of or otherwise discriminates against a New York State business enterprise in the procurement of commodities and services by the same or a non-governmental entity influenced by the same. A list of discriminatory jurisdictions is maintained by Commissioner of the New York State ESD.

7.13 Executive Order Numbers 14 and 16

[Executive Order No. 14](#), dated February 27, 2022, requires State agencies to terminate any contracts and to refrain from entering into any new contracts with an institution or company that is determined to be a Russian or Russia supporting entity.

[Executive Order No. 16](#), dated March 17, 2022, requires State agencies to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia.

Executive Orders 14 and 16 include the following definitions:

- “Russian entity” means an institution or company that is headquartered in Russia or has its principal place of business in Russia.
- “Supporting entity” means any institution or company providing assistance to the Russian government in its campaign to invade the sovereign country of Ukraine, either through in-kind support or for-profit.
- “Entity conducting business operations in Russia” means an institution or company, wherever located, conducting any commercial activity in Russia or transacting business with the Russian Government or with commercial entities headquartered in Russia or with their principal place of business in Russia in the form of contracting, sales, purchasing, investment, or any business partnership.

By submission of a response to this solicitation the offerer certifies that the offerer:

- a. is not a Russian or Russia supporting entity, as those terms are defined in the Executive Order No. 14 (dated February 27, 2022).
- b. is not an entity conducting business operations in Russia, as those terms are defined in the Executive Order No. No. 16 (dated March 17, 2022).

7.14 Executive Order Number 175 (if Applicable)

In accordance with the requirements of [Executive Order No. 175](#), contractor will be expected to adhere to net neutrality principles in the provision of internet services under any contract entered into as a result of this RFP, regardless of delivery method unless the director of contracts, or his/her designee as noted in **Section 1.1 Procurement Contract**, determines that adherence to net neutrality principles for a particular purpose is not in the best interests of the state. Nothing in this provision supersedes any obligation or authorization a provider of broadband Internet access service may have to address the needs of emergency communications or law enforcement, public safety, or national security authorities, consistent with or as permitted by applicable law, or limits the provider’s ability to do so. As used herein, “net neutrality” means that contractor will not block, throttle, or prioritize internet content or applications or require that end users pay different or higher rates to access specific types of content or application. For the purposes of this contract, the prohibition against blocking or throttling of internet content or applications does not apply to reasonable network management practices.

7.15 Executive Order Number 177

[Executive Order 177](#), dated February 3, 2018, directs New York State agencies and authorities not to enter into any contracts with entities that have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, color, national origin, sex, sexual orientation, gender identity, disability, marital status, military status, or other

protected basis. The contractor must provide the EO 177 certification statement before any award being made by OCFS.

7.16 State Finance Law §139-I; Statement on Sexual Harassment in Bids

New York State Finance Law §139-I, effective January 1, 2019, requires, in relevant part, that “[e]very bid . . . made to the state or any public department or agency thereof, where competitive bidding is required by statute, rule or regulation, for work or services performed or to be performed or goods sold or to be sold, shall contain [a] statement subscribed by the bidder and affirmed by such bidder as true under the penalty of perjury. . . [that] ‘[b]y submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.’” The contractor must provide the foregoing certification before any award being made by OCFS. For additional guidance on drafting an appropriate sexual harassment policy and developing appropriate training please refer to [State Finance Law §139-I](#) and <https://www.ny.gov/combating-sexual-harassment-workplace/employers#top>

7.17 Other Requirements

Not applicable.

8.0 CONTRACT DOCUMENTS AND FORMS REQUIRED AFTER AWARD

The contract documents consist of the documents listed below.

1. State of New York Master Contract for Grants Face Page
2. Signatory Page
3. State of New York Master Contract for Grants Standard Terms and Conditions
4. Attachment A-1 Agency-specific Terms and Conditions
5. Attachment A1-B Program-specific Terms and Conditions (if applicable)
6. Attachment A-2 Federal Assurances and Certifications (if applicable)
7. Attachment B: Budget and Instructions
8. Attachment C: Work Plan
9. Attachment D: Payment and Reporting Schedule
10. Attachment E: Federal Fund Vendor Determination (if applicable)
11. Attachment MWBE: Minority- and Women-owned Business Enterprises

By submitting a bid or proposal in 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. Please review the sample contract templates provided here: <https://ocfs.ny.gov/main/contracts/samples.php>.

Forms Required After Award and Before Contracting

- A. [OCFS-4629, Project Staffing Plan Form](#)
- B. [OCFS-4631, MWBE Utilization Plan Form](#)
- C. [SDVOB 100, Service-Disabled Veteran-Owned Business Utilization Plan Form](#)
- D. Proof of [Workers' Compensation Insurance](#) (See **Section 7.3** for more information)
- E. Proof of [Disability Insurance](#) (See **Section 7.3** for more information.)

Forms Required During Contract Term

- A. [OCFS-4441, MWBE Quarterly Report Form](#) (See [Attachment MWBE](#) for more information.)

9.0 GLOSSARY OF OUTCOME-BASED CONTRACTING TERMS

Fiscal Documentation: Documentation necessary for payment.

Grants Gateway: The New York State Grants Gateway went into operation on May 15, 2013, and serves as the primary outlet for state agencies to post upcoming and available funding opportunities.

Guide to Financial Operations (GFO): This website was created as the central storehouse of OSC policies and is intended to replace individual OSC Bulletins. The GFO can be found at <http://www.osc.state.ny.us/agencies/guide/MyWebHelp>.

Legal Documents: Legally required application/contract components.

Organizational Qualifications: The organizational characteristics and capacity (e.g., agency mission, past accomplishments/experience in serving the target population or in providing similar services to a different population, experience in collaborating with community agencies needed for program success, key people, and fiscal capability) that are likely to result in successful performance target attainment.

Baseline Estimate: The projected status of the target population without the proposed intervention. A baseline is the best estimate, using prior program experience, collected data, and/or research results, of what would happen to the target population without the program's intervention and its benefits. Projection should be numerical (a number or a percentage). A baseline estimate is required for each performance target.

Outcomes: The desired benefits or changes for the target population following their interaction with a program. These are the expected results of program

intervention. Outcomes may relate to knowledge, skills, attitudes, behaviors or conditions. Either the investor or provider may set them. (They are broader and more general than performance targets. They do not require numerical projection). In some instances, the outcome may be a system change rather than an individual behavior change.

Performance Targets: Performance targets are the *measurable* verifiable improvements in the condition or behavior of program recipients that the provider expects to achieve *by the end of the contract period*. Targets are quantifiable and verifiable indicators of program performance. They contribute to the attainment of the desired outcomes for the target population. Attainment of several performance targets may be needed to indicate the achievement of a single outcome. Performance targets must include a description of the methods that will be used to verify target achievement.

Milestones: *Measurable interim* changes in the condition or behavior of the target population used to track whether the program is on course to achieve its performance targets. These are critical points of change or target population achievement that must occur to progress towards the performance targets. You must include a description of the methods that will be used to verify milestone achievement.

Program Budget: Definition of program expenditures and funding sources.

Program Description: Detailed explanation of the means (service model, plan or approach) the provider will use to achieve its performance targets and outcomes. This should include a description of the program's core features (i.e., the kinds of services provided, their intensity and duration, the essential elements, theoretical approach, delivery strategies, involvement of target population in planning, etc.).

Project Work Plan: Steps necessary to implement a program.

Staffing Pattern: Please identify the staff assigned to a program, regardless of whether it is paid through OCFS funds.

Target Population: Please describe the specific group of people (individuals, families, community members or, in certain instances, the specified personnel or entity/entities) that are the focus of change, and who will directly interact with the program. In certain instances where the desired outcome is systemic change, an agency as a whole may be considered the target population.

Verification: Statement of methods used to verify performance target and milestone attainment and/or submission of actual documentation.

Vendor Responsibility: Compliance with New York State Finance Law and guideline provisions related to vendor integrity providing reasonable assurance that the potential contractor has the capacity to perform the requirement of the

contract. This includes authority to do business in the state, capacity, and performance in addition to the aforementioned integrity.

Vision: OCFS Program Area Statement of ideal end-state sought for a population (e.g., prevention of child abuse and neglect).

10.0 PROGRAM-SPECIFIC REQUIREMENTS AND FORMS

The following attachments can be found in the “**Pre-Submission Uploads**” section of the RFP in the Grants Gateway. Please download them from that location, complete them, and attach them back to that section so they will be submitted with your application:

Attachment 1 – Budget Template*

Attachment 2 – Workplan Template (reference document)

Attachment 3 – Case Management Attestation*

Attachment 4 – Participant Satisfaction Survey

Attachment 5 – Performance Targets*

Attachment 6 – Target Population*

Attachment 7 – OCFS Regions

Attachment 8 – BIPOC Leadership

Attachment A1-B – Program-Specific Terms and Conditions

* Attachments marked with an asterisk are required to be completed and provided with your proposal.