



**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 1104

Infant Toddler Regional Resource Centers

Issued: 7/26/2024

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1.0 GENERAL INFORMATION/CALENDAR OF EVENTS

The New York State (NYS) Office of Children and Family Services (OCFS) seeks proposals from qualified not-for-profit organizations in each of seven regions across NYS for Infant Toddler Regional Resource Centers, which will act as lead infant/toddler agencies to address the unique needs of the infant/toddler population. This includes promoting an understanding of the importance of, and strategies for, improving the quality of care for infants and toddlers and support for their caregivers, thereby increasing opportunities for the historically underserved Infant and Toddler population and their caregivers.

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 *offerors*.

If the offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the offeror 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 offeror 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 offeror knew or should have known, the offeror agrees that it will assume such risk if awarded funds, and the offeror 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 funding@ocfs.ny.gov or via hard copy mailed to:

Director of Contracts
Questions for **RFP 1104 Infant Toddler Regional Resource Centers**
NYS Office of Children and Family Services
Bureau of Contract Management
52 Washington Street, Room 202S – Procurement Unit
Rensselaer, NY 12144

1.2 Calendar of Events

RFP 1104 Infant Toddler Regional Resource Centers	
EVENT	DATE
Issuance of RFP	7/26/2024
Deadline for submission of written questions	8/9/2024
Responses to written questions posted (<i>on or about</i>)	8/23/2024
Proposal submission period opens (Online administrative form becomes available)	8/23/2024
Recommended deadline for not-for-profits to complete the prequalification process	8/30/2024
Deadline for submission of proposals	9/10/2024 by 4:00 PM Eastern Time
Anticipated Notification of Award (<i>not earlier than</i>)	10/15/2024
Anticipated contracts start date (<i>not earlier than</i>)	1/1/2025

1.3 Applicant Webinar

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 funding@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 on the OCFS funding opportunities page (<https://ocfs.ny.gov/main/contracts/funding/>) and Contract Reporter (<https://www.nyscr.ny.gov/login.cfm>) on or about the date specified in **Section 1.2 Calendar of Events**.

1.5 Deadline for Prequalification

Not-for-profit applicants are strongly encouraged to obtain prequalified status in the Statewide Financial System (SFS) 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 but should still be registered in SFS, please see **Section 3.2 Prequalification Process**.

1.6 **Submission of Proposals**

- A. Before submitting a proposal, not-for-profit applicants should prequalify in SFS Grants Management, if applicable. See **SECTION 3.0 MINIMUM QUALIFICATIONS TO PROPOSE AND PREQUALIFICATION PROCESS** for further information.
- B. All costs associated with the preparation of a proposal are the responsibility of the Bidder and cannot be charged to OCFS. All proposals and accompanying documentation become the property of the State and will not be returned.
- C. By submitting a proposal, the bidder warrants that it has carefully reviewed the needs of the State (as described in this RFP, its attachments, and other communications related to this RFP), has familiarized itself with the specifications and requirements of this RFP, and warrants that it can provide such products and/or services as represented in the bidder's proposal. The bidder agrees to perform all of its obligations should it be awarded a contract, in accordance with all applicable federal, state, and local laws, rules, regulations, and policies that are now or hereafter in effect, and any revisions of such laws, rules, regulations, and policies.
- D. The applicant affirms that the terms of this RFP do not violate any contracts or agreements to which the applicant is a party, and that its other contractual obligations will not adversely influence its capabilities to perform the scope of work and requirements of this RFP.
- E. The requirements for proposal content and format will be enforced. Proposals must contain the information, and adhere to the submission formats and forms, requested herein or attached hereto, under the terms and conditions of this solicitation.
- F. The content of each applicant's proposal will be held in strict confidence during the bid evaluation process, and no details of any proposal will be discussed outside of the evaluation process.

Application submission for this RFP will occur in two steps (specific information regarding these steps is located in **Section 5.4 Proposal Content and Section 5.5 Proposal Submittal Process**):

- **Step 1:** applicants must first complete an online administrative form as instructed in **Section 5.5 Proposal Submittal Process**. The online administrative form will be made available to the public on the date specified in **Section 1.2 Calendar of Events**. Completion of the online administrative form is required for each application submitted in

response to this RFP. The completion of Step 1 generates an application number and gathers required information for each application. Upon completion and submission of the online administrative form, applicants will receive an automatic confirmation email from funding@ocfs.ny.gov instructing them as to next steps in the submission process.

- **Step 2:** after completing Step 1, applicants must reply to the confirmation email to attach and submit all required application documents specified in **Section 5.4 Proposal Content** to complete their submission process. All required documents must be submitted to funding@ocfs.ny.gov or the application submission will be considered incomplete. Both Step 1 **and** Step 2 must be completed, or the application will not be considered by OCFS to be properly received.

Please refer to **SECTION 5.0 PROPOSAL CONTENT AND SUBMISSION** for additional information and submission requirements.

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 offeror's proposal and/or to determine an offeror'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 to the [NYS Contract Reporter](#) and the [OCFS funding opportunities page](#). All individuals should check these locations for any changes and check the posted Q&As. If modifications or amendments are made outside of the Q&A process, potential offerors that were sent the original bid notice via email will receive an email from the OCFS Procurement Unit at funding@ocfs.ny.gov regarding the modifications or amendments.

2.0 EXECUTIVE OVERVIEW

2.1 Introduction/Description of Program Objectives and Background

OCFS is pleased to announce this funding opportunity for Infant Toddler (IT) Regional Resource Centers, including Infant and Early Childhood Mental Health Consultant (IECMHC) Regional Services, and seeks to award contracts to qualified not-for-profit organizations that demonstrate the ability to provide the services described in this RFP.

Seven contracts will be awarded, one in each of the seven regions across the state (see **Section 6.2 Evaluation Process**) to lead IT regional agencies to address the unique needs of the IT population. These agencies will develop and coordinate IT and IECMHC services in partnership with OCFS and the OCFS assigned Network Lead (currently, Early Care and Learning Council {ECLC}). The IT Regional Resource Center must collaborate with all Child Care Resource and Referral agencies (CCR&Rs) within their corresponding regions.

IT Regional Resource Centers will provide services to promote an understanding of the importance of, and strategies for, improving the quality of care for infants and toddlers. Services will include:

- providing technical assistance to providers regarding best practices in serving infants and toddlers;
- assisting providers in addressing issues of importance to the IT population;
- working with providers as they develop new IT care;
- promoting and facilitating child care staffing to obtain specialized training in serving the IT population;
- making available IT information on best practices in various mediums to the child care provider community;
- increasing opportunities for the historically underserved IT population and their caregivers; and
- IECMHC Regional Services to support Infant and Toddler mental wellness and Early Childhood Caregiver wellness as outlined in **Attachment 7 - IECMHC Consultation Services Cycle**.

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 New York State 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 DMR and data in New York State can be found through the following link: [Disproportionate Minority Representation \(DMR\)](#).

2.3 Purpose and Funding Availability

OCFS anticipates allocating approximately \$9.2 million in federal funds annually to provide IT Regional Resource Centers, including IECMHC Regional Services, as described in this Request for Proposals (RFP). The purpose is to award seven contracts (one per region) to qualified not-for-profit organizations that demonstrate the ability to act as regional lead agencies and provide the services described in this RFP. Regions to be served by this RFP are as follows: Albany, Buffalo, Long Island, Rochester, Syracuse, Westchester, or New York City. Each application may propose to serve only one region. If proposing to serve multiple regions, one proposal per region is required to be submitted. The maximum amount of the award per region is contained in **Attachment 2 - IT Regional Resource Centers Funding Allocation and Milestone Values**. Please see RFP **Section 6.2 Evaluation Process** for a detailed breakdown of the regions.

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 contract 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(s) found on the face page of any resulting contract. 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(s) awarded in response to this RFP will be for four and a half years. The anticipated start date is 1/1/2025, and the anticipated end date is 6/30/2029. Funding is currently anticipated 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 before the contract start date; OCFS has no obligation to pay for services rendered before that time. Payments cannot be made before 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.
- Only not-for-profit organizations with a minimum of five years of experience working on a county-wide, 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. This experience must be documented in **Attachment 6 – Experience Template**.
- 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: Prequalification documentation is no longer accepted in the NYS Grants Gateway. All prequalification documentation must be submitted in the Statewide Financial System (SFS) Grants Management. Information regarding the transition to SFS can be found on the Grants Management website here: <https://grantsmanagement.ny.gov/transition-SFS>

New York State requires not-for-profit organizations to complete the Vendor Prequalification process in order for proposals to be evaluated. After becoming prequalified in SFS, not-for-profit organizations will have the responsibility to keep their information current by updating on an annual basis.

Proposals received from not-for-profit applicants that are not prequalified in SFS in accordance with the timeframe listed in Section 3.1 Minimum Qualifications will be removed from further consideration.

NOTE: Government entities are not required to prequalify but should still be registered in SFS Grants Management (see **Subsection 3.2.1**).

Below is a summary of the steps that must be completed to meet registration and/or prequalification requirements. The [prequalification page](#) on the [Grants Management website](#) details the requirements.

3.2.1 Register for the NYS Statewide Financial System

- On the Grants Management website, download a copy of the [Registration Form for Vendors](#) and follow the instructions on the [How to Register](#) page located here: <https://grantsmanagement.ny.gov/register-your-organization-sfs>. You will be provided with a username and password allowing you to access SFS as a Vendor/Grantee.
- If you have previously registered and do not know your username, email HelpDesk@sfs.ny.gov. If you do not know your password, click the [Forgot Password](#) link from the main login page and follow the prompts.

3.2.2 Complete Your Prequalification Application

- Sign in to the [SFS Vendor Portal](#) (be sure to select the checkbox to agree to Vendor Online Services' Terms of Service). If this is your first time logging in, you may be prompted to change your password.
- Please consult the [SFS Grantee User Manual](#) for guidance regarding how to complete this process. The Grantee User Manual can also be obtained by logging into the SFS Vendor Portal and locating the training materials or SFS Coach.
- Click the "Grant Management" tile, then click the "Prequalification Application" tile. On the Welcome Page, under Select an Activity Below, (your Supplier ID will be pre-populated) choose the option that best applies to you and click Next. Complete the fields, including selecting the Business Unit/state agency you expect to do business with.
- Complete the questions by clicking the applicable drop-down or list item responses, and providing additional explanation/comments where needed.
- Upload required documents on the "Required Documents" page. This constitutes your "Prequalification Application." "Optional Documents" are not required unless specified in this RFP.

- Input required “Contacts” information.
- Specific questions about the prequalification process should be directed to the agency contact listed in **Section 1.1 Procurement Contact**, or to the Grants Management Team at: HelpDesk@sfs.ny.gov.

3.2.3 Submit Your Prequalification Application

- After completing your prequalification application, on the “Submit” page you can review your information and certify the authorization attestation.
- When you are ready to submit the prequalification application for state agency review, click the “Submit” button. Once submitted, the screen will say “Pending Editor 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 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 noted in **Section 1.2 Calendar of Events**.
- Your prequalification application will be routed to a Prequalification Specialist for review. If your Prequalification Specialist requests modifications, you will receive an email notification.
- Requests for modifications should be addressed by the vendor and submitted for review without delay.
- Once your prequalification application has been approved, you will receive an email notification that you are now prequalified to do business with NYS and are eligible to submit bid responses to request funding.

Vendors are strongly encouraged to complete this process as soon as possible or by the timeframe specified in Section 3.1 Minimum Qualifications to participate in this grant opportunity. Prospective applicants are responsible for monitoring their prequalification status on SFS. OCFS cannot be held responsible in the event an applicant fails to submit their Prequalification Application for review in a timely manner, or if the documents uploaded by the applicant to their Prequalification Application 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 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 should be included with the email submission of your proposal. This confirmation can take the form of registration in the VendRep System, or by electronically 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 include it with your proposal's email submission. While it is not recommended, you have the alternative option of including a completed hardcopy Vendor Responsibility Questionnaire with your email submission for your proposal.

4.0 PROGRAM REQUIREMENTS

4.1 Desired Outcomes and Program Requirements

All project services funded by this initiative must 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.

The funding opportunity in this RFP is presented in a performance-based format. Contract payments will be based on awardees meeting the milestones in **Attachment 4 - Infant/Toddler Regional Resource Centers Milestone Definitions**. Applicants must propose on **Attachment 5 - Budget** the annual number of units of service they will provide for milestones #1 through #5.

The milestones must be resubmitted annually in accordance with the needs of the region served. Applicants must also propose the unit cost that will be used for payment purposes on a quarterly basis for milestones #1 through #6. Each unit cost cannot exceed the maximum on **Attachment 2 - IT Regional Resource Centers Funding Allocation and Milestone Values**. Milestone #7 is optional.

After the first year, the selected contractors will be required to submit a contract Attachment B Budget for each subsequent year of the contract (2026, 2027, 2028, and 2029) to reflect alignment of services with community needs and Federal and/or State directives which evolve over time. The submitted plans will be based upon outcomes during the prior year and as directed by OCFS.

- If the Contractor fails to submit a new plan for any year of the contract by the deadline specified by OCFS, the most recent OCFS approved Attachment B Budget will apply. Non-compliance with this requirement may result in Termination or Suspension of the contract as stated in the NYS Contract for Grants Standard Terms and Conditions, Section II.A.
- In accordance with the NYS Contract for Grants Standard Terms and Conditions, Section I.D., if a budget submission results in a transfer of funds among program deliverables that totals equal or greater than 10% of the total contract value, the request will be subject to the approval of the AG and OSC.

All performed milestones must be recorded in the NYS approved database systems, currently MATCH and MITCH. This software is available through the OCFS-assigned lead agency (currently ECLC). The software must be used by all OCFS-funded IT Regional Resource Centers in accordance with OCFS guidelines and supported by ECLC as the OCFS-assigned lead agency.

Subcontracting

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

4.2 **Accessibility of Web-Based Information and Applications**

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

5.0 PROPOSAL CONTENT AND SUBMISSION

5.1 **Technical Proposal Content/Work Plan**

This section describes the content requirements of the Work Plan and how to prepare your Work Plan to assist you with your application. 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 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.

Your proposal will be rated based on your organization's responses to the sections listed below. **Applicants must respond to the Program-Specific Questions within the provided Attachment 1 – Application Template and will submit that completed document in accordance with Section 5.4 Proposal Content and Section 5.5 Proposal Submittal Process.**

The **Attachment 1 - Application Template** is available for download from the [OCFS funding opportunities page](#) or the [NYS Contract Reporter](#). Note: Save your completed Application Template for future reference. If the applicant is awarded a contract their submitted Application Template will be the basis for the Work Plan in the subsequent contract for services.

Bidders must describe how they will provide services in the region they propose to serve to promote an understanding of the importance of, and strategies for,

improving the quality of care for infants and toddlers, as well as increasing opportunities for the historically underserved IT population and their caregivers.

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**
- G. Commitment to Diversity, Equity, and Inclusion**

Please be sure to address all 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**. RFP's that include the applicants' ability to receive additional bonus points will state such in **Section 6.3 Bonus Points: RECC**.

Guidelines for Each Section

Applicants must utilize **Attachment 1 - Application Template** to address the questions in **Section 5.4 A** through **G** below.

A. Community (Up to 15 points)

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

- Describe the planning activities conducted that contributed to the development of the proposal. (2 points)
- Identify resources reviewed or consulted to develop your proposal, e.g., county plans, goals, and/or statewide needs assessment(s). (2 points)
- Discuss how the proposed project relates to the overall needs of the community. (3 points)
- Identify how the community was involved in planning for the proposed project. (2 points)
- Identify community agency partners who will assist with the project and community readiness to receive project services. (2 points)
- Describe activities to increase the diversity and inclusion of families and providers in decision-making to ensure participation and impact on the design, implementation, and monitoring of programs and services. (2 points)
- Complete and submit an Annual Milestone Chart (**Attachment 5 - Budget**) for the region your organization proposes to serve and explain

how the information proposed for the milestones present an acceptable level of IT and IECMHC services for the region. Please note that OCFS has determined the maximum unit costs associated with each of the measurable milestones included in the RFP as listed in **Attachment 2 - IT Regional Resource Centers Funding Allocation and Milestone Values**. It is important to use the demographic charts in **Attachments 9, 10 and 11** to determine units of service and unit costs. (2 points)

B. Target Population(s) (Up to 10 points)

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

- Describe the characteristics of the target population(s) to be involved in the program, the geographic area or community to be served, and why the client group is targeted to receive services. Include trends that support the demand for the proposed project services, identify demographic data (including data on the community's racial and ethnic composition), and social, and economic changes that may be of significance to the target community to receive project services. This includes newly identified geographies or populations who have not typically benefitted from the IT Regional Resource Center's current programs, initiatives, and policies. (2 points)
- Describe the role the target population(s) had in the design of the program. (2 points)
- Address at least one significant identified need of the target population(s). (2 points)
- Discuss other indicators that contribute to the target populations' need for project services (e.g., disconnected youth, disproportionate minority representation, low income/high poverty rates, youth with special needs, mental wellness, staff wellness) and identify specific geographies or populations that have not typically benefitted from the current programs, initiatives, and policies and how outreach and service delivery will be made to them. (2 points)
- Describe how the project will conduct outreach to clients and how you will engage individuals and/or families who are the ultimate recipients of the proposed services. (2 points)

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

For this RFP, OCFS uses a performance-based approach to contracting. Performance-based contracting is the provision of funding to achieve predefined demonstrated benefits for a specified population. It shifts the focus of contracting from service provision to the results of those services.

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

- Identify the expected results (changes in the condition, status, or behavior of the target population) that will significantly contribute to the achievement of the desired objectives as opposed to the activities designed to produce those results. (2 points)
- Describe who has a role in the design of the program and why this approach is the best way to achieve the expected objectives. (2 points)
- Discuss clearly defined tasks that are measurable. (2 points)
- Identify appropriate and realistic methods to verify task attainment. (2 points)
- Explain how the tasks are achievable with the resources available to the bidder. (2 points)

D. Proposed Project Description (Up to 15 points)

This section describes the specific service model, services, and activities to be conducted by the project. Include sufficient detail to demonstrate the design and delivery of the program is likely to result in attainment of the objectives you selected.

- Include a reasonable project timeline, indicating you will be prepared to begin services on the contract start date. (2 points)
- Discuss how the proposed model will address the current status of the target population(s). (3 points)
- Discuss which specific services, core features, or essential elements will be funded by the proposed project. For each Quality Child Care Regional IT-Specific Strategy proposed, applicants are asked to provide a narrative (**Attachment 3 – Workplan 2025: Strategy and Service Plan**) in their email submission. This narrative must explain each strategy and its goals/objectives for every IT-specific strategy proposed on **Attachment 5 - Budget**. (2 points)
- Identify plans for outreach, collaboration, and coordination in and with the community. Cite any special outreach efforts the project will conduct including those related to disproportionality. (2 points)
- Outline how the project will interface with other in-house services and services available in the community, to include, but not be limited to, CCR&Rs in the region proposed to be served and other technical assistance partners such as quality improvement specialists, master cadre, and early intervention specialists. (2 points)

- Discuss cultural and linguistic considerations for the delivery of services and how the program will encourage successful case objectives for the target population(s). (2 points)
- Discuss how the bidder will obtain ongoing input regarding customer satisfaction with project services from the community. (2 points)

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. When a program is in operation, an adequate number of qualified staff must be on duty to meet project objectives. Cultural competence and awareness are considered critical factors.

- Indicate by title, the number of staff needed to successfully operate the project. Include with each title its role/responsibilities, percent of effort on this project, required qualifications, and how staff supervision will be provided. (2 points)
- Describe staff orientation and training, including ongoing training required for staff to remain current in required qualifications and/or certifications. (2 points)
- Describe how the staffing pattern for the proposed project is representative of the community, cultures, and languages of the population to receive services. (2 points)
- Describe activities that will be conducted to instill diversity and cultural responsiveness in project services. (2 points)
- Include information on a reasonable staffing pattern to accommodate the proposed IT and IECMHC services, within each county proposed to serve. (2 points)

F. Organization (Up to 15 points)

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

- Include the history of your organization, experience working with the target population(s), and provide evidence that it has the capacity to successfully manage the project, including mental wellness activities. Describe the past accomplishments, special characteristics, and resources of your organization that are predictive of your success in achieving the stated objectives. (2 points)
- Indicate steps that will be taken to demonstrate readiness to implement the program on a timely basis. (2 points)
- Describe your organization's technological capacity to transmit, receive, interface with, enter, and maintain required data in OCFS's system-of-record databases, MATCH and MITCH (including IT-CHILD). (2 points)
- Describe how the management of your agency supports the proposal for this program. (2 points)

- Identify the key people in the organization who are primarily responsible for delivering the program and reaching the identified objectives. Please describe them in terms of capacity including knowledge, skills, expertise, professional credentials, and commitment. (2 points)
- Provide the organization's plan to recruit, hire, and retain staff to support reaching identified objectives. (1 point)
- Describe activities the organization has initiated to accommodate cultural and linguistic requirements of the target population(s), and how the organization will promote effective coordination with other key partners and service providers in the community to maintain this program. Include any affiliations with other community groups. (2 points)
- Specify whether key partners are required as part of the proposal, describe their involvement, and provide a copy of any applicable memoranda of understanding (MOUs) or letters of commitment. Please include with the email submission portion of your grant application, if applicable. (1 point)
- Provide an organizational chart that shows how this program fits into the organization's goals and mission. Please include with the email submission portion of your grant application. (1 point)

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. (2 points)
- 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 8 - BIPOC Leadership** 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. Ensure the organizational chart provided with **your email submission** clearly identifies the title and name of the BIPOC leader and their position in the organizational chart, if applicable. (3 points)

**In this RFP, "led by" means the highest-ranking individual in charge of the entire organization (not including board members) or other high-ranking individual in a leadership role at the organization who reports directly to the board.*

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**

A performance-based budget to meet milestones will be used for this program, not an expenditure budget. Budget narrative responses must be provided in the program-specific questions section of your application, which are contained in **Attachment 1 - Application Template**.

Using **Attachment 5 - Budget**, the proposed budget must reflect the initial one-year contract period of 1/1/2025 through 12/31/2025, for a maximum dollar amount not to exceed the total allocation for the region proposed to be served, as identified in **Attachment 2 - IT Regional Resource Centers Funding Allocation and Milestone Values**. When completing the proposed budget, the applicant must include the following information:

- **Milestones/Services:** Unit Costs and Annual Number of Milestones (units of service) to be provided must be indicated for required milestones/services 1-5. Unit cost for Milestone 6 must be provided as defined in **Attachment 4 - Infant/Toddler Regional Resource Centers Milestone Definitions**. Proposed rates cannot exceed the maximum allowable amounts indicated on **Attachment 2 - IT Regional Resource Centers Funding Allocation and Milestone Values** for the region proposed to be served. Proposing Unit Costs lower than the maximum rates may result in a more favorable score in this section, and therefore a more competitive application.
- 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, cost scores for this criterion will be separated by OCFS-defined regions as specified in **Attachment 2 - IT Regional Resource Centers IT Resource Centers Funding Allocation and Milestone Values**. The applicant with the lowest average per-unit cost in a specific region will receive the maximum cost score for Milestones/Services in that region and other applicants in that same region will receive a proportional number of points.

- **Quality Child Care Regional Infant Toddler (IT)-Specific Strategies:** These additional activities/strategies are optional and therefore not required. 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. If proposing any strategies, ensure the administrative costs do not exceed the maximum allowable administrative expenses as defined in **Section 5.2.f Administrative Expense**.
 - Not all applicants will propose IT-specific strategies, therefore this component of **Attachment 5 - Budget** 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. If the applicant is not proposing any strategies, it is recommended the funding allocated on **Attachment 2 - IT Regional Resource Centers Funding Allocation and Milestone Values** be fully utilized to support Milestone/Service work instead.
 - OCFS makes no promise or guarantee that these IT-specific strategies will be funded. Awarding funds for strategies is contingent upon determination of reasonableness by OCFS, funding availability, and programmatic need. OCFS reserves the right to not fund strategies found to be unreasonable, unfunded and/or unnecessary and/or to negotiate with the successful vendor during contract development to alter strategies. Any proposed budgets indicating more than the maximum amounts will be reduced and limited by OCFS to the maximum amount indicated on **Attachment 2 - IT Regional Resource Centers Funding Allocation and Milestone Values**. OCFS reserves the right to increase funding for any applicants proposing to use less than the maximum amounts.
- **Deliverable Outcomes:** The objective for this section is to maximize grant funds used to provide services to the public.
 - Applicants must propose to allocate the maximum amount of their budget for this RFP to the provision of IT and IECMHC Services. Any proposed budgets indicating more than the maximum amounts will be reduced and limited by OCFS to the maximum amount indicated on **Attachment 2 - IT Resource Centers Funding Allocation and Milestone Values**. OCFS reserves the right to increase funding for any applicants proposing to use less than the maximum amounts for IT and IECMHC services.
 - Applicants must provide a narrative with their email submission. This narrative explains how the applicant plans to provide applicable services to all participating providers in the region 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 Core Activities (cannot exceed $\frac{1}{4}$ of maximum annual amount for Core Activities on **Attachment 2 - IT Resource Centers Funding Allocation and Milestone Values**).

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. This list is not comprehensive.

- 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 adjustments (COLA) 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. All salaries paid under the contract must adhere to current and future applicable NYS DOL minimum wage adjustments throughout the contract term.

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 in Sections 7.10 and 7.11 of this RFP. 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](#).

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.

5.3 Key Concepts

Milestones 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 services provided to children and families during the contract term. Milestones are included in **Attachment 5 - Budget** and milestone definitions are included in **Attachment 4 - Infant/Toddler Regional Resource Centers Milestone Definitions**.

To assist toward meeting milestones, awardees must use the CHILD Observation Tool when working with providers. Other assessment tools that can be used as resources to assist in determining needs include Early Childhood Environmental Rating scale (ECERS), Infant Toddler environmental

rating scale (ITERS), Devereux Early Childhood Assessment for Infants and Toddlers, or Classroom Assessment Scoring System (CLASS). Links to these resources are provided below.

- <https://socialemotionalchild.org/new-page>
- <https://ers.fpg.unc.edu/>
- <https://centerforresilientchildren.org/infants/assessments-resources/devereux-early-childhood-assessment-deca-infant-and-toddler-program/>
- <https://teachstone.com/class/>

5.4 Proposal Content

Applicants must complete the following questions and provide all required documents for their application to be considered complete. Application submission for this RFP will occur in two steps.

- **Step 1:** applicants must first complete an online administrative form as instructed in **Section 5.5 Proposal Submittal Process**. The online administrative form will be made available to the public on the date specified in **Section 1.2 Calendar of Events**. Completion of the online administrative form is required for each application submitted in response to this RFP. The completion of Step 1 generates an application number and gathers required information for each application. Upon completion and submission of the online administrative form, applicants will receive an automatic confirmation email from funding@ocfs.ny.gov instructing them as to next steps in the submission process.
- **Step 2:** after completing Step 1, applicants must reply to the confirmation email to attach and submit all required application documents specified in **Section 5.4 Proposal Content** to complete their submission process. All required documents must be submitted to funding@ocfs.ny.gov or the application submission will be considered incomplete. Both Step 1 **and** Step 2 must be completed, or the application will not be considered by OCFS to be properly received.

Please ensure all documents are clearly identified and labeled. DO NOT SUBMIT PASSWORD PROTECTED OR SECURED DOCUMENTS. ENSURE ALL PASSWORDS ARE REMOVED BEFORE SUBMISSION.

Online Administrative Form

The **Eligibility Questions** and **Administrative Questions** below must be completed online via the online administrative form provided for this RFP, prior to the due date and time specified in **Section 1.2 Calendar of Events**.

Eligibility Questions

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? For the purposes of this RFP: <u>for-profit and organizations that operate for the benefit of private interests are not eligible to apply.</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No *
1b.	Is Attachment 6 – Experience Template included in your email submission indicating a minimum of five years of experience working on a county-wide, 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.	Identify the region proposed to be served by this application. Please note: Each application may propose to serve only one region. The region proposed to be served must be one of the following: Albany, Buffalo, Long Island, Rochester, Syracuse, Westchester, or New York City. If proposing to serve multiple regions, submit additional applications (one for each region). Please see RFP Section 6.2 Evaluation Process for a detailed breakdown of the regions.	Text Field
1d.	Are you prequalified, if not exempt, 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 required documentation or information with your application may result in disqualification of your application.		

Administrative Questions

No.	Question	Response
2. Organization Information (required)		
The ORGANIZATION INFORMATION should clearly identify the entity applying for funding. This is the organization that will be contracting with OCFS to provide services if this application is selected for an award.		
2a.	Provide the APPLICANT ORGANIZATION NAME.	Text Field *
2b.	Provide the STREET ADDRESS of the organization.	Text Field *
2c.	Provide the CITY of the organization.	Text Field *
2d.	Provide the STATE of the organization.	Text Field *
2e.	Provide the ZIP CODE of the organization.	Text Field *

2f.	Provide the PHONE NUMBER of the organization.	Text Field *
2g.	Provide the EMAIL ADDRESS of the organization.	Text Field *
2h.	Provide the Statewide Financial System (SFS) Vendor ID of the organization.	Number Field*
2i.	Provide the Federal Entity Identification Number (FEIN) or Tax Identification Number (TIN) of the organization.	Number Field*
2j.	Please provide the Data Universal Numbering System (DUNS) number of the organization applying for this grant (if available).	Text Field
2k.	Provide your organization's Unique Entity Identifier (UEI) created in SAM.gov by entities doing business with the federal government (if applicable).	Text Field
3. Executive Contact Information (required)		
The EXECUTIVE CONTACT should be the applicant's executive director or other authorized individual who will receive official notifications from OCFS regarding this procurement.		
3a.	Provide the FIRST NAME of the Executive contact.	Text Field *
3b.	Provide the LAST NAME of the Executive contact.	Text Field *
3c.	Provide the JOB TITLE of the Executive contact.	Text Field *
3d.	Provide the PHONE NUMBER of the Executive contact.	Text Field *
3e.	Provide the EMAIL ADDRESS of the Executive contact.	Text Field *
4. Application Contact Information (required)		
The APPLICATION CONTACT is the staff member of the organization who is <u>completing this application</u> and is authorized to receive official notifications from OCFS regarding this procurement. If the Application Contact and the Executive Contact are the same person, please use this section to provide an additional contact person.		
4a.	Provide the FIRST NAME of the Applicant contact.	Text Field *
4b.	Provide the LAST NAME of the Applicant contact.	Text Field *
4c.	Provide the JOB TITLE of the Applicant contact.	Text Field *
4d.	Provide the PHONE NUMBER of the Applicant contact.	Text Field *
4e.	Provide the EMAIL ADDRESS of the Applicant contact.	Text Field *
5. Additional Contact Information (optional)		
Applicants are welcome to add additional authorized individual(s) who will receive official notifications from OCFS regarding this procurement.		
5a.	Provide the FIRST NAME of the additional contact.	Text Field
5b.	Provide the LAST NAME of the additional contact.	Text Field
5c.	Provide the JOB TITLE of the additional contact.	Text Field
5d.	Provide the PHONE NUMBER of the additional contact.	Text Field
5e.	Provide the EMAIL ADDRESS of the additional contact.	Text Field

6. Additional Contact Information (optional)		
Applicants are welcome to add additional authorized individual(s) who will receive official notifications from OCFS regarding this procurement.		
6a.	Provide the FIRST NAME of the additional contact.	Text Field
6b.	Provide the LAST NAME of the additional contact.	Text Field
6c.	Provide the JOB TITLE of the additional contact.	Text Field
6d.	Provide the PHONE NUMBER of the additional contact.	Text Field
6e.	Provide the EMAIL ADDRESS of the additional contact.	Text Field
7. Administrative Questions		
7a.	Have you completed the Vendor Responsibility Questionnaire and has it been recently certified? (If applicable. See RFP Section 3.3 Vendor Responsibility Requirements .) If applicable, the applicant should attach a copy of their Vendor Responsibility Certification (if completed online in VendRep) or Questionnaire (if not completed in VendRep) with their email submission.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A *
7b.	Is your Charities Registration current? (If applicable. See RFP 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-I; 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 RFP Section 7.16 State Finance Law §139-I; 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	<input type="checkbox"/> Yes <input type="checkbox"/> No *

	operations in Russia, as those terms are defined in Executive Order No. 16 dated March 17, 2022?	
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No *
7g.	If you answered “No” to the question 7f, please provide a statement in response to this question with the NYS employee name(s) and the NYS agency(ies) they work for, or previously worked for. If this is not applicable, please enter “N/A” in response to this question.	Text Field *
7h.	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 due to the potential for technological issues causing delay. (See Section 1.2 Calendar of Events and Section 5.5 Proposal Submittal Process .)	<input type="checkbox"/> Yes <input type="checkbox"/> No *
7i.	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 *
7j.	Do you understand that failure to submit the required documentation outlined in RFP Section 3.1 Minimum Qualifications with your application MAY RESULT IN THE DISQUALIFICATION OF YOUR APPLICATION? (See Section 3.1 Minimum Qualifications and Section 5.4 Proposal Content .)	<input type="checkbox"/> Yes <input type="checkbox"/> No *
7k.	Do you understand it is strongly recommended that all documents are clearly identified and labeled (in both the filename <u>and</u> on the document itself) with the question number, if applicable?	<input type="checkbox"/> Yes <input type="checkbox"/> No *
7l.	Do you understand that you MUST NOT INCLUDE PASSWORD PROTECTED OR SECURED DOCUMENTS with your application? ENSURE ALL PASSWORDS ARE REMOVED BEFORE ATTACHING. If a document cannot be viewed and it is for a minimum qualification, THE PROPOSAL WILL BE DISQUALIFIED. If other 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 of your proposal documents? APPLICANTS ARE RESPONSIBLE FOR	<input type="checkbox"/> Yes <input type="checkbox"/> No *

	<p>VERIFYING ALL 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 a document does not meet the requirements of the RFP and it is for a minimum qualification, THE PROPOSAL WILL BE DISQUALIFIED. For other documents with missing information, THE PROPOSAL MAY LOSE POINTS during the scoring process. (See Section 5.4 Proposal Content.)</p>	
7n.	Do you agree to meet milestone definitions and propose the information required for each milestone?	<input type="checkbox"/> Yes <input type="checkbox"/> No *
7o.	Do you agree to submit separate proposals for each region you propose to serve?	<input type="checkbox"/> Yes <input type="checkbox"/> No *
7p.	Do you agree to provide your organization’s proposed number of annual units of service for Milestones #1 through #5?	<input type="checkbox"/> Yes <input type="checkbox"/> No *
7q.	Do you agree to provide Infant Toddler services and IECMHC services in the region awarded in accordance with RFP Sections 2.3 and 4.1 ?	<input type="checkbox"/> Yes <input type="checkbox"/> No *
7r.	Do you understand that failure to submit separate proposals for each proposed region to be served may result in an automatic disqualification of the proposal?	<input type="checkbox"/> Yes <input type="checkbox"/> No *
7s.	Do you understand that you may submit up to 7 proposals (one per region) for a maximum of up to 7 awards?	<input type="checkbox"/> Yes <input type="checkbox"/> No *
7t.	Did you complete the Attachment 5 - Budget Template in accordance with the requirements of RFP Section 5.2 Proposed Budget ? The completed operating budget must be provided as an attachment in your email submission.	<input type="checkbox"/> Yes <input type="checkbox"/> No *
7u.	Is your proposed budget for a one-year period consisting of the first year (1/1/2025 – 12/31/2025) of your proposed project?	<input type="checkbox"/> Yes <input type="checkbox"/> No *
7v.	Do you understand that applications should request the total annual funding amount indicated in the Attachment 2 - IT Regional Resource Centers Funding Allocation and Milestone Values for the region proposed to be served by that application?	<input type="checkbox"/> Yes <input type="checkbox"/> No *
7w.	Do you understand the issuance of an award for this proposal does not indicate the submitted budget will be approved as proposed? OCFS may require awarded organizations to modify their budgets during contract development.	<input type="checkbox"/> Yes <input type="checkbox"/> No *

7x.	Do you understand that, in addition to completing Step 1 of the submission process (the online administrative form), you must also complete Step 2 and submit required documents to OCFS via email to funding@ocfs.ny.gov for your application to be considered complete. Please follow the instructions in Section 5.4 Proposal Content and Section 5.5 Proposal Submittal Process carefully.	<input type="checkbox"/> Yes <input type="checkbox"/> No *
7y.	By answering YES to this question and submitting this application to OCFS, I certify that I am authorized on behalf of the applicant and its governing body to submit this application. I further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving Assistance for the project described in this application, are true, correct, and complete to the best of my knowledge and belief. I acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.	<input type="checkbox"/> Yes <input type="checkbox"/> No *
7z.	Sign this application by typing your name.	Text Field *

Email Submission

The remainder of the application will occur via email submission, which must be received by OCFS no later than the date and time specified in **Section 1.2 Calendar of Events**. No facsimile or hard copy bids will be accepted. **Applicants must respond to the automatic confirmation email they receive from funding@ocfs.ny.gov after submitting the online administrative form. Attach all required documents (listed in the table below) to your reply email and DO NOT alter the subject line. If a proposal requires files to be sent in multiple emails, indicate the email number in the body of the email, e.g., “email submission 2 of 2”. The applicant organization’s legal name, address, and application number should also appear in the body of the email.**

Attachments to this RFP can be found on the OCFS public website (<https://ocfs.ny.gov/main/contracts/funding/>) and on the NYS Contract Reporter website at (<https://www.nyscr.ny.gov>).

Applicants are responsible for verifying all documents are complete, correct, viewable, and comply with the requirements of the RFP. Failure to submit the required documentation outlined in the RFP may result in the disqualification of your application.

Please ensure all documents are clearly identified and labeled (in both the filename and on the document itself) with the applicable question number. If a document does not meet the requirements of the RFP, and it is for a minimum qualification, THE PROPOSAL WILL BE DISQUALIFIED. For other documents with missing information, the proposal may lose points during the scoring process.

Do not submit password protected or secured documents. ENSURE ALL PASSWORDS ARE REMOVED BEFORE SUBMITTING. If a document cannot be viewed and it is for a minimum qualification, THE PROPOSAL WILL BE DISQUALIFIED. If other documents cannot be viewed, the proposal may lose points during the scoring process.

OCFS strongly recommends double-checking that all required documents are complete and have been added to your email submission. 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.

Email Submission Documents	
Attachment 1 – Application Template: Attach ONE completed application template that includes responses for all program-specific questions (see “Program-Specific Questions” section below).	Required *
Attachment 5 – Budget: Attach ONE completed budget that includes all costs proposed by this application.	Required *
Attachment 6 – Experience Template: Attach a completed experience template.	Required *
BIPOC Leadership: Attach the following documents, as applicable: <ul style="list-style-type: none"> • Attachment 8 – BIPOC Leadership • Additional BIPOC Documents (see question G2 below). 	Required, <i>if applicable</i>
Organizational Chart: Ensure your attachment achieves the following: <ul style="list-style-type: none"> • Show where the proposed program fits into your organizational structure. • Highlight personnel who are relevant to the operation of the program. • Identify your BIPOC leader, if applicable. 	Required *
Additional Forms: Include the following documents in your submission, as applicable: <ul style="list-style-type: none"> • OCFS-2633, MacBride Fair Employment Principles Certification Form • OCFS-2634, Non-Collusive Bidding Certification 	Required *

<ul style="list-style-type: none"> • OCFS-3460, Minority- and Women-owned Business Enterprises (MWBE) Equal Employment Opportunity (EEO) Policy Statement • OCFS-2647, EO 177 Certification • OCFS-4821, CMS User Authorization • Vendor Responsibility Questionnaire (if applicable, or proof of online VendRep certification. See RFP Section 3.3) • A copy of your approved Federal Indirect Cost Rate Agreement with your application (if applicable) • Attachment A-3, Federal Assurances and Certifications (If applicable.) 	
<p>* Failure to complete and submit required documents with your email submission may result in the disqualification of your application.</p>	

Program-Specific Questions (Up to 80 points)

The following Program-Specific Questions will be found in **Attachment 1 - Application Template**, which is available for download from the funding announcement located on the [OCFS public website](#) and the [NYS Contract Reporter](#). Use the **Attachment 1** to prepare and submit your responses to the “**Program Specific Questions**” section of the RFP.

Please refer to **Section 5.1 Technical Proposal Content/Work Plan** for additional information and guidelines regarding these questions. Responses to individual questions cannot exceed 5,000 characters in length.

No.	Question	Max. Points
A. Community (up to 15 points)		
A1.	Describe the planning activities conducted that contributed to the development of the proposal.	2
A2.	Identify resources reviewed or consulted to develop your proposal, e.g., county plans, goals, and/or statewide needs assessment(s).	2
A3.	Discuss how the proposed project relates to the overall needs of the community.	3
A4.	Identify how the community was involved in planning for the proposed project.	2
A5.	Identify community agency partners who will assist with the project and community readiness to receive project services.	2
A6.	Describe activities to increase the diversity and inclusion of families and providers in decision-making to ensure participation and impact on the design, implementation, and monitoring of programs and services.	2
A7.	Complete and submit an Annual Milestone Chart (Attachment 5 - Budget) for the region your organization proposes to serve and explain how the information proposed for the milestones	2

	present an acceptable level of IT and IECMHC services for the region. Please note that OCFS has determined the unit costs associated with each of the measurable milestones included in the RFP as listed in Attachment 2 - IT Regional Resource Centers Funding Allocation and Milestone Values . It is important to use the demographic charts in Attachments 9, 10 and 11 to determine units of service and unit costs.	
B. Target Population(s) (up to 10 points)		
B1.	Describe the characteristics of the target population(s) to be involved in the program, the geographic area or community to be served, and why the client group is targeted to receive services. Include trends that support the demand for the proposed project services, identify demographic data (including data on the community's racial and ethnic composition), and social, and economic changes that may be of significance to the target community to receive project services. This includes newly identified geographies or populations who have not typically benefitted from the IT Regional Resource Center's current programs, initiatives, and policies.	2
B2.	Describe the role the target population(s) had in the design of the program.	2
B3.	Address at least one significant identified need of the target population(s).	2
B4.	Discuss other indicators that contribute to the target populations' need for project services (e.g., disconnected youth, disproportionate minority representation, low income/high poverty rates, youth with special needs, mental wellness, staff wellness) and identify specific geographies or populations that have not typically benefitted from the current programs, initiatives, and policies and how outreach and service delivery will be made to them.	2
B5.	Describe how the project will conduct outreach to clients and how you will engage individuals and/or families who are the ultimate recipients of the proposed services.	2
C. Objectives, Tasks, and Performance Measures (up to 10 points)		
C1.	Identify the expected results (changes in the condition, status, or behavior of the target population) that will significantly contribute to the achievement of the desired objectives as opposed to the activities designed to produce those results.	2
C2.	Describe who has a role in the design of the program and why this approach is the best way to achieve the expected objectives.	2
C3.	Discuss clearly defined tasks that are measurable.	2
C4.	Identify appropriate and realistic methods to verify task attainment.	2
C5.	Explain how the tasks are achievable with the resources available to the bidder.	2

D. Proposed Project Description (up to 15 points)		
D1.	Include a reasonable project timeline, indicating you will be prepared to begin services on the contract start date.	2
D2.	Discuss how the proposed model will address the current status of the target population(s).	3
D3.	Discuss which specific services, core features, or essential elements will be funded by the proposed project. For each Quality Child Care Regional IT-Specific Strategy proposed, applicants are asked to provide a narrative (Attachment 3 – Workplan 2025: Strategy and Service Plan) in their email submission. This narrative must explain each strategy and its goals/objectives for every IT-specific strategy proposed on Attachment 5 - Budget .	2
D4.	Identify plans for outreach, collaboration, and coordination in and with the community. Cite any special outreach efforts the project will conduct including those related to disproportionality.	2
D5.	Outline how the project will interface with other in-house services and services available in the community, to include, but not be limited to, CCR&Rs in the region proposed to be served and other technical assistance partners such as quality improvement specialists, master cadre, and early intervention specialists.	2
D6.	Discuss cultural and linguistic considerations for the delivery of services and how the program will encourage successful case objectives for the target population(s).	2
D7.	Discuss how the bidder will obtain ongoing input regarding customer satisfaction with project services from the community.	2
E. Project Staff (up to 10 points)		
E1.	Indicate by title, the number of staff needed to successfully operate the project. Include with each title its role/responsibilities, percent of effort on this project, required qualifications, and how staff supervision will be provided.	2
E2.	Describe staff orientation and training, including ongoing training required for staff to remain current in required qualifications and/or certifications.	2
E3.	Describe how the staffing pattern for the proposed project is representative of the community, cultures, and languages of the population to receive services.	2
E4.	Describe activities that will be conducted to instill diversity and cultural responsiveness in project services.	2
E5.	Include information on a reasonable staffing pattern to accommodate the proposed IT and IECMHC services, within each county proposed to serve.	2
F. Organization (up to 15 points)		
F1.	Include the history of your organization, experience working with the target population(s), and provide evidence that it has	2

	the capacity to successfully manage the project, including mental wellness activities. Describe the past accomplishments, special characteristics, and resources of your organization that are predictive of your success in achieving the stated objectives.	
F2.	Indicate steps that will be taken to demonstrate readiness to implement the program on a timely basis.	2
F3.	Describe your organization's technological capacity to transmit, receive, interface with, enter, and maintain required data in OCFS's system-of-record databases, MATCH and MITCH (including IT-CHILD).	2
F4.	Describe how the management of your agency supports the proposal for this program.	2
F5.	Identify the key people in the organization who are primarily responsible for delivering the program and reaching the identified objectives. Please describe them in terms of capacity including knowledge, skills, expertise, professional credentials, and commitment.	2
F6.	Provide the organization's plan to recruit, hire, and retain staff to support reaching objectives.	1
F7.	Describe activities the organization has initiated to accommodate cultural and linguistic requirements of the target population(s), and how the organization will promote effective coordination with other key partners and service providers in the community to maintain this program. Include any affiliations with other community groups.	2
F8.	Specify whether key partners are required as part of the proposal, describe their involvement, and provide a copy of any applicable memoranda of understanding (MOUs) or letters of commitment. Please include with the email submission portion of your grant application, if applicable.	1
F9.	Provide an organizational chart that shows how this program fits into the organization's goals and mission. Please include with the email submission portion of your grant application.	1
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 8 - BIPOC Leadership 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, if applicable.	3

	<p>Attachment 8 - BIPOC Leadership and the organizational chart must be completed and submitted with your application materials.</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)

Complete the budget in accordance with the requirements of **Section 5.2 Proposed Budget**.

The budget template can be downloaded from the funding announcement located on the [OCFS public website](#) and the [NYS Contract Reporter](#). The completed **Attachment 5 – Budget** must be included as an attachment with your email submission.

Please note: The proposed budget must reflect the initial one-year contract period of 1/1/2025 through 12/31/2025 for a maximum dollar amount not to exceed the total allocation for the region proposed to be served as identified in **Attachment 2 - IT Regional Resource Centers Funding Allocation and Milestone Values**. The proposed budget will consist of a completed **Attachment 5 - Budget** and must be completed and provided in your proposal.

- The completed **Attachment 5** must reflect only the one region proposed to be served by this application.

To streamline the contract process and to obtain a more favorable cost score, 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. The proposed budget is determined to be reasonable based on the scope of the planning work to be conducted and the number of individuals to be involved.

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 5 for all five required milestones and services. Proposed rates cannot exceed the maximum allowable amounts indicated on Attachment 2 – IT Regional Resource Centers Funding Allocation and Milestone Values. 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 these criteria will be segregated by OCFS-defined regions as specified in Attachment 2. 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 2 may result in a more favorable score in this section.</p>	10
H2.	<p>Quality Child Care Regional Infant Toddler (IT)-Specific Strategies: Descriptions must be provided as applicable on Attachment 5 (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 Child Care Regional Infant Toddler (IT)-Specific Strategy proposed in H2: provide a narrative that explains each strategy and its goals/objectives for every Child Care Regional Infant Toddler strategy proposed on Attachment 5. Also explain how the administrative costs, if stated, are allowable administrative expenses as defined in RFP Section 5.2 Proposed Budget subsection f. Administrative Expense. If proposing no Quality Child Care Regional Infant Toddler (IT)-Specific Strategies on your Attachment 5, simply state “none” in response to this question.</p>	No Score
H4.	<p>Deliverable Outcomes: indicate on Attachment 5. Quarterly Costs must be provided for IT Core Activities (cannot exceed 1/4 of maximum amount on Attachment 2 for IT Core Activities). The current number of child care providers located in each county is provided in the Attachment 10– Licensed and Registered Child Care Programs and Capacity. IT Core Activities are applicable to</p>	Scored Below

	all applicants. 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 counties within the region proposed to be served and describes how they plan to use these funds to support program service outcomes.	10
H6.	Did you complete the Attachment 5 - Budget as part of your application in accordance with the requirements of Section 5.2 Proposed Budget ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
H7.	Is your proposed budget for a one-year period consisting of 1/1/2025 through 12/31/2025 , which is the first year of your proposed project? Additionally, do you understand that programs should apply for the allocation for the region proposed to be served as stated in Attachment 2 - IT Resource Centers Funding Allocation and Milestone Values ? Please note: A local match is not required.	<input type="checkbox"/> Yes <input type="checkbox"/> No
H8.	Please indicate the annual dollar amount in OCFS funds being requested by this proposal. Enter the nearest whole number. The amount of funding identified here should match the total dollar amount requested on your Attachment 5 . This number should also equal the allocation for the region proposed to be served as stated in Attachment 2 - IT Regional Resource Centers Funding Allocation and Milestone Values .	Number Field

5.5 Proposal Submittal Process

5.5.1 How to Submit a Proposal

Application submission for this RFP will occur in two steps:

- **Step 1:** applicants must first complete an online administrative form. The online administrative form will be made available to the public on the date specified in **Section 1.2 Calendar of Events**. Completion of the online administrative form is required for each application submitted in response to this RFP. The completion of Step 1 generates an application number and gathers required information for each application. Upon completion and submission of the online administrative form, applicants will receive an automatic confirmation email from funding@ocfs.ny.gov instructing them as to next steps in the submission process.
- **Step 2:** after completing Step 1, applicants must reply to the confirmation email to attach and submit all required application documents specified in **Section 5.4 Proposal Content** to complete their submission process. All required documents must be submitted to funding@ocfs.ny.gov or the application submission will be considered

incomplete. Both Step 1 **and** Step 2 must be completed, or the application will not be considered by OCFS to be properly received.

- Attach all supporting documents. DO NOT alter the subject line of the email. **The applicant's legal name, address, and application number should appear in the body of the email.**
- All required supporting documentation must be submitted to funding@ocfs.ny.gov or your application may be disqualified. No facsimile or hard copy bids will be accepted.

Each proposal must contain the following components:

A. Step 1: Online Administrative Form Submission

Complete and submit the online administrative form available in the **RFP 1104** funding opportunity via a link provided on the NYS Contract Reporter (<https://www.nyscr.ny.gov/login.cfm>) and the OCFS funding opportunities page (<https://ocfs.ny.gov/main/contracts/funding/>).

- Forms will become available on the **Proposal submission period opens** date specified in RFP **Section 1.2 Calendar of Events**.
- This form requires responses regarding topics such as eligibility, contact details, administrative information, organizational identifiers, and attestations.
- **Please provide multiple email addresses in your online administrative form's contact information fields and double check to ensure all email addresses provided are valid and correct. This information is considered critically important.**
- Responses marked as required must be answered, or the online administrative form will not allow you to submit.
- If you do not receive an automatic confirmation email from funding@ocfs.ny.gov with your application number shortly after the submission of your online administrative form, please check your spam folder. After confirming the confirmation email was not properly received, please contact OCFS for assistance.

B. Step 2: Email Submission

1) Technical Proposal (worth 80 points)

Use the **Application Template** provided as **Attachment 1** to complete your proposal narrative, which will be submitted via email submission in accordance with the process identified in this **Section 5.5.1**.

2) Budget (worth 20 points)

Use the **Budget Template** provided as **Attachment 5** and include with your email submission.

3) Required Forms and Attachments

Please follow the instructions on each form/attachment to complete them and include these with your email submission. Refer to the table **Email Submission Documents** in **Section 5.4** for a complete list of required forms and attachments. It is highly recommended that all applicants use the **Submission Checklist** to ensure all required documents are provided to OCFS.

5.5.2 Important Notes Regarding Proposal Submission

- A. Applicants assume all risks for timely, properly submitted electronic proposals. **Proposals (online administrative form and email submission documents) must be received by the due date and time identified in Section 1.2 Calendar of Events.** Required forms and attachments must be received by OCFS secure email servers to be considered properly received.
- B. Prospective applicants are **strongly encouraged** to submit their applications well in advance of the deadline to allow sufficient opportunity for the applicant to obtain assistance and take corrective action should there be a technical issue with the submission process. **OCFS highly recommends submitting at least 48 hours prior to the final deadline.** Failure to leave adequate time to address issues identified during the submission process may jeopardize an applicant's ability to submit their application.
- C. Proposals received after the deadline for submission of proposals may be rejected. Receipt of late proposals, as a general rule, cannot be accepted.
- D. Email delivery receipts are recommended. Upon submission of the online administrative form portion of the application, bidders will automatically receive a confirmation email from funding@ocfs.ny.gov. For the email submission portion of the application, where applicants are submitting required forms and attachments to OCFS via email, **OCFS will reply to provide confirmation that the proposal has been received.** Please provide at least 24 hours for OCFS to respond to your email. Applicants are responsible for contacting OCFS prior to the deadline if confirmation has not been received. If applicants contact OCFS too close to the deadline, there may not be sufficient time for you to receive assistance. **To help reduce the possibility of**

OCFS emails being blocked by spam filtering, please ensure funding@ocfs.ny.gov is added to your email system's address book.

- E. Proposals must be signed by an individual who is authorized to legally bind the offeror to the provisions of the proposal. The successful applicant's proposal and the RFP will be made part of the contract.
- F. **Proposal submissions for this procurement should only contain proposals for this specific funding opportunity and applicants should only submit one proposal per submission form and submission email.** No information beyond that specifically requested is required and applicants are requested to keep their submissions to the shortest length consistent with making a complete presentation of qualifications and services being proposed. The proposal must contain sufficient information to assure the State of its accuracy. Failure by an applicant to respond to a requirement stated in this RFP may cause the proposal to be found non-responsive and the proposal disqualified.
- G. A proposal's email submission should contain multiple document attachments. No facsimile or hard copy bids will be accepted. All proposal documents must be sent as attachments, as OCFS is unable to download linked documents. Documents must be attached to the email submission in a manner that results in the electronic document(s) being transmitted with the email. Clickable links to download the proposal and/or the use of third-party file hosting services are **not** permissible, as the applicant's email submission is not transmitting the electronic document(s) of the proposal to OCFS. Please ensure all documents are clearly identified and labeled.
- H. **Documents that are incomplete or cannot be viewed may result in disqualification.** Document file names are encouraged to be logical and make the attachment(s) easily identifiable. Please ensure all documents provided via email are complete, correct, viewable, and comply with the requirements of the RFP. Proposals that cannot be read, are password protected (locked), are incomplete, or that contain any omissions, erasures, alterations, additions, or items not required by the RFP, or that contain irregularities of any kind, may be rejected. **DO NOT PROVIDE PASSWORD PROTECTED OR SECURED DOCUMENTS. ENSURE ALL PASSWORDS ARE REMOVED BEFORE SUBMITTING YOUR DOCUMENTS.**
- I. Please be aware that although proposals must be submitted electronically, any required proposal document that requires a notarization must be obtained by the applicant and a copy of the notarized form submitted with the proposal. The original hardcopy signature page must be kept by the applicant. If applicable, a hardcopy

version of the notarized document must be supplied during the contract development stage by selected awardees if requested by OCFS.

- J. Applicants must list and clearly explain all exceptions and/or caveats to any item contained in this RFP or sample contract language. All exceptions and/or caveats included in the proposal will be reviewed and only those of a non-substantive nature will be considered for inclusion in a final contract. Those of a substantive nature will need to be rescinded in writing by the applicant or the proposal will be disqualified as non-conforming.

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

OCFS will evaluate each proposal that meets the criteria in **Section 6.1**, using the information provided in **Section 5.4**. Applications will be evaluated and scored by trained reviewers using a structured, preapproved evaluation instrument. Each reviewer will score the entire proposal, including cost and technical sections. For each proposal, the final score will be based on the average of the reviewers' scores. Applications that receive a minimum average score of 65 points or more will be considered for funding. Award recommendations will be based on highest scoring applications, ranked by final overall score within the OCFS-identified regions. OCFS will make one award/contract per region for seven awards/contracts.

Any proposal that achieved a minimum passing score of 65 or more but is not selected to receive an award will be designated as "approved but not funded" ("ANF"). Should additional funding become available, additional awards may be made to fund ANF proposals in accordance with the purpose and funding availability described in **Section 2.3**.

In the event of a tie between two or more proposals, the applicant who scores higher in **Section D Proposed Project Description** will be awarded. If the proposals remain tied, the applicant who scores higher in **Section H Budget** will be awarded. If there continues to be a tie, the decision as to the winning proposal will be made based on who scores higher in **Section G**, and the basis for determining the award shall be documented in the procurement record in accordance with the State Finance Law §163(10)(a).

OCFS-identified regions are as follows:

- **Albany Region**
Albany, Clinton, Columbia, Delaware, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Otsego, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington
- **Buffalo Region**
Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming
- **Long Island Region**
Nassau, Suffolk
- **Rochester Region**
Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, Yates
- **Syracuse Region**
Broome, Cayuga, Chenango, Cortland, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, St. Lawrence, Tioga, Tompkins
- **Westchester Region**
Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester
- **New York City Region**
Bronx, Kings, Manhattan, Queens, Richmond

Applicants may submit multiple proposals in response to this RFP. An applicant must submit separate proposals for each region proposed to be served. Each individual proposal must propose to serve only one region. Applicants may submit up to seven proposals in response to this RFP and may receive a maximum of one award per one region, for a total of up to seven awards. It is important to note that failure to submit a separate proposal for each proposed region 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 region, OCFS may eliminate the duplicate application(s) with the lower score(s) from consideration for award.

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 offeror, indicating that OCFS has accepted the offeror'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 offeror that responded to the RFP, regarding the reasons that the proposal or bid submitted by the unsuccessful offeror was not selected for an award.

1. OCFS will provide notice in writing or electronically to all unsuccessful offerors that the offeror will not receive a funded award under the RFP. An unsuccessful offeror wanting a debriefing must request a debriefing in writing, within 15 calendar days of receiving the notice from OCFS that the offeror's proposal did not result in an award.
2. When OCFS receives of a timely written request from the unsuccessful offeror, OCFS will schedule the debriefing to occur within a reasonable

period of time. Debriefings will be conducted in-person, unless OCFS and the offeror 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 offeror 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 offeror'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 offeror 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 offeror 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 NYS 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 NYS 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 NYS 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: NYS 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 NYS 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-3, *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 NYS 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/Offerors 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 NYS Statewide 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 NYS 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 5.4 Proposal Content**, 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 strongly encourages vendors who contract with OCFS to consider the utilization of certified SDVOBs, including utilizing certified SDVOBs as subcontractors, suppliers, protégés, or in other supporting roles to the maximum extent practical. Certified SDVOBs may be readily identified through the directory of certified businesses at: [List of Certified NYS Service-Disabled Veteran-Owned Businesses](#).

7.12 **Omnibus Procurement Act**

It is the policy of NYS to maximize opportunities for the participation of NYS business enterprises, including MWBE and SDVOB as offerors, 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 \(ny.gov\)](http://www.esd.ny.gov) and [Office of General Services \(ny.gov\)](http://www.ogss.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 \(NIGP\)](http://www.nigp.gov), [North American Industry Classification System \(NAICS\)](http://www.naics.gov), and [Standard Industrial Classification \(SIC\)](http://www.sic.gov) 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 NYS 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 NYS 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 NYS Business Enterprises and MWBE; or
 - Placed notices for subcontractors and suppliers in newspapers, journals or other trade publications distributed in NYS; or
 - Participated in offeror outreach conferences; and
 - Provided a statement indicating the method by which they determined that NYS 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 NYS residents of employment opportunities by listing any such positions with the Community Services Division of the NYS 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. Offerors located in a foreign country are notified that the State may assign or otherwise transfer offset credits to third parties located in NYS, and the offerors 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. Offerors 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 NYS 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 NYS 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 offeror certifies that the offeror:

- 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 NYS 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 A-2 Program-specific Terms and Conditions (if applicable)
6. Attachment A-3 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 NYS Grants Gateway went into operation on May 15, 2013, and served as the primary outlet for state agencies to post upcoming and available funding opportunities. Effective January 16, 2024, the Grants Gateway is being deactivated in favor of the Statewide Financial System (SFS) Grants Management module.

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.

Statewide Financial System (SFS) Grants Management: The Grants Management Module of SFS went into operation on January 16, 2024, and serves as the primary outlet for state agencies to post upcoming and available funding opportunities.

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 also be found on the NYS Contract Reporter (<https://www.nyscr.ny.gov/login.cfm>) and the OCFS funding opportunities page (<https://ocfs.ny.gov/main/contracts/funding/>). Please complete the required attachments and submit with your application email(s):

- Attachment 1 – Application Template ***
- Attachment 2 – IT Regional Resource Centers Funding Allocation and Milestone Values**
- Attachment 3 – Workplan 2025: Strategy and Service Plan**
- Attachment 4 – Infant Toddler and IECMHC Milestone Definitions**
- Attachment 5 – Budget ***
- Attachment 6 – Experience Template ***
- Attachment 7 – IECMHC Consultation Services Cycle**
- Attachment 8 – BIPOC Leadership ****
- Attachment 9 – CC Programs Opened and Closed 2022**
- Attachment 10 – Licensed and Registered CC Programs and Capacity**
- Attachment 11 – Demographics**
- Attachment 12 – Submission Checklist**
- Attachment A-2 – Program-specific Terms and Conditions *****

* Attachment is required to be completed and provided with your proposal.

** Attachment is required to be completed and provided with your proposal, if applicable.

*** Attachment will be included in all contracts awarded through this procurement.