



**Office of Children
and Family Services**

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**New York State
Office of Children and Family Services
Division of Child Care Services
Contract and Program Development Unit**

Grant Procurement

REQUEST FOR PROPOSALS

**RFP # 1103
NYS Grants Gateway System # CFS01-CCRR-2023**

**Child Care Resource and Referral Services,
Including Legally Exempt Caregiver Enrollment Services**

**Issued: 12/22/2023
Amended: 2/5/2024**

Please refer to the table of contents to determine which sections were amended.

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1.0 GENERAL INFORMATION/CALENDAR OF EVENTS

The New York State Office of Children and Family Services (OCFS) is pleased to announce a funding opportunity: Child Care Resource and Referral (CCR&R) Services, including Legally Exempt (LE) Caregiver Enrollment Services. This request for proposal (RFP) is for the purpose of awarding contracts to qualified not-for-profit community-based organizations that demonstrate the ability to provide services as described herein. CCR&R agencies represent a critical link between the State's efforts to oversee and strengthen the child care system and provide quality child care services to New York State (NYS) children and families. CCR&R agencies make the child care market more effective by increasing access and resources for child care providers and families. CCR&R services must be flexible, respectful of individual choice, and serve parents of all economic and ethnic groups.

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 # 1103 CCR&R Services including L/E
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 (Amended 2/5/2024)

RFP # 1103 CCR&R SERVICES, INCLUDING L/E CAREGIVER ENROLLMENT	
EVENT	DATE
Issuance of RFP	12/22/2023
Deadline for submission of written questions	1/12/2024
Responses to written questions posted (<i>on or about</i>)	1/29/2024 2/5/2024
Deadline for submission of proposals	2/12/2024 by 4:00 2/19/2024 by 4:00 PM Eastern Time
Anticipated Notification of Award (<i>not earlier than</i>)	4/1/2024 4/15/2024
Anticipated contracts start date (<i>not earlier than</i>)	7/1/2024

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 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 as soon as possible, and should 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 should prequalify 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 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 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 seeks proposals from qualified not-for-profit organizations to act as Child Care Resource and Referral agencies (CCR&Rs). CCR&R agencies represent a critical link between the state's efforts to oversee and strengthen the child care system and provide quality child care services to NYS children and families. CCR&Rs supply important child care services to parents, providers, employers, and communities across NYS. CCR&R services are listed in Social Service Law Section 410-q and include, but are not limited to, information on the components of quality child care, referrals to child care providers and programs, and technical assistance to child care providers and programs. CCR&R services must be flexible, respectful of individual choice, and serve parents of all economic and ethnic groups.

Additionally, NYS regulations Title 18 NYCRR 415.1(s) require CCR&Rs under contract with OCFS, except those in New York City, to provide Legally Exempt (LE) caregiver enrollment services, which include the enrollment and monitoring of LE child care programs. Legally Exempt caregiver enrollment services are measured through meeting identified and defined standards within required time frames. Therefore, the LE caregiver enrollment services being procured under this RFP will be developed as separate contracts from the CCR&R contracts.

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 practice. OCFS

funding investments assist communities to create and/or enhance the provision of quality services in the areas of child welfare, juvenile justice, adult protective services, and services for the legally blind and visually impaired.

OCFS conducts ongoing analysis of demographic data and fiscal expenditures to aid counties and communities in administering safe, effective and cost-efficient services to the residents of our state. Paramount is ongoing self-assessment within “the system” to identify changes in service needs, interventions, and partnerships. OCFS data reveals that many children and families who are involved with the child welfare and juvenile justice systems in NYS are disproportionately Black and Latino, and many are poor. For the blind and visually impaired service area, Black and Latino adults are underrepresented in the receipt of services from the legally blind and visually impaired service network.

In response to this situation, OCFS has been implementing various activities to:

- assess relevant data;
- identify which communities across the state are affected;
- identify evidence-based and/or best-practice strategies and/or approaches that can be replicated in NYS to respond to the issue; and
- provide funding to designated high-need communities to facilitate implementation of programs and services that address disproportionality and disparity rates.

This RFP provides OCFS and localities an opportunity to provide services to our most vulnerable children and families and to implement activities that address disproportionality in identified communities. OCFS will 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 were deemed appropriate per the target population and/or scope of services for the funding source, consider the following element(s) in their proposal design:

- **Disconnected/High-Need Youth**

OCFS’s priority is to “protect those in greatest need” through ongoing assessment and enhancement of services that promote safety and general well-being for at-risk children, adolescents, families and adults. This priority includes targeting services for “disconnected/high need youth” who are: youth aging out of foster care; youth in or reentering the community from the juvenile justice system; and children of incarcerated parents. Grant applications that propose to serve the “disconnected/high-need youth” population must consider that the clients cited above often require service intervention from multiple service systems. Where required by the OCFS

RFP narrative, applications must demonstrate capacity and scope for cross-agency collaborations and partnership with relevant community organizations.

- **Racial Equity and Cultural Competence**

OCFS continues work in the area of Racial Equity and Cultural Competence (RECC). Effort to address RECC includes examination of the issues related to the overrepresentation of Black, Latino and Native American children and their families in the State's child welfare and juvenile justice systems. It also entails a consideration of issues related to the underrepresentation of Blacks, Native Americans and Latinos in various service delivery systems to identify how best to enhance outreach and preventive measures that support the safe reduction of out-of-home placements for children and adults, and focus on the well-being of children, youth and families. OCFS has enlisted the participation of our state and local partners in this effort and is working with a number of counties to examine local data and develop strategies to address, reduce and ultimately eliminate racial and ethnic disparities and to seek equity within the systems of care and custody. We continue to partner with national experts Casey Family Programs and have also collaborated with the Center for the Study of Social Policy (CSSP) and other national experts dedicated to this work. The effort must be data driven and therefore, we have generated and shared county-level data with partners and stakeholders in our effort to encourage transparency and collaboration.

Current OCFS statewide data indicates that Black and Latino children and families continue to comprise 75% of the state's children in foster care and about 85% of the juvenile justice placements. OCFS views this RFP as an opportunity to heighten public awareness of disproportionality and to begin to promote policies and practices that will gradually reduce it.

Specific areas that every applicant and community are requested to consider in the design of their program and scope of services identified in their application for OCFS funding include, but are not limited to the following:

- Providing service strategies, approaches, and linguistic capacities that promote the delivery of services that are culturally competent and reflective of the population and community to be served
- Collecting and analyzing data relevant to disproportionality and service provision
- Strategically locating services within communities, to promote better access to service delivery in high-need areas
- Promoting cross-agency dialogue and partnership regarding service planning to address disproportionality (including, but not limited to, social services, mental health, health, education, housing, substance abuse, probation agencies, and community-based providers)

- **Disproportionate Minority Representation (DMR) in the Child Welfare and Juvenile Justice Systems**

Disproportionate Minority Representation (DMR) or disproportionality occurs when the percentage for the representation of a particular minority group (racial, ethnic) involved with a service system is significantly higher or lower than that group's percentage or representation in the general population. Disproportionality has implications across all services administered by OCFS, including child welfare, juvenile justice, child care, youth development, and those services for the blind and visually impaired. In some service categories, disproportionality manifests itself by over-representation of racial/ethnic groups, and in other service categories, it is manifested by under-representation of racial/ethnic groups.

Further information regarding Disproportionate Minority Representation (DMR) and data in NYS can be found through the following link: [Disproportionate Minority Representation \(DMR\)](#).

2.3 Purpose and Funding Availability

OCFS anticipates allocating approximately \$24.2 million to provide CCR&R services and \$14.5 million for LE caregiver enrollment services, as described in this RFP. The awarded applicant for a county must provide both CCR&R services and LE caregiver enrollment services, with the exception of CCR&Rs serving New York City (NYC) as described below.

For CCR&R services, the purpose of this project is to make one award to a qualified not-for-profit organization for each county in NYS outside of NYC and one award for the five boroughs of NYC. OCFS anticipates up to 58 awards to qualified not-for-profit organizations that demonstrate the ability to provide the services as described in this RFP.

For LE caregiver enrollment services, the purpose of this project is to make one award to a qualified not-for-profit for each county in NYS outside of NYC, for a total of up to 57 awards. NYC is not covered within the Legally Exempt services project. For all applicants outside the five boroughs of NYC applying to provide services, the applicant must be proposing to provide both LE caregiver enrollment services and CCR&R services in that county.

Awardees will receive separate contracts for CCR&R services and LE caregiver enrollment services. Awardees providing services to more than one county will have their awards combined into one contract for all CCR&R services and one contract for all LE services. For example, an applicant who receives an award for three counties will receive two contracts—one contract for CCR&R services for all three counties and one contract for the LE caregiver enrollment services for all three counties. The maximum possible dollar amounts of the awards per county are listed in **Attachment 2 – Funding Available per County**.

By submitting a proposal in response to this procurement, the applicant understands that OCFS must seek federal reimbursement for state costs OCFS pays out under the contract; therefore, the federal assurances found in **Attachment A-2** apply to the contract. The federal funds directly charged or reimbursed to OCFS for the contract are from the Catalog of Federal Domestic Assistance (CFDA) Number 93.575. OCFS has deemed awardees under this procurement to be Contractors for federal award purposes. The contractor agrees to follow all requirements under the CFDA number(s) listed on the face page of the contract and further agrees to follow all applicable requirements included in **Attachment A-2** of the contract.

No advances will be allowed for contracts resulting from this procurement.

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 awarded in response to this RFP will be for five years. The anticipated start date is 7/1/2024, and the anticipated end date is 6/30/2029. Funding is expected to be available for the first year of the contract, and the award of a multiyear contract does not guarantee 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

- Only not-for-profit organizations are eligible to receive awards for the funding announced in this RFP.
- Not-for-profit organizations must have a minimum of five years of experience working on a countywide, regional, or statewide basis with the child care community or other program similar to the project described in this RFP. Documentation of experience on such similar project(s) must be submitted with the proposal in **Attachment 15 – Experience Template**.
- To demonstrate alignment with local departments of social services (LDSSs) strategies/priorities, applicants must consult with or provide a copy of their proposal to the LDSS(s) the applicant proposes to serve, to jointly identify community needs. To comply with this requirement, an LDSS “Commitment Form” must be

completed and signed by the LDSS representative from the county(ies) proposed to be served (using **Attachment 14**) and submitted with the proposal (preferred) or submitted within 30 days of the proposal deadline. OCFS reserves the right to extend or waive this requirement if it is in the best interest of the state to do so, and if the applicant provides documentation of timely efforts to obtain the completed LDSS “commitment form”(s). **A separate attachment must be submitted for each county the applicant proposes to serve because all bids require an individual proposal for each county.**

- Be prequalified, if not exempt, on the application deadline (preferred) **OR** be prequalified within 30 days of the award letter date if selected for funding. OCFS, in its sole discretion, reserves the right to extend this deadline, if it is determined to be in the State’s best interest to do so. (See **Section 3.2** for additional information.)

3.2 Prequalification Process

Important Note:

After 12/15/2023, prequalification documentation will no longer be accepted in the NYS Grants Gateway. Those wishing to file prequalification documentation after 12/15/2023 must wait until 1/16/2024. Beginning on 1/16/2024 all prequalification documentation is expected to be submitted in Statewide Financial System (SFS) Grants Management. The prequalification requirement stated in Section 3.1 Minimum Qualifications takes this system transition into account.

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.

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 NYS 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 NYS 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 NYS 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 NYS 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 (Amended 2/5/2024)

The funding opportunity in this RFP is presented in a performance-based format. The contract structure has been created to establish a reasonable level of CCR&R services on a per county basis in NYS. Contract payments will be based on the number of CCR&R milestones achieved for the CCR&R contracts and, separately, for the percentage of LE caregiver enrollment performance standards met for the LE caregiver enrollment contracts.

GENERAL REQUIREMENTS for CCR&R Services, including LE Caregiver Enrollment Services:

- The CCR&R Services Milestones and Core Activities Deliverable below will be awarded in one contract to successful applicants.
The RFP attachments related to these services are **Attachments 1, 2, 3, 4, 5, 8, 9 10 and 14. Offerers must complete Attachment 7 and submit it with their application.**
- The LE Caregiver Enrollment Services Quarterly Standard Performance Levels will be awarded in one contract to successful applicants.
The RFP attachments related to these services are **Attachments 2, 3, 6, 10, 13, 14, and the Legally Exempt section of Attachment 7 must be completed.**

CCR&R Services Milestones

There are defined measurable milestones with associated unit costs to be used for payment purposes. It is important to review the milestone definitions (**see**

Attachment 9). Applicants are provided with charts detailing community needs demographics. The data from the charts can be used to determine a reasonable number of milestones to propose (**see Attachments 3, 4, and 5**). The milestone numbers should reflect a reasonable level of service for each proposed county within the available funding allocated per county (**see Attachment 2**). The CCR&R contracts not only establish measurable performance standards, but also ensure quality services are provided. Therefore, it is recognized that there is a need to secure the Early Care and Learning Council's (ECLC) NYS Standards of Excellence (SOE). This program provides a comprehensive validation process that enables CCR&Rs to become quality-assured in all service areas. Contract awardees will have up to one year from the date of award to obtain the SOE certification and must maintain it over the life of the contract term. A description can be found in **Attachment 10** and at this link [Resources - Early Care & Learning Council \(earlycareandlearning.org\)](http://Resources - Early Care & Learning Council (earlycareandlearning.org)).

Milestone 1 – Information/Referral

Information/Referral is a service that assists families in locating quality child care services to meet their individual family needs. This service is provided through intake and consulting/counseling that leads to the development of an appropriate child care plan. This will include referrals to child care programs/providers that meet the family's needs, and/or assistance in the development of a child care plan using parental care, Legally Exempt care, in-home agencies or camps, or a combination of care options. Information provided will include, but is not be limited to:

- quality indicators,
- financial assistance,
- health/safety requirements, and
- complaint policies.

In addition, families will be provided with resource materials on how to choose appropriate child care and referrals to other human services, as appropriate. The CCR&R staff is required to collect data on the family's income eligibility for child care assistance, and when appropriate, families will be referred to the local agency administering child care assistance. The information/referral service can be provided by phone, email, real-time web-based conversation (live chat, Skype, etc.), or in person. A CCR&R may serve and count a family more than once per quarter if the family requests new information and/or referral services.

When OCFS funding is exhausted or fully expended for this milestone, families who are ineligible for CCAP may be charged a fee for services that are not covered by OCFS funding.

~~Information/referral services provided to families ineligible to receive child care assistance are not supported by OCFS funds.~~

The unit cost includes: intake, consultation, referrals, follow-up surveys of 20% of families served, material development, data tracking, database administration and maintenance, and related administrative costs. Payment is based on the number of information/referrals made multiplied by the unit cost from **Attachment 1**.

Milestone 2 – Online Referral

Online referral is a service that allows families the ability to generate referrals online using Empire State Child Care MATCH software (MATCH), which generates child care referrals and reports and manages provider, client, community, and group data. **This software is available through ECLC and must be used by all state-funded CCR&Rs when providing referrals.** Referral services must include access to information including, but not limited to:

- quality indicators,
- financial assistance,
- health/safety requirements, and
- complaint policies.

In addition, families will be provided with resource materials on choosing appropriate child care referrals and referrals to other human services, as appropriate. Families must request referrals for services in order to be counted as a milestone. Sufficient information must be collected from the online user to ensure proper documentation of service provision and, to the extent possible, demographic information is needed for the quarterly data report. A CCR&R may serve and count a family more than once per quarter if the family requests new information and/or referral services.

The unit cost includes: MATCH database usage costs; data update, software, hardware, and internet costs; online referral module (ORM) verification, and follow-up surveys of 20% of all online referrals. Payment is based on the number of complete and documented online referrals provided, multiplied by the unit cost from **Attachment 1**.

Milestone 3 – Basic Technical Assistance

Basic technical assistance to licensed/registered providers and LE providers is a service in which a CCR&R provides information specific to a provider/program on such topics as, but not limited to:

- best practices for providing child care,
- indicators of quality child care programs,
- information on business administration practices,
- health issues that are not part of health care consultancy services, and
- regulations governing program compliance issues specific to that program.

All individuals working in these programs are eligible for this service. Technical assistance is provided through all modes of written and oral communication including and not limited to phone, email, fax, and in-person.

The unit cost includes: intake and consultation, research, material development, if appropriate, and related administrative costs. Payment is based on the number of basic technical assistance service units provided, multiplied by the unit cost from **Attachment 1**.

Milestone 4 - Intensive Technical Assistance

Intensive technical assistance to licensed/registered providers and LE providers who are in the process of becoming licensed/registered child care providers is a service in which a CCR&R provides information specific to a child care provider/program on specific topics. These topics include and are not limited to:

- best practices for providing child care,
- indicators of quality child care programs,
- providing services that programs need in order to achieve the goals of their QUALITYstarsNY Quality Improvement Plan, and
- information on business administration practices and regulations governing program compliance issues specific to that program.

Intensive technical assistance must be provided in person for a duration of at least one hour. However, upon OCFS prior approval, remote service provision may be allowed.

The unit cost includes: intake, preparation time, travel time and expenses, consultation, research, material development (if appropriate), and related administrative costs. Payment is based on the number of contact hours of intensive technical assistance provided, regardless of the number of people served, multiplied by the unit cost from **Attachment 1**.

Milestone 5 - Health Care Consultancy Services

Health care consultancy services is a mandatory service defined in NYS regulation to help child care providers/programs maintain compliance with the regulations concerning health care plan requirements such as the administration of medication, the care of infants and toddlers, and the care of mildly or moderately ill children. All licensed and registered providers/programs, prospective programs/providers, and LE programs/providers requiring health care consultant approval are eligible for this service. Services must be conducted by a person meeting health care consultant qualifications as defined in OCFS regulations. The awardee may employ such a person and/or enter into a subcontract agreement with a qualified person or another CCR&R, however the cost must be charged to the funds of the CCR&R county being served. Applicants must include information demonstrating their plan to provide such services. Services must include, but are not limited to:

- initial plan consultation,
- site visits,
- plan review/development,
- plan renewal as described below, and
- other initiatives as approved by OCFS.

Unit cost for health care plan approval includes any and all required services that pertain to OCFS approval or renewal of a health care plan and related administrative costs. Services may include site visits to the program during the certification period and unlimited technical assistance post plan approval. Site visits may include, but are not limited to:

- review of health care policies and procedures,
- review of all documentation of medication practices within the program,
- review of staff records of those authorized to administer medication,
- review of policies and procedures related to Elijah's Law,
- prevention, identification, and response to anaphylaxis to ensure all requirements are met, and
- other initiatives as approved by OCFS.

The individual unit cost for providing each of the three health care consultancy services listed below (initial plan consultation, site visit, and health care plan development/renewal) to a county must pertain to the development or renewal of a health care plan and include related administrative costs as defined in the service plan.

Applicants must be able to provide the three service components outlined below, to the counties they are applying to serve. Payment of the full unit cost from **Attachment 1** will only be made when all three health plan consultancy services (initial plan consultation, site visit, and health care plan development/renewal) have been completed for a child care provider. If a health care plan approval or renewal is unable to be completed, but an initial plan consultation and/or site visit has been provided and documented as completed, the selected contractor will be paid at the applicable unit cost rate for each of the service(s) provided as set forth below.

Initial Plan Consultation – This includes all technical assistance to a provider/program in the development or renewal of a health care plan. Unit cost set at the \$300.00.

Site Visit – Includes a site visit to the program's/provider's site and consultation during the visit. Unit cost set at \$450.00.

The site visit must include:

- a review of health care policies and procedures,
- a review of all documentation of medication practices within the program, and
- a review of staff records of those authorized to administer medication, to ensure all requirements are met.

Health Care Plan Development/Renewal – Includes the review of a program's/provider's health care plan and feedback of the plan sent to the program/provider. Unit cost for this service is determined by taking the regional cost for health care consultancy plan review and subtracting the initial plan consultation unit cost and the site visit unit cost.

For example, the following is a calculation for the Capital Region:

\$1,687 (total unit cost for all three services)
- \$300 (Initial Plan Consultation)
- \$450 (Site Visit)
\$937 (Payment for Health Care Plan Development/Renewal Unit Cost)

In addition, the CCR&R must submit any fee structure the organization has established to charge day care providers for health care consultancy services not associated with a signed health care plan funded by OCFS. Services may be available for free, reduced, or full cost. This document must be uploaded in the Grants Gateway in the "**Pre-Submission Uploads**" section of your application.

Quality Child Care Community-Specific Strategies: the CCR&R will design community-specific strategies for improving the quality of care in LE, licensed, and registered child care programs. The strategies may include, but are not limited to:

- incentive payments to providers to participate in technical assistance services and meet quality improvement goals,
- small grants to providers to meet health and safety standards to become enrolled/registered/licensed or to maintain such approval,
- support of Staffed Family Child Care Networks, and
- other community-specific strategies approved by OCFS.

***Grants for LE, licensed, and registered child care programs will be allowed up to \$1,500.** Grants are only available to child care programs that have 25% of their child care slots guaranteed to families receiving child care assistance. Community-specific strategies proposed by the applicant will be evaluated by OCFS for potential inclusion in any contracts resulting from this RFP and discussed with successful awardees during the contract development process.

Please Note: Applicants must propose unit costs and annual milestones for each of the strategies proposed under this category. The unit costs may be distinct unit costs for different strategies. If strategies include small grants for the purchase of equipment or other materials for the provider without any CCR&R services provided, then the grant portion of the reimbursement will be limited to the actual funds granted to the provider. Payment is based on the number of milestones provided, multiplied by the unit cost proposed on **Attachment 7.**

CCR&R Core Activities Deliverables

There is also a category of CCR&R core activities that includes deliverables that are not captured in the measurable milestones, but remain services that CCR&Rs are contractually required to provide as defined in **Attachment 8**.

As listed on **Attachment 2**, the maximum funding available for core activities may be subject to change based on OCFS revisions to the existing services on a post-award basis. Payment will be based upon the provision of the core activities identified below, at the quarterly unit cost.

The activities include the following:

- The general administration and management functions of the CCR&R agency, including operational costs associated with running an agency.
- Child care resource development and the support of provider associations.
- Professional development and support services through opportunities for training and assessment services to child care providers in enforcement status, grant-funded, or otherwise identified by OCFS as needing said services to support the health and safety of children and child care business success. Such training and support is to be provided by at least one staff identified as a Business Specialist in addition to other agency staff.
- Community outreach services, which include the provision of consultation to business and government agencies, promoting the importance of quality early care and education services, and providing education services to parents.
- Management functions of the CCR&R including, but not limited to, staffing and personnel development, planning and operations, fund development, reporting requirements, submission of (A133) annual audits to OCFS, and the flow of day-to-day operations within the agency.
- Child care resource development functions including, but not limited to, recruitment of and outreach to prospective providers, support in the application process to become registered and licensed, and maintenance of a resource/toy lending library.
- Community outreach services including, but not limited to, compiling data about supply and demand in the community, annual submission to OCFS of community needs assessments, development of public education and other resource materials, networking with other human services programs, and marketing CCR&R services.
- Participation in programmatic reviews conducted by OCFS to monitor if the CCR&R agency adheres to outcomes of appropriate quality and consistent with established performance standards.
- Developing and maintaining a referral database and milestone database (currently MATCH), which is important for determining services utilization and unmet needs in the community(ies) served.
- Assuring the availability of the Child and Adult Care Food Program (CACFP) for child care providers through either direct

administration or through planning, advocacy, and coordination with other appropriate local sponsoring agency for both licensed/registered and Legally Exempt providers.

- Supporting state initiatives to improve the quality of licensed/registered child care programs.
- Providing outreach to homeless shelters and other emergency dwellings to help families access child care.

Applicants may subcontract components of the scope of work. For those applicants that propose subcontracting, it is preferable to identify subcontracting agencies during the application process. Applicants that plan to subcontract are expected to state in the application the specific components of the scope of work to be performed through subcontracts, even if the subcontractor(s) are not yet determined. 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.

Legally Exempt Caregiver Enrollment Services:

NYS's child care assistance program provides parents the right to select from among all forms of child care for their children, including licensed, registered, and enrolled LE caregivers. A *Legally Exempt caregiver* is a caregiver or child care program exempt from the licensing and registration requirements of OCFS. Such caregivers must be enrolled with a LE caregiver enrollment agency to receive payment for providing care to children who receive child care assistance. There are two categories of LE child care: 1) Informal Child Care and 2) Legally Exempt Group (LEG) Child Care as defined in 18 NYCRR Part 415

(<https://ocfs.ny.gov/programs/childcare/regulations/>).

CCR&Rs, except those located in NYC, are mandated to provide enrollment services, which include enrollment and monitoring of LE child care programs. These services enhance safety and promote the healthy development of children receiving child care assistance, while also safeguarding the investment of public funds. The enrollment services are measured through meeting identified and defined standards within required timeframes found in the contract. They include:

- review of enrollment packages,
- rendering a temporary enrollment decision for relative providers,
- rendering full enrollment decisions,

- processing re-enrollments,
- inspection of LE providers, and
- maintaining case files and appropriate data entries in the Child Care Facilities System (CCFS).

There is an annual allocation for this service.

Listed below are the Quarterly Standard Performance Levels the enrollment agencies must meet. See **Attachment 6** for the fully expanded expectations.

1. Quarterly Standard Performance Level – Intake Phase

The LE provider enrollment agency must review the enrollment package and determine whether the package is complete or incomplete and enter enrollment information into CCFS to the fullest extent possible, as soon as possible but not later than five business days from the date the enrollment package is received by the LE provider enrollment agency. Before creating a facility profile in CCFS, the LE provider enrollment agency must conduct a search of CCFS for programs at the same location for child care assistance program disqualification and open violations during earlier enrollments.

The LE provider enrollment agency must document the enrollment package status as “complete” or “incomplete” in CCFS using the date the enrollment package was received. If a determination is made that an enrollment package is incomplete, the LE provider enrollment agency must send the appropriate CCFS-generated notice, by the next business day in NYC/within five business days outside of NYC, along with copies of the applicable enrollment package pages requiring completion or correction, with a copy to the child’s parent/caretaker. The childcare provider must be given 30 calendar days from the date the notice is sent to return the missing information. The LE provider enrollment agency must send a second CCFS-generated notice to the childcare provider if corrections have not been received after 15 days. If the childcare provider does not return the missing information by the 30th day, the LE provider enrollment agency must, no later than the 40th day from the date the incomplete enrollment package was received, change the status to withdrawn or denied, as applicable, and generate the appropriate CCFS notices to provider and parent/caretaker. The original enrollment package and a copy of any notices not maintained in CCFS, which are sent to the child care provider, must be maintained by the LE provider enrollment agency.

The Quarterly Standard Performance Level for reviewing for completeness and following required procedures for obtaining missing information within OCFS time frames is 95%. If OCFS determines the LE provider enrollment agency has not met at least 95% of the previous quarter’s Quarterly Standard Performance Level for enrollment package

review within 5 business days, a maximum of up to 5% of the basic quarterly Legally Exempt allocation amount may be withheld by OCFS.

2. Quarterly Standard Performance Level – Preliminary Review

The LE provider enrollment agency, within 10 calendar days of receipt of the provider's completed enrollment package, must conduct a preliminary review of the enrollment package and make a temporary enrollment decision (CCFS status of "Enrolled: Temporary" or "Under Full Review"). The LE provider enrollment agency must temporarily enroll a relative-only child care provider who is exempt from the Comprehensive Background Check (CBC), and has no history of non-compliance. If the provider has a history of non-compliance or the applicant is subject to the CBC, the LE provider enrollment agency must follow OCFS guidelines to place the package under full review or deny the enrollment, as appropriate.

Once the child care provider is enrolled on a temporary basis, placed under full review, or denied enrollment, the LE provider enrollment agency must generate in CCFS the appropriate notices of its determination to the child care provider and parent/caretaker by the business day after the status change. To providers who are enrolled on a temporary basis, the LE provider enrollment agency must additionally send the **Enrollment Information Packet for Legally Exempt Providers (OCFS-7026)**, which includes a list of Child and Adult Care Food Program (CACFP) sponsors.

The Quarterly Standard Performance Level of temporary enrollment within 10 calendar days requires an acceptable level of compliance of 95%. If OCFS determines the LE provider enrollment agency has not met at least 95% of the previous quarter's Quarterly Standard Performance Level for preliminary review within 10 calendar days, a maximum of up to 5% of the basic quarterly Legally Exempt allocation amount may be withheld by OCFS.

3. Quarterly Standard Performance Level – Full enrollment decision

The LE provider enrollment agency, within 40 calendar days of receipt of the child care provider's completed enrollment package for initial enrollment, must complete a full review of the enrollment package and subsequent information, and make a determination whether the child care provider meets the enrollment requirements as set forth in NYS Title 18 NYCRR Sections 415.1, 415.4, and 415.9 (<https://ocfs.ny.gov/programs/childcare/regulations/>).

A full review includes, and is not limited to the following:

- A check by the LE enrollment agency of CCFS to determine whether the child care provider has applied for and has been denied a child day

care license or registration, or had a child day care license or registration suspended or revoked.

- A check by the LE enrollment agency of each child care provider, employee, volunteer, and any family child care household member aged 18 or older against the NYS Sex Offender Registry.
- A check by the LDSS of each relative-only provider to determine if they have been subject to an Article 10 removal of a child or termination of parental rights.
- Successful completion of the CBC, as applicable, including the reevaluation of the CBC status at expiration.
- Any/all OCFS-approved additional local standards established by the district's Child and Family Services Plan must be met.

The LE provider enrollment agency, within 40 calendar days of receipt of the provider's complete enrollment package, must generate and mail the appropriate notices of its determination of full enrollment to the child care provider and parent/caretaker.

The Quarterly Standard Performance Level of full enrollment within 40 calendar days for an acceptable level of compliance is 95%. Exceptions may be made, at OCFS discretion, in those cases where OCFS has determined the full enrollment process could not be completed due to delays in completion of the CBC process or other circumstances outside of the LE provider enrollment agency's control. If OCFS determines the Legally Exempt provider enrollment agency has not met at least 95% of the previous quarter's Quarterly Standard Performance Level for full enrollment within 40 calendar days, a maximum of up to 5% of the basic quarterly Legally Exempt allocation amount will be withheld.

4. Quarterly Standard Performance Level – Re-enrollment Process

The re-enrollment process must be completed within 40 calendar days of receipt of a completed re-enrollment package. No earlier than 60 calendar days and not later than 30 calendar days prior to the end of the enrollment period, the LE provider enrollment agency must send the notice of re-enrollment coming due with a re-enrollment package to each child care provider enrolled with the LE provider enrollment agency. Concurrently with notification to the child care provider, the LE provider enrollment agency must send the parent/caretaker a copy of the notice of re-enrollment coming due. Within five business days of receipt of the re-enrollment package, the LE provider enrollment agency must review the re-enrollment package and determine whether it is complete. The LE provider enrollment agency must enter appropriate information into CCFS.

If the re-enrollment package raises any immediate health and safety concerns that would preclude re-enrollment according to guidelines

issued by OCFS, the LE provider enrollment agency must terminate the enrollment. If the re-enrollment package is incomplete and does not raise immediate health and safety concerns that would preclude enrollment, the LE provider enrollment agency must follow the same process as described in the Enrollment Package Information Review Standard Performance Level section. Within 10 calendar days of receiving a completed re-enrollment package that does not raise immediate health or safety concerns that would preclude enrollment, the LE provider enrollment agency must verify the child care provider is still legally exempt and evaluate any changes to the re-enrollment package. Within 40 calendar days of receipt of a completed re-enrollment package, the LE provider enrollment agency must conduct a full review and make a determination whether the child care provider meets the enrollment requirements as set forth in NYS Title 18 NYCRR Sections 415.1, 415.4, and 415.9. The LE provider enrollment agency must generate and mail the appropriate notices of its determination of re-enrollment.

A child care provider whose enrollment period has expired and has not submitted a re-enrollment package may submit a completed re-enrollment package within 30 calendar days after the enrollment expiration date. A child care provider that does not submit a completed re-enrollment package within 30 calendar days after the enrollment expiration date will be closed and is not eligible for a child care assistance payment after the expiration date. The child care provider may submit a new enrollment package as an initial enrollee and the child care provider would be eligible for payment when the new enrollment determination is made.

The Quarterly Standard Performance Level of re-enrollment within 40 calendar days of receipt of a completed re-enrollment package and inspection of providers within 30 calendar days after the enrollment expiration date who have not submitted a re-enrollment package and continue to provide care for a child who is receiving a child care assistance for an acceptable level of compliance is 95%. If OCFS determines the LE provider enrollment agency has not met at least 95% of the previous quarter's Quarterly Standard Performance Level for re-enrollment within 40 calendar days, a maximum of up to 5% of the basic quarterly Legally Exempt allocation amount may be withheld by OCFS.

5. Quarterly Standard Performance Level – Annual Inspections

Within 90 calendar days of enrollment or re-enrollment, the LE enrollment agency must complete on-site inspections of all LE group and informal child care providers with the exception of relative-only in-home child care providers and relative-only family child care providers to determine whether such providers are in compliance with health and safety standards as set forth in NYS Title 18 NYCRR Section 415. The LE enrollment agency must record each completed inspection in CCFS within seven calendar days following the completion of the inspection. In the case where a child care provider is found non-compliant, and the concerns do not preclude continued enrollment, the LE enrollment agency must assist the child care

provider in working toward compliance in the manner and according to the time frames established by OCFS. If the child care provider does not come into compliance within the required time frames, the LE enrollment agency will terminate the enrollment and notify, in writing, the child care provider, applicable LDSS, and parent/caretaker of the termination.

The Quarterly Standard Performance Level of annual Inspections to be completed quarterly for an acceptable level of compliance is 100%. If OCFS determines the LE enrollment agency has not met 100% of the previous quarter's Quarterly Standard Performance Level for Annual Inspections, 10% of the basic quarterly allocation amount may be withheld by OCFS.

6. Quarterly Standard Performance Level – Case File Reviews

The LE provider enrollment agency will maintain case files and appropriate entries into CCFS in the time, manner, and form required by OCFS. OCFS will conduct quarterly case file reviews, including at least two on-site reviews, of each LE provider enrollment agency. The quarterly reviews will include a review of a sample of case files across all statuses and a review of annual, complaint, and follow-up inspections. A consistent sampling framework established by OCFS will determine whether:

- OCFS policies, procedures, and regulations are applied accurately;
- required applicable entries are made in case files and/or CCFS as applicable;
- all LE providers are informed of the benefits and process for enrolling in CACFP during the enrollment period and upon subsequent contact through inspections and re-enrollment;
- acceptable notification is given to child care providers, parents/caretakers, and the district, where applicable, within the required timeframes.

The Quarterly Standard Performance Level of case file reviews is based on an evaluation of case reviews through the OCFS consistent sampling framework for an acceptable level of compliance of 95%. If OCFS determines the LE provider enrollment agency has not met at least 95% of the previous quarter's Quarterly Standard Performance Level for case file reviews, a maximum of up to 5% of the basic quarterly Legally Exempt allocation amount may be withheld by OCFS.

7. Quarterly Standard Performance Level – Legally Exempt Group Child Care Program (LEG) Enhanced Rate Application Review

The LE provider enrollment agency will review each application for enhanced market rates submitted by LEG child care programs. Within five business days of the receipt of a group enhanced rate application, the LE provider enrollment agency will review the application and related documentation. Within 30 calendar days of receipt of a complete and acceptable group enhanced rate application, the LE provider enrollment agency will conduct an on-site visit to verify the information contained in the

enhanced rate application, the program's compliance with the enhanced rate, as well as all applicable health and safety requirements. By the business day following the documentation in CCFS of the on-site verification, the LE enrollment agency must generate the appropriate notice indicating the approval/disapproval of the group enhanced rate application review.

The Quarterly Standard Performance Level for reviewing group enhanced rate applications, conducting on-site verification, and other required procedures within OCFS time frames is 95%. If OCFS determines the LE enrollment agency has not met at least 95% of the previous quarter's Quarterly Standard Performance Level for the LEG child care program enhanced rate application review within the above time frames, a maximum of up to 5% of the basic quarterly Legally Exempt allocation amount may be withheld by OCFS.

Payment will be based upon the provision of the enrollment services in accordance with the above and the quarterly per unit cost proposed.

Potential conflicts of interest – Generally, CCR&R employees are prohibited from becoming enrolled LE providers. If a CCR&R employee applies to become an enrolled Legally Exempt provider or is an existing enrolled Legally Exempt provider, this must be reported in writing to OCFS immediately. Subject to the consent of OCFS to allow the CCR&R employee to become an enrolled LE provider, the enrollment of that provider must be assigned to a different CCR&R or OCFS for oversight.

Waiver Clause – OCFS may waive the reduction for a particular unmet Quarterly Standard Performance Level based upon a written request submitted by the contractor demonstrating such failure was due to extraordinary or unforeseen circumstances. OCFS shall notify the contractor in writing of OCFS's approval or disapproval of any such waiver request and delineate the reasons if such request is disapproved.

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

OCFS seeks proposals that are responsive to the desired outcomes identified in Section 4.1 Desired Outcomes and Program Requirements and that provide value to the OCFS mission. Proposals must outline how all project services funded by this initiative will be designed to be culturally and linguistically appropriate to the target population, and cost efficient.

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 Project Description**

E. Project Staff

F. Organization

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 (up to 17 points)

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

- Describe 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 how the proposed project relates to the overall needs of the community. Identify how the community was involved in planning for the proposed project.
- Describe a clear set of strategies on how your organization will meet the program design and adhere to the requirements outlined in this RFP, including the Legally Exempt enrollment services and the quality child care community-specific activities being proposed. Because all bids require an individual proposal for each county to be served, any applicant that proposes to serve more than one county will need to describe potential strategies for collaboration and efficiency of effort among the proposed counties to be served. The applicant must discuss any needed revisions to the proposal should the applicant not be awarded all of the counties for which it is submitting a proposal. Each work plan must include a discussion of how the applicant would provide access to each of the core services throughout the county(ies) proposed to be served.
- Complete and submit a **CCR&R Annual Milestone Chart (Attachment 7)** for the county your organization proposes to serve in each application and explain how the milestones present an acceptable level of CCR&R services for the county. Please note that OCFS has determined the unit costs associated with each of the five measurable milestones included

in the RFP as listed in **Attachment 1**. It is important to use the demographic charts to determine milestone levels (see **Attachments 3, 4, and 5**).

- Describe the applicant's established links and current or proposed working relationship with the LDSS in the provision of child care services in the LDSS proposed to be served, since the CCR&R must be willing to prioritize services for child care assistance-eligible families as well as be able to successfully partner with the LDSS for the Legally Exempt caregiver enrollment services.
- Proposal must identify community agency partners that will assist with the project and community readiness to receive project services.

B. Target Population(s) (up to 5 points)

- Proposal must describe the characteristics of the target population (individuals, communities, families, children, in some instances staff, etc.) to be involved in the program, the geographic area or community to be served, and why the client group is targeted to receive services.
- Proposal must describe how the project will conduct outreach to the target population of child care providers, caretakers, and families who are the ultimate recipients of the proposed services. Proposal includes how the applicant will deliver outreach in the primary language(s) of the communities.

C. Objectives, Tasks, and Performance Measures (up to 10 points)

- Proposal must address at least one significant identified need of the target population.
- Proposal must identify proposed outcomes as a result of the achievement of the desired objectives.
- Proposal must include clearly defined tasks that are measurable. Proposal must explain how the tasks are achievable with the resources available to the bidder. Proposal must include appropriate and realistic methods to verify task attainment.

Please note that during the course of contract negotiation, OCFS may take steps prior to program implementation to further refine performance objectives of selected applicants.

D. Proposed Project Description (up to 15 points)

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

- Proposal must include information regarding which specific services, core activities, or essential elements will be funded by the proposed project. Proposal must include sufficient detail to demonstrate the design and delivery of the program is likely to result in increased quality and access of child care, make the child care market more effective, and result in enrollment stability for child day care programs.
- Proposal must identify plans for outreach, collaboration, and coordination in and with the community and cite any special outreach efforts the project will conduct related to disproportionality and/or underserved members of the target population, such as modalities of care or rural areas.
- Proposal must outline how the project will interface with other bidder in-house services and services available in the community.
- Proposal must include cultural and linguistic considerations for the delivery of services to the target population and how the program will encourage successful case objectives for the target population.
- Proposal must demonstrate how the program will obtain ongoing input regarding customer satisfaction with project services from the target community.
- Proposal must identify how the proposed model will address the current status of the target population and identify the expected results by describing the changes in the condition, status, or behavior of the target population.
- Proposal must include a reasonable project timeline, indicating that the applicant will be prepared to begin services on July 1, 2024.

E. Project Staff (up to 10 points)

This section provides a comprehensive overview of the proposed project's staffing pattern, staff qualifications, staff development, and project supervision. An adequate number of qualified staff must be included to meet project objectives.

- Proposal must describe the name (if available), title, role, percent of effort on this project, and number of staff needed to successfully operate the project, the required staff qualifications, staff orientation and training (including ongoing training required for staff to remain current in required qualifications and/or certifications such as the Health Care Consultant, Business Specialist, etc.) and how staff supervision will be provided.

- Proposal must describe how the staffing pattern for the proposed project is representative of the community, cultures, and languages of the population targeted to receive services. Cultural competence and awareness are considered critical factors.
- Proposal must describe activities that will be conducted to instill diversity and cultural responsiveness in project services.
- Proposal must include information on a reasonable staffing pattern to accommodate the proposed CCR&R services, including health care consultant (HCC) services within each county proposed to serve, and also describe the staff qualifications required to implement this program.
- An organizational chart must be uploaded and show how this program fits into the organization's goals and mission.

F. Organization (up to 18 points)

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

- Proposal must include the history of your organization, its experience working with the target population, and provide evidence it has the capacity and any health care consultancy, business specialist, or other qualifications to successfully manage the project.
- Proposal must describe its organization's technological ability, capacity, or plan to transmit, receive, interface with, enter, and maintain required data in OCFS's system-of-record databases.
- Proposal must identify the key people in the organization who are primarily responsible for delivering the program and reaching the performance objectives. Proposal must describe key people in terms of capacity including knowledge, skills, expertise, professional credentials, and commitment.
- Proposal must include the organization's plan to recruit, hire, and retain staff.
- Proposal must describe what activities the organization has initiated (or plans to initiate) to accommodate cultural and linguistic requirements of the target population, and how the organization will promote effective coordination with other key partners and service providers in the communities of the target population to maintain this program. Proposal must include any affiliations with other community groups.

- Proposal specifies if key partners are required as part of the proposal, describes their involvement, and includes a copy of any applicable Memoranda of Understanding (MOUs) or letters of commitment, if available. Copies of applicable MOUs or letters of commitment must be submitted within 45 days of the date on the award letter if selected for award.

G. Commitment to Diversity, Equity, and Inclusion (up to 5 points)

This section describes the commitment to equity, eliminating barriers, and reducing disparities.

- Describe the plan to ensure project staffing is racially, ethnically, and linguistically representative of the population(s) proposed to be served.
- If applicable, demonstrate the organization is led by* Black, Indigenous, Persons of Color (BIPOC) and has developed the organizational capacity to accomplish diversity, equity, and inclusion activities, by completing **Attachment 16** 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.

*In this RFP, "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 to be submitted to document 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 employees of the organization.
- Explanation of the process by which the organization handles complaints of alleged 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 the organization performs to reduce barriers within the community.

5.2 Proposed Budget (Amended 2/5/2024 pages 44-45)

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.

The proposed budget must reflect the initial one-year contract period of 7/1/2024 through 6/30/2025 for a maximum dollar amount not to exceed the total allocation for the county proposed to be served, as identified in **Attachment 2 – Funding Available per County**. The proposed budget will consist of a completed **Attachment 7 – CCR&R Core Activities, Legally Exempt Enrollment Services and Annual Milestones Chart Per County** and must be completed and provided in your proposal.

- The completed **Attachment 7** must reflect only the one county proposed to be served by this application.
- The combined total amount allocated to both Milestone/Service and Quality Child Care Community Specific Strategies cannot exceed the amount available for “Milestones and Strategies” on the **Attachment 2 – Funding Available per County**.

Attachment 7 has three sections to be completed by applicants:

- **Milestone/Service:** Unit Costs and Annual Number of Milestones (units of service) to be provided must be indicated for all five required milestones/services. Proposed rates cannot exceed the maximum allowable amounts indicated on **Attachment 1 – Regional Unit Costs**. Applicants will be scored based on the average per-unit cost calculated by dividing the Total Milestone/Service Cost by the Total Number of Units of Service proposed to be provided. In the interests of promoting fairness among applicants, cost scores for this criteria will be segregated by OCFS-defined regions as specified in **Attachment 1**. The applicant with the lowest average per-unit cost in a specific region will receive the maximum cost score for Milestone/Service in that region and other applicants in that same region will receive a proportional number of points. Proposing Unit Costs lower than the maximum rates indicated in **Attachment 1** may result in a more favorable score in this section.
- **Quality Child Care Community Specific Strategies:** Descriptions must be provided as applicable (fill out two rows per strategy, one for program cost and one for administrative cost) in addition to indicating the Unit Costs and Annual Number of Units of Service to be provided. These additional activities/strategies are optional and are not required to be provided. For each Quality Childcare Community Specific Strategy proposed, applicants will be asked to provide a narrative in the “Program-Specific Questions” section of their online application that explains each strategy and its goals/objectives for every community-specific strategy proposed on **Attachment 7**. This description must be detailed and differ from the required milestone activities.

If proposing any community-specific strategies, ensure the administrative costs do not exceed the maximum allowable administrative expenses as defined below in **Section 5.2 Proposed Budget subsection f. Administrative Expense**. Not all applicants will propose community-specific strategies, therefore this component of **Attachment 7** will not receive a numerical score in the evaluation process. The proposed strategies (if any) will be evaluated by OCFS to determine whether the strategies are reasonable or unreasonable. If the applicant is not proposing any strategies, it is recommended the funding identified on **Attachment 2** be fully utilized to support Milestone/Service work instead.

OCFS makes no promise or guarantee that community-specific strategies will be funded. Awarding funds for strategies is contingent upon being found reasonable, funding availability, and programmatic need. OCFS reserves the right to not fund strategies found to be unreasonable or unnecessary and/or negotiate with the successful vendor during contract development to alter strategies and make them reasonable (as determined by OCFS).

- Deliverable Outcomes: The objective for this section is to maximize grant funds used to provide services to the public. It should be the intention of all applicants to propose the maximum amount for the provision of Legally Exempt Enrollment Services and CCR&R Core Activities. Any applicants proposing more than the maximum amounts will be reduced and limited by OCFS to the maximum amount indicated on **Attachment 2**. OCFS reserves the right to increase funding for any applicants proposing to use less than the maximum amounts for these two activities.

Applicants must provide a narrative in the “Program-Specific Questions” section of their online application that explains how the applicant plans to provide applicable services to all participating providers in the county proposed to be served and describes how they plan to use these funds to support program service outcomes. Applicant’s scores for the Deliverable Outcomes will be based on the written narratives provided in their responses.

- Quarterly Costs must be provided for Legally Exempt Enrollment Services (cannot exceed 1/4 of maximum amount on Attachment 2 for Legally Exempt Enrollment Services). The current number of legally exempt service providers located in each county is provided in the **Attachment 6 – Enrolled Legally Exempt Child Care Providers**. Legally Exempt Enrollment Services are only applicable to applicants proposing to serve counties outside of NYC. Applicants proposing to serve NYC will not provide Legally Exempt services, so they should not indicate funding for this deliverable.
- Quarterly Costs must be provided for CCR&R Core Activities (cannot exceed 1/4 of maximum amount on **Attachment 2** for CCR&R Core Activities). The current number of child care providers located in each

county is provided in the **Attachment 5 – Licensed and Registered Child Care Programs and Capacity**. CCR&R Core Activities are applicable to all applicants. All applicants, including those proposing to serve NYC, should indicate funding for this deliverable.

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 project personnel, program outreach, and recruitment of participants
- Entertainment costs, including social activities for program and staff, unless directly associated with the project
- Costs for dues, attendance at conferences, or meetings of professional organizations, unless attendance is necessary in connection with the project

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 NYS 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) unless stated otherwise. 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

For federally funded contracts (includes any contract supported in whole or in part with federal funds):

- **OCFS will reimburse the federally approved indirect cost rate for federally funded contracts up to any statutory caps required by the funding streams and in accordance with the terms and conditions of the federal award. A copy of the federally approved indirect cost agreement, with narrative, addendum, and an expiration date must be submitted as part of the proposal.**
- **If your agency does not have a federally approved indirect cost agreement, and your agency is a non-federal entity that has never received a negotiated indirect cost rate, except for a governmental department or agency unit that receives more than \$35 million in direct federal funding, you may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC). Please see federal regulations at 2 CFR 200.414(f) for the applicable legal requirements for this option.**

- **MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. 2 CFR 200.1**
- **Use of a federally approved indirect cost rate, or the de minimis rate, as described above, if applicable, must be in accordance with all applicable federal rules to include 2 CFR Part 200.**
- ~~Total administrative costs, as defined by federal child care regulations, may not exceed 5% of the total grant award. Outreach, training and education, and eligibility determination are NOT considered administrative costs.~~

All costs claimed under the contract must be directly attributable to the project. 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.

B. For State-Funded Awards

Not applicable.

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

Milestones and Performance Standards: Milestones and Performance Standards are the quantifiable and verifiable indicators of program performance. They contribute to the attainment of the desired outcomes as described in this RFP. These measurable and verifiable activities are used to achieve an acceptable level of child care services provided to children and families during the contract term.

Quality Assurance: The ECLC SOE Quality Assurance Program is a comprehensive validation process that enables CCR&Rs to become quality-assured in all service areas. The Quality Assurance Program enables CCR&Rs and state networks to improve quality and strive for excellence, just as

accreditation and quality rating and improvement systems do for child care providers. A description of the Quality Assurance Program can be found in **Attachment 10**.

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.	Is your organization a not-for-profit organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No *
1b.	Is Attachment 15 – Experience Template submitted in the “ Pre-Submission Uploads ” section of your online application in the NYS Grants Gateway documenting a minimum of five years of experience working on a countywide, regional, or statewide basis with the child care community or other program similar to the project described in this RFP?	<input type="checkbox"/> Yes <input type="checkbox"/> No *
1c.	Please identify the name of the county proposed to be served by this application. Please note that each application may propose to serve only one county or NYC. If proposing to serve multiple counties, please submit separate applications (one for each county).	Text Field

	For the purposes of this RFP, the five boroughs of NYC are considered to be one county.	
1d.	Is an LDSS “Commitment Form” completed and signed by the LDSS representative from the county proposed to be served (using Attachment 14) submitted in the “ Pre-Submission Uploads ” section of your online application in the NYS Grants Gateway (preferred), or do you agree to submit within 30 days of the proposal deadline?	<input type="checkbox"/> Yes <input type="checkbox"/> No *
1e.	Are you prequalified, if not exempt, in Grants Gateway on the application deadline (preferred) OR do you agree to be prequalified within 30 days of the award letter date if selected for funding (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 and LAST NAME of the primary contact.	Text Field
2c.	Provide the JOB TITLE of the primary contact.	Text Field
2d.	Provide the STREET ADDRESS of the primary contact.	Text Field
2e.	Provide the CITY of the primary contact.	Text Field
2f.	Provide the STATE of the primary contact.	Text Field
2g.	Provide the ZIP CODE of the primary contact.	Text Field
2h.	Provide the PHONE NUMBER of the primary contact.	Text Field
2i.	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 FIRST and LAST NAME of the second contact.	Text Field
3b.	Provide the JOB TITLE of the second contact.	Text Field
3c.	Provide the PHONE NUMBER of the second contact.	Text Field
3d.	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 FIRST and LAST NAME of the third contact.	Text Field
4b.	Provide the JOB TITLE of the third contact.	Text Field
4c.	Provide the PHONE NUMBER of the third contact.	Text Field
4d.	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 FIRST and LAST NAME of the fourth contact.	Text Field
5b.	Provide the JOB TITLE of the fourth contact.	Text Field
5c.	Provide the PHONE NUMBER of the fourth contact.	Text Field
5d.	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 FIRST and LAST NAME of the fifth contact.	Text Field
6b.	Provide the JOB TITLE of the fifth contact.	Text Field
6c.	Provide the PHONE NUMBER of the fifth contact.	Text Field
6d.	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 <input type="checkbox"/> N/A
7b.	Is your Charities Registration current? (If applicable. See Section 7.5 Charities Registration.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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 RFP Section 3.1 Minimum Qualifications with your online application OR failure to meet the following documentation requirements of Attachment 15 – Experience Template documenting a minimum of five years of experience working on a countywide, regional, or statewide basis with the child care community or other program similar to the project described in this RFP (required with proposal) and LDSS “commitment form” (Attachment 14) (required to be submitted with the proposal (preferred) or submitted within 30 days of the proposal deadline) WILL RESULT IN THE DISQUALIFICATION OF YOUR APPLICATION? (See RFP 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	<input type="checkbox"/> Yes <input type="checkbox"/> No

	credentials when starting an application. (See Section 5.5 Proposal Submittal Process.)	
7k.	Do you understand 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 (in both the document filename <u>and</u> on the document itself) with the applicable question number.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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.	Please provide the NYS Statewide Financial System (SFS) Vendor ID of the organization applying for this grant.	Text Field
7o.	Please provide the Federal Employer Identification Number (FEIN) of the organization applying for this grant.	Text Field

7p.	Please provide the Data Universal Numbering System (DUNS) number of the organization applying for this grant (if available).	Text Field
7q.	Provide your organization's Unique Entity Identifier (UEI) created in SAM.gov by entities doing business with the federal government (if applicable).	Text Field
7r.	Provide the primary site location's address.	Text Field
7s.	Do you understand that you must propose a reasonable level of service per county?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7t.	Do you understand that you must submit separate proposals for each county proposed to serve?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7u.	Do you understand that you must document the number of identified milestones that will be performed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7v.	Do you understand that you must agree to provide CCR&R services (all applicants) and LE caregiver enrollment services (only applicants proposing to serve areas outside NYC) in each county awarded? See Sections 2.3 and 4.1 .	<input type="checkbox"/> Yes <input type="checkbox"/> No

Work Plan Questions (Up to 80 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 17 points)		
A1.	Describe 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).	2
A2.	Discuss how the proposed project relates to the overall needs of the community. Identify how the community was involved in planning for the proposed project.	2

A3.	Describe a clear set of strategies on how your organization will meet the program design and adhere to the requirements outlined in this RFP, including the Legally Exempt enrollment services and the quality child care community-specific activities being proposed. <u>Because all bids require an individual proposal for each county</u> to be served, any applicant that proposes to serve more than one county will need to describe potential strategies for collaboration and efficiency of effort among the proposed counties to be served. The applicant must discuss any needed revisions to the proposal should the applicant not be awarded all of the counties for which it is submitting a proposal. Each work plan must include a discussion of how the applicant would provide access to each of the core services throughout the county(ies) proposed to be served.	4
A4.	Complete and submit a CCR&R Annual Milestone Chart (Attachment 7) for the county your organization proposes to serve in each application and explain how the milestones present an acceptable level of CCR&R services for the county. Please note that OCFS has determined the unit costs associated with each of the five measurable milestones included in the RFP as listed in Attachment 1. It is important to use the demographic charts to determine milestone levels (see Attachments 3, 4 and 5).	3
A5.	Describe the applicant's established links and current or proposed working relationship with the LDSS in the provision of child care services in the LDSS proposed to be served, since the CCR&R must be willing to prioritize services for child care assistance-eligible families as well as be able to successfully partner with the LDSS for the LE caregiver enrollment services.	3
A6.	Identify community agency partners that will assist with the project and community readiness to receive project services.	3
B. Target Population(s) (up to 5 points)		
B1.	Describe the characteristics of the target population (individuals, communities, families, children, in some instances staff, etc.) to be involved in the program, the geographic area or community to be served, and why the client group is targeted to receive services.	2
B2.	Describe how the project will conduct outreach to the target population of child care providers, caretakers, and families who are the ultimate recipients of the proposed services. Proposal includes how the applicant will deliver outreach in the primary language(s) of the communities.	3
C. Objectives, Tasks, and Performance Measures (up to 10 points)		
C1.	Address at least one significant identified need of the target population.	2

C2.	Identify proposed outcomes as a result of the achievement of the desired objectives.	2
C3.	Proposal must include clearly defined tasks that are measurable. Explain how the tasks are achievable with the resources available to the bidder. Include appropriate and realistic methods to verify task attainment.	6
D. Proposed Project Description (up to 15 points)		
D1.	Include information regarding which specific services, core activities, or essential elements will be funded by the proposed project. Proposal must include sufficient detail to demonstrate the design and delivery of the program is likely to result in increased quality and access of child care, make the child care market more effective, and result in enrollment stability for child day care programs.	4
D2.	Identify plans for outreach, collaboration, and coordination in and with the community and cite any special outreach efforts the project will conduct related to disproportionality and/or underserved members of the target population, such as modalities of care or rural areas.	2
D3.	Outline how the project will interface with other bidder in-house services and services available in the community.	2
D4.	Include cultural and linguistic considerations for the delivery of services to the target population and how the program will encourage successful case objectives for the target population.	2
D5.	Demonstrate how the program will obtain ongoing input regarding customer satisfaction with project services from the target community.	2
D6.	Identify how the proposed model will address the current status of the target population and identify the expected results by describing the changes in the condition, status, or behavior of the target population.	2
D7.	Include a reasonable project timeline indicating that you will be prepared to begin services on July 1, 2024.	1
E. Project Staff (up to 10 points)		
E1.	Describe the name (if available), title, role, percent of effort on this project, and number of staff needed to successfully operate the project, the required staff qualifications, staff orientation and training (including ongoing training required for staff to remain current in required qualifications and/or certifications such as the Health Care Consultant, Business Specialist, etc.) and how staff supervision will be provided.	2
E2.	Describe how the staffing pattern for the proposed project is representative of the community, cultures, and languages of the population targeted to receive services. Cultural competence and awareness are considered critical factors.	2
E3.	Describe activities that will be conducted to instill diversity and cultural responsiveness in project services.	2

E4.	Include information on a reasonable staffing pattern to accommodate the proposed CCR&R services, including health care consultant (HCC) services within each county proposed to serve, and also describe the staff qualifications required to implement this program.	2
E5.	Upload an organizational chart that shows how this program fits into the organization's goals and mission.	2
F. Organization (up to 18 points)		
F1.	Include the history of your organization, its experience working with the target population, and provide evidence it has the capacity and any health care consultancy, business specialist, or other qualifications to successfully manage the project.	3
F2.	Describe your organization's technological ability, capacity, or plan to transmit, receive, interface with, enter, and maintain required data in OCFS's system-of-record databases.	3
F3.	Identify the key people in the organization who are primarily responsible for delivering the program and reaching the performance objectives. Proposal must describe key people in terms of capacity including knowledge, skills, expertise, professional credentials, and commitment.	3
F4.	Include the organization's plan to recruit, hire, and retain staff.	3
F5.	Describe what activities the organization has initiated (or plans to initiate) to accommodate cultural and linguistic requirements of the target population, and how the organization will promote effective coordination with other key partners and service providers in the communities of the target population to maintain this program. Proposal must include any affiliations with other community groups.	3
F6.	Specify if key partners are required as part of the proposal, describe their involvement, and include a copy of any applicable Memoranda of Understanding (MOUs) or letters of commitment, if available. Copies of applicable MOUs or letters of commitment must be submitted within 45 days of the date on the award letter if selected for award.	3
G. Commitment to Diversity, Equity, and Inclusion (up to 5 points)		
G1.	Describe the plan to ensure project staffing is racially, ethnically, and linguistically representative of the population(s) proposed to be served.	2
G2.	If applicable, demonstrate the organization is led by BIPOC as defined in Section 5.1.G and has developed the organizational capacity to accomplish diversity, equity, and inclusion activities, by completing Attachment 16 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.	3

	<p>Attachment 16 and the organizational chart must be completed and submitted in the "Pre-Submission Uploads" section of the online application in the NYS Grants Gateway.</p> <p>Additional documents to be submitted to document 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 employees of the organization. • Explanation of the process by which the organization handles complaints of alleged 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 the organization performs to reduce barriers within the community. 	
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Budget Questions (Up to 20 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: The proposed budget should reflect the initial one-year contract period of 7/1/2024 through 6/30/2025 for a maximum dollar amount not to exceed the total allocation for the county proposed to be served, as identified in Attachment 2 – Funding Available per County. The proposed budget will consist of a completed Attachment 7 – CCR&R Core Activities, Legally Exempt Enrollment Services and Annual Milestones Chart Per County and must be completed and provided in your proposal.

- The completed **Attachment 7** must reflect only the one county proposed to be served by this application.

The combined total amount allocated to both Milestone/Service and Quality Child Care Community Specific Strategies cannot exceed the amount available for "Milestones and Strategies" on **Attachment 2 – Funding Available per County**.

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 20 points)		
H1.	<p>Milestone/Service: Unit Costs and Annual Number of Milestones (units of service) to be provided must be indicated on Attachment 7 for all five required milestones and services. Proposed rates cannot exceed the maximum allowable amounts indicated on Attachment 1 – Regional Unit Costs. Applicants will be scored based on the average per unit cost calculated by dividing the Total Milestone/Service Cost by the Total Number of Units of Service proposed to be provided. In the interest of promoting fairness among applicants, cost scores for this criteria will be segregated by OCFS-defined regions as specified in Attachment 1. The applicant with the lowest average per-unit cost in a specific region will receive the maximum cost score for Milestone/Service in that region and other applicants in that same region will receive a proportional number of points. Proposing Unit Costs lower than the maximum rates indicated in Attachment 1 may result in a more favorable score in this section.</p>	10
H2.	<p>Quality Child Care Community Specific Strategies: Descriptions must be provided as applicable on Attachment 7 (fill out two rows per strategy, one for program cost and one for administrative cost) in addition to indicating the Unit Costs and Annual Number of Units of Service to be provided. These additional activities/strategies are optional and are not required to be provided. Please refer to RFP Section 5.2 Proposed Budget for additional information.</p>	No score
H3.	<p>For each Quality Childcare Community Specific Strategy proposed in H2: provide a narrative in the “Program-Specific Questions” section of the online application that explains each strategy and its goals/objectives for every community-specific strategy proposed on Attachment 7. Also explain how the administrative costs do not exceed the maximum allowable administrative expenses as defined in RFP Section 5.2 Proposed Budget subsection f. Administrative Expense. If proposing no Quality Childcare Community Specific Strategies on your Attachment 7, simply state “none” in response to this question.</p>	No score
H4.	<p>Deliverable Outcomes: indicate on Attachment 7.</p> <ul style="list-style-type: none"> Quarterly Costs must be provided for Legally Exempt Caregiver Enrollment Services (cannot exceed 1/4 of 	Scored Below

	<p>maximum amount on Attachment 2 for LE Enrollment Services). The current number of LE service providers located in each county is provided in the Attachment 6 – Enrolled Legally Exempt Child Care Providers. <u>LE Caregiver Enrollment Services are only applicable to applicants proposing to serve counties outside of NYC.</u> Applicants proposing to serve NYC will not provide LE services, so they should not indicate funding for this deliverable.</p> <ul style="list-style-type: none"> Quarterly Costs must be provided for CCR&R Core Activities (cannot exceed 1/4 of maximum amount on Attachment 2 for CCR&R Core Activities). The current number of child care providers located in each county is provided in the Attachment 5 – Licensed and Registered Child Care Programs and Capacity. <u>CCR&R Core Activities are applicable to all applicants.</u> All applicants, including those proposing to serve NYC, should indicate funding for this deliverable. 	
H5.	For the Deliverable Outcomes proposed in H4: Explain how you plan to provide applicable services to all participating providers in the county proposed to be served and describes how they plan to use these funds to support program service outcomes.	10
H6.	Did you upload the budget (Attachment 7) into the Grants Gateway in accordance with the requirements of RFP Section 5.2 Proposed Budget? Attachment 7 - CCRR Core Activities Annual Milestones Budget can be found in the “ Pre-Submission Uploads ” section of the RFP in the Grants Gateway System. Your budget must be uploaded as an attachment in the “ Pre-Submission Uploads ” section of the application.	<input type="checkbox"/> Yes <input type="checkbox"/> No
H7.	Is the proposed Attachment 7 budget for a one-year period consisting of 7/1/2024 through 6/30/2025 , which is the first year of your proposed project? Please note: A local match is <u>not</u> required.	<input type="checkbox"/> Yes <input type="checkbox"/> No
H8.	Do you understand the completed Attachment 7 provided in this application must reflect the one county proposed to be served?	<input type="checkbox"/> Yes <input type="checkbox"/> No
H9.	Do you understand the total annual funding amount requested on Attachment 7 submitted with this proposal should not exceed the maximum allocation for the county proposed to be served, as stated in Attachment 2 ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
H10.	Do you understand the total amount requested for the Milestone/Service activities <u>and</u> Quality Child Care Community Specific Strategies on Attachment 7 cannot exceed the amount available for “Milestones and Strategies” on Attachment 2 ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

H11.	Indicate the annual dollar amount in OCFS funds being requested by this proposal. Enter the nearest whole number. This should match the total value indicated on the completed Attachment 7 .	Number Field
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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 evaluated and scored by trained reviewers using a structured, preapproved evaluation instrument in accordance with the criteria outlined in Section 5.4 Proposal Content and herein. Each reviewer will score the entire proposal, including cost and technical sections. The reviewer's total scores will be averaged together to produce a final score. Applications that receive a minimum final score of 65 points or more will be considered for funding. OCFS will make one award per county. The five boroughs of NYC are considered one county, for a total of up to 58 awards (57 counties plus NYC as one county). Vendors winning more than one county will have the awards combined into two contracts, with one contract for CCR&R services for multiple counties and one contract for Legally Exempt caregiver enrollment services for multiple counties. The NYC awardee will receive one CCR&R contract as no Legally Exempt caregiver enrollment services for NYC are included in this RFP. Award recommendations will be based on highest scoring applications and ranked by final average score.

In the event of a tie between two or more proposals, the tied applicant who scores higher in **Section 5.4.D Proposed Project Description** will be awarded. If the proposals remain tied, the tied applicant who scores higher in **Section 5.4.G Budget** will be awarded.

Applicants may submit multiple proposals in response to this RFP. Each individual application must propose to serve only one county. It is important to note that failure to submit a separate proposal for each proposed county to be served will result in an automatic disqualification of the proposal and it will not be processed for review and rating.

If duplicate applications are submitted for a county by the same bidder, OCFS may eliminate the duplicate application(s) with the lower score(s) from consideration for award.

Applicants may receive multiple awards. Awards to applicants to serve multiple counties will be combined for contracting purposes. Each applicant, with the exception of NYC, will receive a maximum of two contracts resulting from this RFP: one for CCR&R services and one for Legally Exempt caregiver enrollment services for the county or counties 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 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/vendors/vendorselfservicesystem.htm>

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

OCFS Strongly encourages MWBE participation. A contractor on any contract resulting from this procurement is encouraged to provide opportunities for meaningful participation by MWBE as subcontractors and suppliers for expenses incurred during the contract term whenever possible. The directory of MWBE can be viewed at: <https://ny.newnycontracts.com>.

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, consistent with its Master Goal Plan, OCFS has an established agency goal of 6% and strongly encourages vendors who contract with OCFS to consider using certified SDVOBs that are responsible and responsive for at least 6% of discretionary non-personnel service spending in the fulfillment of the requirements of their contracts with OCFS. Such partnering may include utilizing certified SDVOBs 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 the Veterans' Services Law. 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 NYS to maximize opportunities for the participation of NYS 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 Contact**, 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 – Regional Unit Costs

Attachment 2 – Funding Available per County

Attachment 3 – US Census and NYS OCFS Data

Attachment 4 – CC Programs Opened and Closed 2022

Attachment 5 – Licensed & Registered CC Programs and Capacity

Attachment 6 – Enrolled Legally Exempt Child Care Providers by Type and County

Attachment 7 – Budget – CCR&R Core Activities, Legally Exempt Enrollment Services and Annual Milestones Chart Per County* (Reposted 2/5/2024)

Attachment 8 – CCR&R Core Functions Definitions

Attachment 9 – CCR&R Milestone Definitions (Amended 2/5/2024)

Attachment 10 – ECLC New York State Standards of Excellence

Attachment 11 – Workplan Template (reference document)

Attachment 12 – CCR&R Services and Strategies Plans 2024-25

Attachment 13 – OCFS-7026 Enrollment Information Packet for Legally Exempt Providers in English and Spanish

Attachment 14 – LDSS Commitment Form*

Attachment 15 – Experience Template*

Attachment 16 – BIPOC Leadership

* Attachments in bold marked with an asterisk are required to be completed and provided with your proposal. The Attachment 14 may be provided within 30 days of the proposal submission deadline.