



**Office of Children
and Family Services**

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**New York State
Office of Children and Family Services
Division of Juvenile Justice and Opportunity for Youth
Office of Community Partnerships**

Grant Procurement

REQUEST FOR PROPOSALS

**RFP # 1113
Grants Gateway # CFS01-CCMI-2023**

Community Credible Messengers Initiative (CCMI)

Issued: 6/28/2023

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1.0 GENERAL INFORMATION/CALENDAR OF EVENTS

The New York State Office of Children and Family Services (OCFS) has released this request for proposals (RFP) to solicit competitive applications for the Community Credible Messengers Initiative (CCMI). This initiative is aimed at improving the safety and well-being of children and families through the development of regionally located credible messengers (CMs) and parent partners (PPs) as part of a core group of services strategically connected to OCFS Community Multi-Services Offices (CMSOs). This procurement seeks to establish CCMI teams in the Buffalo, Rochester, Mid-Hudson, and Long Island regions.

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

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

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

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

1.1 Procurement Contact

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

Director of Contracts
Questions for RFP # 1113 Community Credible Messengers Initiative (CCMI)
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

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EVENT	DATE
Issuance of Request For Proposals	6/28/2023
Applicant Webinar (<i>attendance is optional</i>)	7/18/2023 at 1:00 PM ET
Deadline for submission of written questions	7/19/2023 by 4:00 PM ET
Responses to written questions posted (<i>on or about</i>)	8/2/2023
Recommended deadline for not-for-profits to prequalify in the NYS Grants Gateway	8/9/2023
Deadline for submission of proposals	8/16/2023 by 4:00 PM ET
Interviews/Site Visits (<i>not earlier than</i>)	9/6/2023
Anticipated Notification of Award (<i>not earlier than</i>)	9/20/2023
Anticipated contracts start date (<i>not earlier than</i>)	12/1/2023

1.3 Applicant Webinar

Offerers are encouraged to attend the Applicant Webinar, which will be in the form of a WebEx interactive webinar. The webinar will provide important information to organizations intending to submit applications in response to the Community Credible Messenger Initiative (CCMI) RFP # 1113.

The interactive webinar will be held on the date and time specified in **Section 1.2 Calendar of Events**. Attending the webinar is encouraged, as OCFS will review important proposal submission requirements. Attendance is not required. Prospective applicants may submit a proposal regardless of whether they attend the webinar. OCFS recommends that webinar attendees attempt to log in to the webinar early to provide sufficient time to troubleshoot issues, should any occur.

- To join for both video and audio conference, access the webinar at [THIS LINK](#) and, if prompted, use the meeting password: RFP1113CCMI.
- To join by telephone for the audio conference only, the number to call is 1-518-549-0500; use the participant code: 1617 91 7509.
- The webinar is anticipated to last for approximately 2 hours.

Note: It is recommended that participants read the RFP before the webinar.

A direct link to the Bidders' Conference webinar invitation is also available at the following weblink:

<https://meetny.webex.com/meetny/j.php?MTID=m95246604761c77e5ce585b43f3a20854>

A comprehensive list of questions and responses resulting from the Bidder's Conference webinar will be posted in the solicitation announcement in the New York State Grants Gateway System (<https://grantsgateway.ny.gov>) (GGS or Grants Gateway), on the OCFS Website (<https://ocfs.ny.gov/main/contracts/funding/>), and the Contract Reporter website at (<https://www.nyscr.ny.gov>) on or about the date specified in **Section 1.2 Calendar of Events**.

1.4 Submission of Written Questions

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

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

1.5 Deadline for Prequalification in the Grants Gateway

Not-for-Profit applicants are strongly encouraged to prequalify in the Grants Gateway by the date specified in the table in **Section 1.2 Calendar of Events**, and MUST prequalify by the date of submission. Please refer to **Section 3.0: MINIMUM QUALIFICATIONS TO PROPOSE AND PREQUALIFICATION PROCESS**.

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

1.6 Submission of Proposals

All proposals must be submitted electronically through Grants Gateway. Please refer to **Section 5: Proposal Content and Submission** for further information. before submitting a proposal, bidders must prequalify in the Grants Gateway

System if not a Government Entity. (See **Section 3: Minimum Qualifications to Propose and Prequalification Process** for further information.)

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

- A. [OCFS-2633, MacBride Fair Employment Principles Certification Form](#)
- B. [OCFS-2634, Non-Collusive Bidding Certification](#) (Required by section 139d of State Finance Law.)
- C. [Attachment A-2, Federal Assurances and Certifications](#) (If applicable.)
- D. For complete proposal and contract requirements for the Minority- and Women-owned Business Enterprises (MWBE) and Equal Employment Opportunity (EEO) requirements, refer to **Section 7.10**. The following are forms to be completed and submitted with your Administrative Proposal and can be found [here](#):
 - [OCFS-4629, Project Staffing Plan Form](#)
 - [OCFS-3460, Minority and Women-Owned Business Enterprises \(MWBE\) Equal Employment Opportunity \(EEO\) Policy Statement](#)
- E. [OCFS-2647, EO 177 Certification](#) (See **Section 7.15** for more information.)
- F. [OCFS-4821, CMS User Authorization](#) (Required for the OCFS contract Management System)

1.7 OCFS Reserved Rights

OCFS reserves the right to

1. place a monetary cap on the funding amount made in each contract award;
2. change any of the schedule dates stated in this RFP before the due date for the submission of proposals;
3. reject any or all proposals received in response to the RFP;
4. withdraw the RFP at any time at the agency’s sole discretion;
5. make an award under the RFP in whole or in part;
6. disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of the RFP;
7. reject any proposal if, in the sole discretion of OCFS, it determines the bidder is not a responsible vendor;

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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

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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 and all ideas submitted in the proposals received where an award is ultimately made;
23. require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offerer's proposal and/or to determine an offerer's compliance with the requirements of the solicitation;
24. make additional awards based on the remaining proposals submitted in response to this RFP and/or provide additional funding to awardees if such funds become available;
25. make inquiries of third parties, including but not limited to, bidder's references, with regard to the applicants' experience or other matters deemed relevant to the proposal by OCFS. By submitting a proposal in response to this RFP, the applicant gives its consent to any inquiry made by OCFS;
26. require contractors to participate in a formal evaluation of the program to be developed by OCFS. Contractors may be required to collect data for these purposes. The evaluation design will maintain confidentiality of participants and recognize practical constraints of collecting this kind of information;
27. consider statewide distribution and regional distribution within New York City, including borough distribution methodology, in evaluating proposals;
28. rescind awards for failure of awardees to meet time frames that OCFS is required by statute to meet for contract development and approval;
29. cancel this RFP, in whole or in part, at any time and to reject any and all proposals when appropriate in the best interests of the state;
30. make adjustments to the funding amount requested based on program need and based on the total dollar value of the applications submitted; and
31. reject any extraneous terms, alternate activities/work to be performed, added conditions, or exceptions stated by applicants within their proposal(s). This includes, but is not limited to, proposed changes to the standard terms and conditions of the resulting contract(s).

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

2.0 EXECUTIVE OVERVIEW

2.1 Introduction/Description of Program Objectives and Background

OCFS Division of Juvenile Justice and Opportunity for Youth (DJJOY) is responsible for the supervision, custody, and care of young people in the juvenile justice system who have been determined to require an out-of-home placement. OCFS has custody of various youth, including:

- youth placed with OCFS as a juvenile delinquent or restricted juvenile delinquent by a local family court judge following adjudication and disposition of placement,
- youth placed at a voluntary residential placement facility by a local family court judge following adjudication and disposition of placement with OCFS,
- youth charged as juvenile offenders and sentenced to OCFS custody by a criminal court judge post-conviction, and
- youth charged as adolescent offenders and sentenced to OCFS custody by a criminal court judge post-conviction.

After a residential stay, some OCFS youth transition back into the community under conditional release or home placement that lasts, on average, six to seven months. Other OCFS youth who are transitioned back into the community are supervised by parole or probation services, or have fully completed their placement/sentence when they are released from a residential facility. OCFS focuses on providing youth under conditional release/aftercare with community-based services, supports, and supervision to effectively transition them back to their homes and communities. Increasing the capacity of community providers and sustaining the gains young people have achieved during their time in residential placement is a priority of OCFS re-entry programming. Youth who are placed in OCFS care and custody require innovative interventions and creative solutions to repair and restore family and community connectedness. These young people face significant challenges reengaging with traditional community opportunities and supports. They exhibit very high needs and a broad array of risk factors, which include living in high crime areas, pervasive gang involvement, human trafficking, and an increased likelihood of experiencing severe trauma.

OCFS seeks bidders who will assist OCFS in implementing the CCMI model, which will incorporate practices and strategies intended to improve outcomes for OCFS-placed youth and their families by providing a community-based network built on collaboration. This model includes and will be comprised of voluntary agencies that have experience providing juvenile justice services, community-

based grassroots organizations, CMs, PPs, and OCFS/DJJOY CMSO personnel. The CCMI model seeks to create a network for OCFS and community-based partners to build, strengthen, and enhance the natural community supports for youth and families with a goal of sustained positive outcomes.

This RFP will exemplify OCFS's commitment to promoting services that are developmentally appropriate, family-centered, and responsive to local needs. This programming is community-based, culturally and linguistically competent, and effective in achieving desired outcomes.

This RFP seeks to establish four regional CCMI teams that will:

- collaborate fully with OCFS personnel,
- attend and complete mandatory CM training,
- deliver all described services associated with this model with a trauma-informed approach,
- assist the families of OCFS youth, and
- provide assigned youth support in their vocational, educational, and career pursuits.

OCFS coordinates the four CCMI teams through four OCFS (DJJOY) CMSOs located in Buffalo, Rochester, Mid-Hudson, and Long Island. OCFS will provide the bidders who are awarded a CCMI contract with comprehensive CM training and relevant training regarding the OCFS DJJOY system and organization. This training will be provided by OCFS employees and an OCFS provider.

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 New York State 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 the issue of disproportionality and to begin to promote policies and practices that will gradually reduce it.

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

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

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

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

2.3 Purpose and Funding Availability

The purpose of this RFP is to identify and contract with quality applicants who will deliver the CCMI model as explained above in **Section 2.1**. OCFS is particularly interested in programming that adequately engages and resonates with youth and young adults whose needs have not been adequately met by other programs and who represent underserved populations. For that reason, OCFS is prioritizing CM/PP mentoring, as this approach is designed specifically for youth who fit the following profile:

- Chronically involved in the justice system
- Disconnected from positive supports
- Beyond the reach of traditional social services
- Sexually exploited
- Resistant to change
- Gang-involved
- High-risk and high-need

OCFS intends to apply the CCMI model to three distinct groups of young people:

1. OCFS-adjudicated youth returning home from OCFS-operated facilities.
2. OCFS youth returning home from voluntary agencies.
3. As needed, court-involved youth returning to the community from out-of-home placements. This category of youth will be specifically identified by the CCMI regional teams.

A five-year CCMI contract is anticipated to be awarded in each of the four (4) regions being served by this program: Buffalo, Rochester, Mid-Hudson, and Long Island. OCFS anticipates making awards of \$450,000 per year to one (1) successful applicant in each of the four (4) regions being served by this solicitation. Applicants must submit a separate bid proposal for each region they propose to serve. The list of OCFS-designated regions being served by this RFP is as follows:

Buffalo Region (1 award)

Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming

Long Island Region (1 award)

Nassau, Suffolk

Mid-Hudson Region (1 award)

Dutchess, Orange, Putnam, Rockland, Ulster, Westchester

Rochester Region (1 award)

Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, Yates

Funding under this RFP may be used for start-up costs and activities, staffing, coordination needs, and/or day-to-day program needs. Of the \$450,000 annual

grant award amount available for the award in each region, a minimum of \$50,000 must be designated to provide youth involved in the work-based learning portion of an applicant's program with monetary incentives and stipends to promote work experience. Additionally, a minimum of \$200,000 annually must be contracted to community grassroots organizations to provide CCMI services in each region.

Requests for advance payments on State funded contracts may be allowed an advance of up to 40% of the contract value. OCFS will recoup advance payments by crediting 33.3% of subsequent claims and such claims will be reduced until the advance is fully recovered within the contract period.

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

2.4 Term of Contract

The contracts awarded in response to this RFP will be for five (5) years. The anticipated start date is December 1, 2023, and the anticipated end date will be November 30, 2028. OCFS expects all awardees to be ready to receive CCMI training on the anticipated contract start date of December 1, 2023. Funding is currently anticipated to be available for the first year of the contract. The award of a multiyear contract does not guarantee funding will be available for subsequent years. Contractors may not begin to provide services prior to the contract start date. OCFS has no obligation to pay for services rendered prior to that time. Payments cannot be made 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

- Applicants and subcontractors (providing direct program services to participants) must operate as not-for-profit entities.
- Applicants must have a minimum of two (2) years of experience collaborating with or providing oversight to subcontractors in the community and agree to comply with all requirements for reporting to OCFS as outlined in this RFP. Bidders are required to provide copies of a signed memorandum of understanding (MOU), contract, subcontract, partnership agreement, or other applicable document to demonstrate they possess this experience.
- Applicants must have at least two (2) subcontractual agreements or signed letters of intent to subcontract with two or more grassroots organizations to provide CCMI services included in their proposal submission (preferred)

or submitted separately within thirty (30) days of receiving award notification from OCFS. A signed subcontract agreement will be required for all subcontractors during contract development.

- Applicants must have at least three (3) years of experience delivering community-based programmatic services, such as alternatives to detention and placement and/or supervision of youth in the juvenile justice system, including juvenile delinquents, juvenile offenders, and adolescent offenders. **Attachment 3 – Experience Template** must be completed and submitted in the applicant’s proposal to demonstrate they satisfy this requirement.
- Applicants must be prequalified, if not exempt, in the NYS Grants Gateway on the application deadline. (See **Section 3.2** for additional information.)

3.2 Prequalification Process

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

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

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

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

3.2.1 Register for the Grants Gateway

- On the Grants Management website, download a copy of the [Registration Form for Administrators](#). A signed, notarized original form must be sent to the Division of Budget at the address provided in the instructions. You will be provided with a username and password allowing you to access the Grants Gateway.

- If you have previously registered and do not know your username, email grantsgateway@its.ny.gov. If you do not know your password, click the [Forgot Password](#) link from the main log in page and follow the prompts.

3.2.2 Complete Your Prequalification Application

- Log into the [Grants Gateway](#). If this is your first time logging in, you will be prompted to change your password at the bottom of the “Profile” page. Enter a new password and click “SAVE.”
- Click the “Organization(s)” link at the top of the page and complete the required fields including selecting the state agency with which you have the most grant contracts. If you currently do not have any contracts with NYS, select OCFS. This page should be completed in its entirety before you click “SAVE”. A “Document Vault” link will become available near the top of the page. Click this link to access the main “Document Vault” page.
- Answer the questions in the “Required Forms” and upload “Required Documents.” This constitutes your “Prequalification Application.” “Optional Documents” are not required unless specified in this Request for Proposal.
- Specific questions about the prequalification process should be directed to the agency contact listed in **Section 1.1 Procurement Contact**, or to the Grants Gateway Team at: grantsgateway@its.ny.gov.

3.2.3 Submit Your Prequalification Application

- After completing your prequalification application, click the “Submit Document Vault” link located below the “**Required Documents**” section to submit your prequalification application for state agency review. Once submitted, the status of the document vault will change to “In Review.”
- If expedited review of your prequalification application is desired, please send an email request to the agency contact listed in **Section 1.1 Procurement Contact** and identify your organization by including your Grants Gateway Document Vault (GDV) number, organization name, Federal EIN, and SFS Vendor ID. It is recommended that you submit this request for expedited review before the **Recommended Deadline to Prequalify in the Grants Gateway** noted in **Section 1.2 Calendar of Events**.
- Your document vault will be assigned to a prequalification specialist for review. If your prequalification specialist requests modifications,

you will receive an email notification from the Gateway and the status of your document vault will change to “Modifications Requested.”

- Requests for modifications should be addressed by the vendor and resubmitted for review without delay. The status of the document vault must change back to “In Review” for modifications to be reviewed and approved by a prequalification specialist.
- Once your prequalification application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State. The status of the document vault should be “Document Vault Prequalified.”

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

3.3 Vendor Responsibility Requirements

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

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

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

To access or enroll in the VendRep System or update your existing online questionnaire, click [Online Questionnaire](#). Questionnaires in the VendRep System that have been completed in the last six months in response to contracts

or bid announcements do not need to be updated. If the vendor is using the hard copy questionnaire, then it also has to be current within six months of the due date of the proposal.

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

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

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

Vendors must provide their New York State Vendor Identification Number when enrolling. To request a Vendor Identification Number or for direct VendRep System user assistance, contact the OSC Help Desk at 866-370-4672 or 518-408-4672 or by email at itservicedesk@osc.ny.gov.

The New York State VendRep System offers the following benefits:

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

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

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

4.0 PROGRAM REQUIREMENTS

4.1 Desired Outcomes and Program Requirements

Description

The term “credible messenger” (CM) was first applied to mentoring of justice-involved youth by a group of incarcerated individuals at Green Haven Correctional Facility who, during the late 1970s, conducted a demographic analysis that showed 75% of prisoners in the New York State prison system came from just seven (7) neighborhoods in New York City. The “Seven Neighborhoods Study,” as it became known, was one of the first location-based analyses of incarceration with a critical eye toward the neighborhood conditions that contribute to crime and incarceration. This study prompted many formerly incarcerated men who returned home to search out troubled youth and help them avoid traveling a path towards incarceration.

By the year 2000, several CM initiatives had gained national attention for their impact and effectiveness in reducing violence, preventing recidivism, and improving life outcomes for young people. Groups such as the Boston Ten Point Coalition, the Mentoring Center in Oakland, CA, Peace-a-holics in Washington, D.C., Ceasefire in Chicago, and the Exodus Transitional Community in New York City, have demonstrated an ability to reduce youth crime by connecting system-involved youth with mentors who were formerly incarcerated. CCMI intends to provide similar mentoring services with the help of CMs and PPs to youth residing in each OCFS DJJOY region identified above in **Section 2.3 Purpose and Funding Availability.**

Applicants should propose a CCMI team for the region(s) they intend to serve. Applicants must submit a separate proposal for each region they wish to serve. Each proposal must have a CCMI team that consists of a program administrator from the primary agency, CM(s), PP(s), and a work-based learning coordinator who will be provided by subcontracted agencies. All CCMI programs should operate through grassroots subcontractors. However, in the event of a change in service providers or unintentional gaps in service, it may be permissible for awarded applicants to provide these services within the prime’s CCMI team, contingent on OCFS prior approval. The expectation is that another acceptable

grassroots subcontractor will be obtained and begin providing CCMI services within a reasonable time frame, as determined by OCFS. Each identified subcontractor is expected to provide oversight and supervision to CMs, PPs, and the work-based learning coordinators. All CCMI providers should have a willingness to work with this population, lived experience, years of separation from criminal activity, and experience with system involvement.

Each CCMI team will serve up to 24 youth at one time, including youth in residential placement (preparing to return home) and those who have returned to the community. The caseloads in each region will vary during the course of a contract year, based on the number of youth requiring services at that time. Caseload ratios must not exceed the following:

- Credible Messengers: 8:1
- Parent Partners: 12:1
- Work-Based Learning Coordinators: 24:1

All CCMI teams will be expected to work closely with OCFS personnel. The regional OCFS CMSO staff will assign a caseload of youth who will be returning from residential placement to receive services. OCFS personnel will maintain overall case management and service collaboration responsibility for the youth during the resulting contract term.

OCFS values proposals that are responsive to the desired outcomes identified in the RFP and that provide value to the OCFS mission. OCFS expects that all project services funded by this initiative will be designed to be culturally and linguistically competent (available in the language of the recipients of service) and cost efficient. Applicants must conduct appropriate planning and development activities to promote responsiveness to the target population of this RFP.

Program Requirements

CCMI teams will focus on a required set of core components that are integral to any CM/PP model. See **Section 5.3 Key Concepts** for definitions and information on program components.

These core components include the following:

1. Hiring staff who have had experience with the juvenile justice or criminal justice systems as CMs and/or PP mentors
2. Holding group mentoring sessions at least twice per week for the length of time a youth is enrolled in the CCMI program and individual sessions once a week
3. Use of a culturally competent cognitive-behavioral curriculum

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4. Incentives for youth and families for completing program benchmarks and for youth engaging in vocational experiences
5. When performing groups at meal times, serving healthy family-style meals (where appropriate)
6. Advocacy and support for youth navigating multiple systems (e.g., educational, employment, vocational, housing, mental health)
7. Ongoing training and personal/professional development for CMs and PPs
8. Use of restorative justice practices in group facilitation and addressing problematic behavior
9. Employing family engagement strategies and practices
10. Creating a learning community for awardees, subcontractors, mentors, and system partners
11. Strategies to connect youth to their communities through service-learning projects
12. Providing an assessment of each youth's current vocational/educational status and an individual plan to incentivize growth toward the completion of goals aimed at financial self-sufficiency by conducting individual and group work-based learning sessions

While these program components are critical, the cultivation of ongoing supportive relationships between youth and mentors that continue to exist beyond youth participation in program is the most impactful. For that reason, it is essential that CM program applicants are deeply rooted in the communities they serve and have longstanding ties to the neighborhoods where they operate.

Program Outcome Requirements

Major goals of the CCMI are to reduce recidivism, lessen disproportionality, provide a path to economic self-sufficiency, and dissuade OCFS youth from further antisocial behavior once they return to the community. OCFS expects the CCMI will reduce revocations/returns, contact with law enforcement, and participation in inappropriate behavior by

- increasing involvement with prosocial adults,
- improving prosocial attitudes,
- improving family engagement,
- strengthening community connections for both youth and family, and
- sustaining and demonstrating active youth engagement in school and work.

The bidders must provide outcome data to OCFS regarding measures such as the following:

- Youth attendance at CCMI group sessions.
- Number of weekly in-person CCMI team contacts with all youth assigned.
- Attendance at monthly CMSO meetings for each youth on a CCMI caseload.
- Number of meetings convened for all youth on a CCMI caseload and the number of youth physically attending each meeting.
- Structure and level of engagement with all mentees. The types of engagement are typically direct contacts with youth and families, phone contacts with youth and families, collateral contacts, and facility or job site visits.
- Pre- and post-program qualitative assessments for youth and their families that gauge how their attitudes toward future goals and community supports have changed over time. Qualitative assessments must be provided at the beginning of enrollment and when enrollment ends.
- Distribution of ample and regular incentives, travel support, emergency wraparound support, and other incentives for participants; separate from the annual \$50,000 devoted to work-based learning.
- Number of CCMI team-building meetings per year.
- Number of youth engaged in education and outside employment while on the CCMI caseload.
- Number of hours devoted to ongoing training for CMs and PPs.
- Work-essential documents, obtained by program participants including a government-issued ID card.
- Documented participant work experience, such as resumes and reference letters.

Geographic Requirements

The selected CCMI contractors will provide community-based services to assigned OCFS youth and families who reside in the region the contractors have been selected to serve. The CCMI team will begin providing services to youth deemed appropriate by the OCFS CMSO and the regional CCMI team.

Applicants must demonstrate their organizational capacity to serve the selected community, their knowledge of the communities from which OCFS receives the most placements. Please refer to **Section 2.3 Purpose and Funding Availability** for the regions to be served through this procurement, population to be served, and their ability to provide service delivery within the defined geographical boundaries. Applicants must indicate probable office locations that are located within reasonable travel distance of the regional OCFS CMSOs. Please refer to the [OCFS website](#) for a list of addresses for the CMSOs associated with this RFP.

CCMI Intake Eligibility Requirements

All CCMI-eligible youth will have a valid court order or authorization by the regional OCFS CMSO, an assigned CMSO case manager, and sufficient time remaining in their reentry plan (under the auspices of community services supervision) to receive CCMI services.

The following items are required for CCMI youth:

- A positive Pre-Release Risk Assessment (PRA), as determined by OCFS (PRA is an instrument used to determine the safety and appropriateness of a youth's release resource)
- A completed community reentry plan
- A referral-planning community support team (CST) meeting
- A completed safety plan
- A signed Community Conditions of Release/Conditions of Participation designating CCMI services (these instruments are used to establish expected and acceptable behavior while a youth is on community supervision).
- Residence in a high-placement area within each region, as defined by each OCFS CSO, this will include currently-defined areas if known.
- Written consent and commitment from a parent/guardian to participate in CCMI (or by youth if they are over the age of 18).

Administrative Program Requirements

The bidder must develop an administrative component that includes staff, staffing schedules, agency resources, and intake processes and procedures for both their organization and any grassroots subcontractors.

Facility Release Referrals

The CCMI team will begin providing services to youth deemed appropriate by the regional OCFS CMSO. The following procedures outline how youth will be assigned to and enrolled in the CCMI caseload in each region.

- Based on the number of slots available, the OCFS CST, comprised of OCFS personnel and community-based providers, will recommend that a youth and family receive CCMI mentoring services after consultation with the regional CCMI team during a CST meeting. The OCFS CMSO supervisor will include the CCMI team as members of the CST meetings. Applicants must explain how designated CCMI personnel will actively participate in CST meetings to support youth and families prior to a youth's release from a facility.
- Referrals to CCMI will be made prior to OCFS youth transitioning to community supervision, preferably four (4) months prior. Once the referral is accepted by the prospective CCMI team, all services will be expected to

be provided, including scheduled CM meetings and work-based learning experiences.

- Two (2) weeks prior to a youth's release and during regularly scheduled CCMI meetings, both the OCFS CMSO and CCMI personnel will confirm the youth's release date and plan.
- The CCMI team must engage both the youth and family by phone and in person to explain the CCMI plan of action prior to the youth's release from an out-of-home placement.

Revocation, Return, and Modification Referrals

Revocation denotes when a youth is granted a conditional release from either an OCFS facility or voluntary agency and then violates the conditions of release and is returned to a facility. Youth have the right to a revocation hearing prior to being returned to a facility. Return denotes when a youth who is in a day placement program (such as electronic monitoring) violates the conditions of participation of the program and is returned to a facility. Youth enrolled in day placement programs are on "facility status" and are subject to return to an OCFS facility without a hearing. Modification denotes when a youth has their placement modified from a voluntary agency to an OCFS facility.

If the OCFS CMSO personnel initiate a revocation, return, or modification, OCFS will review the CSP with the CCMI team. Upon consultation and caseload permitting, the CCMI team will continue to work with the youth and family during the period the youth spends in an OCFS facility.

OCFS CMSO personnel and the CCMI team will collectively determine when a youth can no longer receive services provided by the CCMI team. The focus of CCMI is to provide community-based support to youth and families. In most cases, the decision to end CCMI services will be made during a CST Meeting.

Immediate Referrals

The OCFS CST may refer a youth to CCMI at any time deemed appropriate, and can adjust the caseload of CCMI, depending on the safety of both practitioners and the youth and families they serve. The level of service needed for each youth will be determined by the CST pursuant to OCFS Office of Community Partnership policies.

Organizational Capacity and Experience Requirements

The applicant must provide detailed information documenting their projected organizational structure based on the CCMI model. The applicant must also show that all staff assigned to the CCMI team have the necessary experience to provide the services outlined in this RFP. Another component of the CM model is the provision for continuous self-care and team building both at the individual and organizational level. Therefore, the applicant must provide a plan for how

assigned CCMI personnel will meet amongst themselves quarterly to enhance the team's ability to work together effectively.

Subcontracting

Applicants should subcontract components of the scope of work as specified in RFP **Section 2.3 Purpose and Funding Availability**. At least \$200,000 must be subcontracted to one or more community grassroots organizations to provide CCMI services as described. It is preferable that applicants have at least two subcontractual agreements or signed letters of intent to subcontract with one or more grassroots organizations to provide CCMI services included in their proposal submission. Alternatively, applicants may submit this information separately within thirty (30) days of receiving award notification from OCFS. A signed subcontract agreement for each subcontractor will be required during contract development.

As applicants are also required to allocate a minimum of \$50,000 to provide youth involved in the work-based learning portion of the program with monetary incentives and stipends, a maximum of \$200,000 may be retained by the prime contractor (lead organization) submitting a funding application to this RFP. Applicants must state in the application the specific components of the scope of work to be performed through subcontracts. Applicants should be aware that they, as the lead organization, 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, that are in excess of \$100,000 for the performance of the obligations contained therein until it has received the prior written permission of OCFS, which shall have the right to review and approve every such 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 New York State 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 New York State Enterprise IT Standards NYS-S08-005 as determined by quality assurance testing. OCFS will conduct such quality assurance testing and the test results must be satisfactory to OCFS before web content will be considered a qualified deliverable under the contract or procurement.

5.0 PROPOSAL CONTENT AND SUBMISSION

5.1 Technical Proposal Content/Work Plan

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

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

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

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

The Work Plan consists of the following sections:

- A. Community
- B. Target Population
- C. Objectives, Tasks, and Performance Measures
- D. Proposed Project Description/Project Staff
- E. Organization

Your proposal will be rated based on your organization’s responses to the sections listed below. Please be sure to address all of the questions in each section comprehensively, yet succinctly. The number of points allocated to each area in the technical review appear in (parentheses) after each section below. OCFS reserves the right to add additional bonus points to the final score/rating

for proposals that are responsive to **Section 2.2 OCFS Statewide Considerations**. RFPs that include the applicants' ability to receive additional bonus points will state such in **Section 6.3 Bonus Points: RECC**.

Guidelines for Each Section

A. Community (20 Points)

Describe the applicant's experience serving youth and young adults in the justice system in the target community. Applicants must clearly describe the needs of OCFS youth in the region they propose to serve and clearly indicate the applicant and subcontractor's experience working with at-risk, adjudicated, and convicted youth. The proposal needs to include the applicant's established ties to the community where services will be delivered.

Applicants must have at least two (2) subcontractual agreements or signed letters of intent to subcontract with two or more grassroots organizations to provide CCMI services included in their proposal submission (preferred) or submitted separately within thirty (30) days of receiving award notification from OCFS. CCMI depends on identifying and mobilizing local neighborhood resources on behalf of youth. Therefore, this section of the work plan will be evaluated based upon the inclusion of these criteria. The bidder will comply with the following:

- provide identifying information on the subcontractors providing program services to participants, including how the subcontractors meet the definition of a grassroots organization.
- provide information on how the grassroots subcontractor organizations will identify CMs, PPs, and work-based learning coordinators, and confirm that at least \$200,000 of the proposal is dedicated to subcontractors; and subcontractor program services.
- submit a plan for identifying and accessing economic opportunities for youth to experience tangible job or work-like experiences in their neighborhoods, including the proposal for payment of \$50,000 to youth participants for work-based learning stipends and incentives.

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

- Identify and describe community issues that support the demand for the proposed project services, demographic data (including data on the community's racial and ethnic composition, linguistic needs, and information related to disconnected youth), and social and economic changes that may be of significance to the target community.
- Submit data about the target population that your organization have from administering non-CCMI programs that is applicable to this program that addressed the issues listed above.

B. Target Population (10 Points)

Youth who have been placed with OCFS and are returning to the community have similar cultural and prosocial needs. Many are youth of color who live in poor neighborhoods. The ability of service providers to encourage and uplift these young people through service provision and brokerage is the key component of CCMI. Therefore, this section of the work plan will be evaluated based upon the inclusion of these criteria. The applicant will comply with the following:

- identify the organization's experience in working with OCFS's target population, which includes juvenile delinquents, juvenile offenders, youthful offenders, and adolescent offenders;
- describe how the organization will provide culturally relevant services for youth and families who have high-risk factors and barriers to the youth's successful community reentry;
- provide a plan for the identification and provision of prosocial activities for both youth and families;
- describe how the organization will collaborate with OCFS CMSO personnel to link CCMI-assigned youth and families to additional services based on needs identified in the CST process; and
- explain how the CCMI team will identify and reward positive accomplishments of both the youth and parent(s)/guardian(s).

C. Objectives, Tasks, and Performance Measures (20 Points)

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

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

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

- Provide a plan for maintaining consistent and substantial contact among all personnel providing CCMI community-based services and how you will submit monthly and quarterly reports as required by OCFS.
- Describe how you will provide CMSO personnel with a weekly summary of all work completed by the CCMI team.

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- Describe your plan for assisting youth in obtaining gainful employment or providing stipend work experiences so youth can gain valuable work experience; certify that \$50,000 of the annual budget is dedicated to these incentives.
- Provide a plan for providing CCMI youth and families with program participation incentives. Please note these incentives will be budgeted for separately and will not come from the \$50,000 youth work stipends.
- Describe how you will provide services to CCMI youth who currently reside in or have been returned to an OCFS facility, such as visitation, service planning, and support to the youth's family.
- Describe how your organization will supply OCFS CMSO administration with the planned contacts for all youth on a weekly basis (itineraries) and how you will provide monthly statistical information on the status of referrals, the number of youth receiving CCMI services, the number of cases closed or in abeyance, the number of CCMI personnel available, and any other documentation required by OCFS.
- Explain how the CCMI team will actively participate in the monthly CST meetings held for each youth assigned at each regional CMSO. Describe how you will participate in OCFS CST activities pertaining to each CCMI youth.
- Explain how your organization will allow OCFS access to all documentation associated with the CCMI, especially during periodic site visits, and how you will comply with OCFS reporting requirements including, but not limited to, reportable incidents, Absent Without Leave (AWOL) incidents, and any other unsafe behaviors.
- Develop and submit a project work plan with time frames for accepting referrals, beginning CCMI services by 12/1/23, and how full implementation of this initiative will be in place prior to 2/1/24.
- Identify the desired objectives of your proposed program and expected results, such as changes in the condition, status, or behavior of the target population.

D. Proposed Project Description/Project Staff (15 Points)

The proper development and administration of the CCMI team is critical to the overall success of this OCFS community-based effort. Therefore, this section of the work plan will be evaluated based upon the inclusion of these criteria. The bidder will comply with the following:

- Describe the title and role of staff to be hired by the project, required staff qualifications, how staff orientation and training will be provided, how supervision of staff will be provided, and describe how the staffing pattern for the proposed project is representative of the community, cultures and languages of persons targeted to receive services. Cultural competence and awareness are considered critical factors.
- Describe the services to be provided by the subcontractor(s) (for at least \$200,000 of the budget) and role of staff to be hired by the project, required staff qualifications, and describe how the staffing pattern for the

proposed project is representative of the community, cultures and languages of persons targeted to receive services. Cultural competence and awareness are considered critical factors.

- provide a plan for hiring, training, and supervising personnel who will work within the CCMI team;
- provide a plan for the orientation of subcontractor(s) associated with this RFP and a plan for how all CCMI personnel will be made available for any CM/PP training commencing after the contract is finalized;
- provide a plan that will illustrate that all CCMI personnel (prime and subcontractor staff working directly with youth and families) have been (or will be) properly vetted through the Statewide Central Register of Child Abuse and Maltreatment, the Justice Center's Staff Exclusion List, and the Department of Motor Vehicles abstract, and have undergone (or will undergo) a state and federal background check; and
- explain how the personnel with the CCMI team will be available at times and locations convenient for youth and families.

E. Organization (15 Points)

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

- Describe the experience your proposed CCMI team has amassed working with the target population and provide evidence that your organization has the capacity to successfully manage the project. Indicate steps that will be taken to demonstrate readiness to implement the program on a timely basis.
- Describe the past accomplishments, special characteristics, and resources of your organization that are predictive of your success in achieving the stated performance objectives.
- Identify the key people in the organization (and whether they are the applicant's and/or subcontractor's staff) who will be primarily responsible for delivering the program and reaching the performance objectives. Please describe them in terms of capacity, including knowledge, skills, expertise, professional credentials, and commitment.
- Describe how your agency will support enhancing subcontractors' ability to collaborate with system stakeholders.
- Provide organizational charts that show how this program fits with the goals and mission of your organization and proposed subcontractor(s). Please upload these documents to the "**Program-Specific Questions**" section of your grant application.
- Describe your organization's and subcontractor(s):
 - level of cultural awareness, connectivity, and familiarity with the community and target population;
 - capacity to identify and be responsive to cultural/linguistic needs of the community and target population;
 - cultural awareness and responsiveness in project staffing/administration; and

- ability to locate project services in areas that are easily accessible to the target population.

5.2 **Proposed Budget**

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

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

Please note: The completed contract budget should reflect the first-year contract period of 12/1/2023 – 11/30/2024 for a dollar amount of \$450,000.

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.
- A minimum of \$200,000 of the annual grant amount designated to community-based grassroots organizations via subcontractual agreement(s), which should also include youth development opportunities and programmatic incentives to youth and families connected to this initiative.
- A minimum of \$50,000 of the annual grant award amount designated to provide work-based experience monetary incentives and stipends.
- Additional funds must be allocated to providing CCMI youth and families with program participation incentives that are described in **Section 2.3, Section 4.1, and Section 5.1C** of your proposal.
- Funding for rewards for positive accomplishments by youth and families must also be included.

Non-Allowable Costs

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

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

Local Match

Not applicable.

A. Personal Services

1. Personal Services - Personnel

Personal Services (Salaries):

- List only staff titles included in the funded project.
- List the percentage of time each title will spend on this project.
- The percentage of time an employee (title) is engaged in this project (or projects) cannot exceed 100%.
- List the base (annual) salary for each staff title. The base salary should reflect the employee's (title's) actual annual salary. The annual salary should be consistent across all projects that the employee's time is charged to.
- Applicants are encouraged to ensure employees are fairly compensated with a salary comparable to a living wage. Please refer to the NYS Department of Labor's "Occupational Wages" guidance at <https://dol.ny.gov/occupational-wages-0> and the US Bureau of Labor Statistics at <https://www.bls.gov/ooh/community-and-social-service/health-educators.htm>.
- If a title has both administrative and programmatic responsibilities, show the title on two lines, one for programmatic responsibilities with associated percentage of time and one for administrative responsibilities with associated percentage of time. Identify

administrative positions in the “Personal Narrative.” The percentage of time for the position cannot exceed 100%.

- If the proposed project is currently operational, provide information on the percentage of salary increases, if any, included in the requested budget. Justification for raises must be provided. If you anticipate cost of living or merit raises during the contract year, include the increases in the base annual salary charged to the project and note the effective date of the raise.

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

2. Personal Services – Fringe Benefits

Fringe benefits should be budgeted in line with your organization’s policy. The total fringe benefits chargeable to this contract should not exceed the current approved fringe rate, which can be found on the NYS Office of the State Comptroller’s 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 for Discretionary Purchases

In compliance with Article 15-A of the New York State Executive 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). As your organization develops its NPS budget for this contract, you must identify the discretionary purchases that are subject to the MWBE goals (See **Section 7.10** of the RFP for more information.) The following NPS budget categories are subject to MWBE goals:

NPS Budget Category	MWBE Goal
1. Contractual/Consultant	Discretionary expenses in this category subject to goals

2. Travel	Travel expenses would be Non-discretionary – exempt, but 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 MBE/WBE 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 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 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 <http://www.osc.state.ny.us/agencies/travel/travel.htm>.

- 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 MBE and WBE owned printing firms.
- Program materials to be printed using these funds must be preapproved by OCFS.

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

e. Miscellaneous Expenses

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

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

f. Administrative Expense

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

A. For Federally Funded Awards

Not applicable.

B. For State-Funded Awards

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

- Administrative expenses include, but are not limited to,
 - that portion of the salaries and benefits of staff performing administrative and coordination functions that cannot be attributed to particular program services, including, but not limited to, the executive director or chief executive officer; financial officers, such as the chief financial officer or controller, and accounting personnel; billing, claiming, or accounts payable and receivable personnel; human resources personnel; public relations personnel; administrative office support personnel; and information technology personnel, where such expenses cannot be attributed directly to the provision of program services;
 - that portion of expenses for office operations that cannot be attributed directly to the provision of program services, including telephones, computer systems and networks, professional and organizational dues, licenses, permits, subscriptions, publications, audit services, postage, office supplies, conference expenses, publicity and annual reports, insurance premiums, and equipment that is expensed (rather than depreciated) in cost reports, where such expenses cannot be attributed directly to the provision of program services; and
 - up to the first \$25,000 of each subcontract.
- Indirect costs are considered in the total administrative costs for this project (indirect cost plus any directly charged administrative personnel, related fringes and nonpersonal services).
- Some common methods of allocating indirect costs are based upon time, space, units of service or percentage of funding.
- All administrative costs must be individually identified.

All costs included in the direct cost categories must be directly attributable to the 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.

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

5.3 Key Concepts

Assessment/Referral for CCMI program:

During the intake process, CMs and PPs and their bidder organization oversight agency will develop a process to ensure that all assigned youth receive CCMI services. CMs and PPs with caseloads, as a part of the CCMI, will be expected to be active partners in the community re-entry process for youth placed with OCFS.

Case Management/Mentoring:

Once CMs and PPs are assigned a caseload of participants, an individualized plan will be developed in collaboration with the assigned community case manager and the OCFS support team (including facility vocational staff for work-based learning) for each youth. The plan will include both short- and long-term goals aligned with the overall OCFS CSP developed for every young person returning to their home community. CCMI personnel will provide weekly contact with all participants assigned to them and will provide participants with opportunities to explore positive and constructive ways of coping with the demands of returning home and confronting many challenges in their communities.

Youth Development and Prosocial Activities:

CCMI personnel will work one-on-one with participants to evaluate their degree of engagement, enroll them in positive youth development opportunities, advocate for appropriate educational programs, and work on social skill development.

Family Engagement:

All participants will be assigned a PP who will work with the parent(s)/guardian(s) to ensure basic needs are met, work on skill development, and navigate the community's natural support services system.

Cognitive Behavioral Group:

CCMI participants will attend weekly cognitive behavioral therapy (CBT) focus groups at the community-based agency facilitated by CCMI personnel. Family meals will be served at all groups where mentors and youth eat together in a family-style setting. The primary organization's program manager should support these CBT groups for efficacy.

Career/Job Training/Certification Opportunities:

Through funding, CCMI personnel will assist participants in connecting with programs that will help them realize their employment and job-training goals. CCMI personnel will provide support as needed to CCMI participants who seek

employment and job training. CCMI personnel will also develop stipend work experiences for youth who are unsuccessful in securing employment in the community. This work should include gathering all essential work documents, including a state-issued ID and appropriate working papers; developmentally appropriate work experience; and, if needed, enrollment in post-secondary or vocational training.

Education Advocacy/Support:

CCMI personnel will assist participants in enrolling and engaging in appropriate educational programming and applying for high school equivalency classes, college, or vocational schools, and monitor their attendance and performance after enrollment.

Crisis Response Support:

CCMI personnel will partner with OCFS CMSO personnel to assist CCMI participants who are dealing with crises in their family and/or personal life and be available as these crises arise.

Community Support Plans (CSP):

CCMI personnel will be considered required participants in all support team meetings for all OCFS young people assigned to their caseloads. The CSP is vital in directing all service provisions for youth released from an OCFS facility and must be maintained throughout the life of the case.

Glossary of Titles and Terms Pertinent to this RFP:

OCFS Community Multi-Services Office (CMSO): A regional office where OCFS employees work to provide service and support to all youth placed with OCFS. The CMSO office is where OCFS employees regularly convene to assess the viability of all CSPs for OCFS youth.

OCFS Community Multi-Services Office Case Manager: An OCFS employee who works at the regional CMSO and who has overall responsibility for youth assigned to their caseload.

OCFS Community Multi-Services Office Supervisor: An OCFS employee who works at the regional CMSO and who has supervision responsibilities for all CMSO case managers and support plans for OCFS youth assigned to that office. The CMSO supervisor also assigns youth to the caseloads of CMSO case managers.

OCFS Family Engagement Specialist: An OCFS employee who may or may not work out of the regional CMSO and who is responsible for supporting the connection and communication between the families of OCFS youth and other OCFS personnel. An engagement specialist is also responsible for

supporting the family of any OCFS youth who is returning home from facility placement.

Grassroots Organizations: Organizations whose focus is to effect change in their communities. Their organizational structure derives energy and focus from a bottom-up approach using individuals who have firsthand experience with problems facing their community. These non-profit organizations tend to be more knowledgeable and cognizant of current experiences of youth and families who live in the same communities they serve. Many of these organizations were started organically to address needs within communities.

Credible Messengers (CM): Mentors who have had life experience in the juvenile justice and/or criminal justice systems and who have knowledge of the supports that exist in each region highlighted in this RFP. CMs are responsible adults who have a commitment to helping young people reconnect within their community and maintain prosocial activities.

Parent Partner (PP): Mentors whose children have had life experience in the juvenile justice, criminal justice and/or child welfare systems and who have knowledge of the supports that exist in each region highlighted in this RFP. PPs are responsible adults who have a commitment to helping the families of young people reconnect with and maintain prosocial activities in their community.

Community Support Team (CST): A group of team members who convene every 30 days to review the status and/or progress of all youth who have returned to the community and who are assigned to the regional CMSO. The community case manager works closely with all support team members (e.g., youth, family, clinicians, CMs, education and employment staff). A crucial function of the CST process is the formal multidisciplinary exchange of information about the youth's and family's needs, strengths, and vulnerabilities while in the community. The CST meetings occur at the regional CMSO office.

Community Reentry Plan (CRP): The CRP builds on the individual treatment goals the youth achieves in placement and aligns them with corresponding community opportunities, that include academic, vocational, social, and family supports. The CRP is part of a dynamic community plan that strategically targets identified areas of high risk through primary and secondary community support services.

Community Support Plan (CSP): A plan developed in response to the CRP and a tool to accomplish goals and objectives highlighted in the CRP. The CSP is continually revised based on the feedback received by the youth and family. The CSP is a vital tool for assessing and capturing a youth's efforts to successfully reintegrate into the community. The CSP is created and maintained by the entire CST.

Family Engagement Assessment Tool (FEAT): An assessment tool personnel use to inform the goals associated with the CRP and the CSP. The FEAT is reviewed and updated on a regular and consistent basis by the OCFS CMSO case manager.

5.4 Proposal Content

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

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

Eligibility Questions

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

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

No.	Question	Yes/No
1. Eligibility Questions		
1a.	Does your organization and subcontractors (providing direct program services to participants) operate as not-for-profit entities?	<input type="checkbox"/> Yes <input type="checkbox"/> No *
1b.	Does your organization have a minimum of two (2) years of experience collaborating with or providing oversight to subcontractors in the community and agree to comply with all requirements for reporting to OCFS as outlined in this RFP?	<input type="checkbox"/> Yes <input type="checkbox"/> No *
1c.	Provide copies of a signed memorandum of understanding (MOU), contract, subcontract, partnership agreement, or other applicable document to demonstrate your organization’s experience described in 1b .	Upload

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1d.	Does your organization have at least two (2) subcontractual agreements or signed letters of intent to subcontract with two or more grassroots organizations to provide CCMI services to include in your proposal submission (preferred) <u>or</u> agree to submit separately within thirty (30) days of receiving award notification from OCFS? A signed subcontract agreement will be required for all subcontractors during contract development.	<input type="checkbox"/> Yes <input type="checkbox"/> No *
1e.	Upload at least two proposed subcontracts or letters of intent to contract signed by both the bidder and subcontractor identified in the bidder's proposal (or provide within thirty (30) days of OCFS notification).	Upload or N/A if providing in 30 days.
1f.	Does your organization have at least three (3) years of experience delivering community-based programmatic services, such as alternatives to detention and placement and/or supervision of youth in the juvenile justice system, including juvenile delinquents, juvenile offenders, and adolescent offenders?	<input type="checkbox"/> Yes <input type="checkbox"/> No *
1g.	Upload completed Attachment 3 – Experience Template to demonstrate the applicant's experience described in 1f .	Upload *
1h.	Are you prequalified, if not exempt, in NYS Grants Gateway on the application deadline (see RFP Section 3.2 Prequalification Process)?	<input type="checkbox"/> Yes <input type="checkbox"/> No * <input type="checkbox"/> N/A
* A “No” response to any Eligibility Questions in this section or failure to submit the required documentation with your application may result in disqualification of your application.		

Administrative Questions

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

3. Second Contact Information		
The second contact is another authorized individual who will receive official electronic notifications from OCFS regarding this procurement.		
3a.	Provide the PREFIX (Mr./Ms./Dr./etc.) of the second contact.	Text Field
3b.	Provide the FIRST NAME of the second contact.	Text Field
3c.	Provide the LAST NAME of the second contact.	Text Field
3d.	Provide the JOB TITLE of the second contact.	Text Field
3e.	Provide the PHONE NUMBER of the second contact.	Text Field
3f.	Provide the EMAIL ADDRESS of the second contact.	Text Field
4. Third Contact Information		
The third contact is another authorized individual who will receive official electronic notifications from OCFS regarding this procurement.		
4a.	Provide the PREFIX (Mr./Ms./Dr./etc.) of the third contact.	Text Field
4b.	Provide the FIRST NAME of the third contact.	Text Field
4c.	Provide the LAST NAME of the third contact.	Text Field
4d.	Provide the JOB TITLE of the third contact.	Text Field
4e.	Provide the PHONE NUMBER of the third contact.	Text Field
4f.	Provide the EMAIL ADDRESS of the third contact.	Text Field
5. Fourth Contact Information		
The fourth contact is another authorized individual who will receive official electronic notifications from OCFS regarding this procurement.		
5a.	Provide the PREFIX (Mr./Ms./Dr./etc.) of the fourth contact.	Text Field
5b.	Provide the FIRST NAME of the fourth contact.	Text Field
5c.	Provide the LAST NAME of the fourth contact.	Text Field
5d.	Provide the JOB TITLE of the fourth contact.	Text Field
5e.	Provide the PHONE NUMBER of the fourth contact.	Text Field
5f.	Provide the EMAIL ADDRESS of the fourth contact.	Text Field
6. Fifth Contact Information		
The fifth contact is another authorized individual who will receive official electronic notifications from OCFS regarding this procurement.		
6a.	Provide the PREFIX (Mr./Ms./Dr./etc.) of the fifth contact.	Text Field
6b.	Provide the FIRST NAME of the fifth contact.	Text Field
6c.	Provide the LAST NAME of the fifth contact.	Text Field
6d.	Provide the JOB TITLE of the fifth contact.	Text Field
6e.	Provide the PHONE NUMBER of the fifth contact.	Text Field
6f.	Provide the EMAIL ADDRESS of the fifth contact.	Text Field
7. Administrative Questions		
7a.	Have you completed the Vendor Responsibility Questionnaire and has it been recently certified? (If applicable. See RFP Section 3.3 Vendor Responsibility Requirements.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7b.	Is your Charities Registration current? (If applicable. See RFP Section 7.5 Charities Registration.)	<input type="checkbox"/> Yes <input type="checkbox"/> No

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7c.	Do you certify under penalty of perjury that, by submission of this bid, each bidder and each person signing on behalf of any bidder, and in the case of a joint bid each party thereto as to its own organization, has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees, and that such policy does, at a minimum, meet the requirements of section two hundred one-g of the labor law? Please note that a bid will not be considered for award nor will any award be made to a bidder who is not able to make this certification in compliance with State Finance Law section 139-l; provided, however, that if the bidder cannot make the foregoing certification, such bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therein. (See RFP Section 7.16 State Finance Law §139-l; Statement on Sexual Harassment in Bids.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7d.	Do you certify that, by submission of this application, your organization is not a Russian or Russia supporting entity, as those terms are defined in Executive Order No. 14 dated February 27, 2022?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7e.	Do you certify that, by submission of this application, your organization is not conducting business operations in Russia, as those terms are defined in Executive Order No. 16 dated March 17, 2022?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7f.	Do you certify that no organization staff members that would provide these services are currently or have ever been a NYS agency employee OR the applicant has disclosed this information? If applicable, the applicant has uploaded with their proposal a signed statement with the NYS employee name(s) and the NYS agency(ies) they work for or previously worked for.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7g.	Do you understand that OCFS recommends submitting your proposal well in advance of the Deadline for Submission of Proposals ? Waiting until the last day to submit your application is NOT RECOMMENDED. (See RFP Section 1.2 Calendar of Events and Section 5.5 Proposal Submittal Process.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7h.	Do you understand that a “No” response to any Eligibility Questions MAY RESULT IN THE DISQUALIFICATION OF YOUR APPLICATION? Please review your responses to these questions carefully. (See RFP Section 3.1 Minimum Qualifications and Section 5.4 Proposal Content.)	<input type="checkbox"/> Yes <input type="checkbox"/> No

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7i.	Do you understand that failure to upload and submit the required documentation outlined in RFP Section 3.1 Minimum Qualifications with your online application OR failure to demonstrate your organization meets the requirements WILL RESULT IN THE DISQUALIFICATION OF YOUR APPLICATION? (See RFP Section 3.1 Minimum Qualifications and Section 5.4 Proposal Content .)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7j.	Do you understand that specific grantee user roles are needed in order to submit proposals in the Grants Gateway? OCFS recommends contacting the Grants Gateway Help Desk for assistance with grantee user credentials when starting an application. (See RFP Section 5.5 Proposal Submittal Process .)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7k.	Do you understand that all questions in the Grants Gateway will only allow ONE document to be uploaded per question? Multiple documents should be combined into ONE SINGLE FILE no larger than 10MB in size. If this is not possible, it is permissible to submit additional uploads to the “ Grantee Document Folder ”. Please ensure all uploads are clearly identified and labeled (in both the document filename <u>and</u> on the document itself) with the applicable question number.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7l.	Do you understand that you MUST NOT UPLOAD PASSWORD PROTECTED OR SECURED DOCUMENTS? ENSURE ALL PASSWORDS ARE REMOVED BEFORE UPLOADING IN THE GRANTS GATEWAY. If an uploaded document cannot be viewed, and it is for a minimum qualification, THE PROPOSAL WILL BE DISQUALIFIED. If other uploaded documents cannot be viewed, THE PROPOSAL MAY LOSE POINTS during the scoring process. (See RFP Section 5.4 Proposal Content .)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7m.	Have you DOUBLE CHECKED all documents uploaded to your proposal? Uploads may be located in the “ Program Specific Questions ”, “ Pre-Submission Uploads ”, and “ Grantee Document Folder ” sections of your online application. APPLICANTS ARE RESPONSIBLE FOR VERIFYING ALL UPLOADED DOCUMENTS are complete, correct, viewable, and comply with the requirements of the RFP. OCFS recommends performing this verification before submitting your application. Your verification may include, but is not limited to: signatures, dates, required fields, confirming all pages are included, text is legible, scanner artifacts, necessary information, etc. If an uploaded document does not meet the requirements of the RFP, and it is for a minimum qualification, THE	<input type="checkbox"/> Yes <input type="checkbox"/> No

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	PROPOSAL WILL BE DISQUALIFIED. For other uploaded documents with missing information, THE PROPOSAL MAY LOSE POINTS during the scoring process. (See RFP Section 5.4 Proposal Content .)	
7n.	Provide your organization’s Unique Entity Identifier (UEI) created in SAM.gov by entities doing business with the federal government (if applicable).	Text Field
7o.	Do you understand that you must submit separate proposals for each region?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Work Plan Questions (Up to 80 points)

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

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

If any responses to individual questions exceed the 4,000-character limit, please enter "See Attached Upload" in the text field for the response to that question, attach, and upload your complete and clearly labeled response (in both the document file name and on the document itself) to the “**Grantee Document Folder**” in your online application.

No.	Question	Max. Points
A. Community (up to 20 points)		
A1.	Provide identifying information on the subcontractors providing program services to participants, including how the subcontractors meet the definition of a grassroots organization.	4
A2.	Provide information on how the grassroots subcontractor organizations will identify CMs, PPs, and work-based learning coordinators, and confirm that at least \$200,000 of the proposal is dedicated to subcontractors.	4
A3.	Submit a plan for identifying and accessing economic opportunities for youth to experience tangible job or work-like experiences in their neighborhoods, including your proposal for payment of \$50,000 to youth participants for work-based learning stipends and incentives.	4
A4.	Identify and describe community issues that support the demand for the proposed project services, demographic data (including data on the community’s racial and ethnic composition, linguistic needs, and information related to disconnected youth), and social and economic changes that may be of significance to the target community.	4

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A5.	Submit data about the target population that your organization have from administering non-CCMI programs that is applicable to this program that addressed the issues listed above.	4
B. Target Population(s) (up to 10 points)		
B1.	Identify your organization’s experience in working with OCFS’s target population, which includes juvenile delinquents, juvenile offenders, youthful offenders, and adolescent offenders.	2
B2.	Describe how your organization will provide culturally and linguistically relevant services for youth and families who have high-risk factors and barriers to the youth’s successful community reentry.	2
B3.	Provide a plan for the identification and provision of prosocial activities for both youth and families.	2
B4.	Describe how your organization will collaborate with OCFS CMSO personnel to link CCMI-assigned youth and families to additional services based on needs identified in the CST process.	2
B5.	Explain how your CCMI team will identify and reward positive accomplishments of both the youth and parent(s)/guardian(s).	2
C. Objectives, Tasks, and Performance Measures (up to 20 points)		
C1.	Provide a plan for maintaining consistent and substantial contact among all personnel providing CCMI community-based services and how you will submit monthly and quarterly reports as required by OCFS.	2
C2.	Describe how you will provide CMSO personnel with a weekly summary of all work completed by the CCMI team.	2
C3.	Describe your plan for assisting youth in obtaining gainful employment or providing stipend work experiences so youth can gain valuable work experience; certify that \$50,000 of the annual budget is dedicated to these incentives.	2
C4.	Provide a plan for providing CCMI youth and families with program participation incentives. Please note these incentives will be budgeted separately and will not come from the \$50,000 youth work stipends.	2
C5.	Describe how you will provide services to CCMI youth who currently reside in or have been returned to an OCFS facility, such as visitation, service planning, and support to the youth’s family.	2
C6.	Describe how your organization will supply OCFS CMSO administration with the planned contacts for all youth on a weekly basis (itineraries), and describe how you will provide monthly statistical information on the status of referrals, the number of youth receiving CCMI services, the number of cases closed or in abeyance, the number of CCMI personnel available, and any other documentation required by OCFS.	2
C7.	Explain how the CCMI team will actively participate in the monthly CST meetings held for each youth assigned at each	2

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	regional CMSO. Describe how you will participate in OCFS CST activities pertaining to each CCMI youth.	
C8.	Explain how your organization will allow OCFS access to all documentation associated with the CCMI, especially during periodic site visits, and how you will comply with OCFS reporting requirements including, but not limited to, reportable incidents, Absent Without Leave (AWOL) incidents, and any other unsafe behaviors.	2
C9.	Develop and submit a project work plan with time frames for accepting referrals, beginning CCMI services, by 12/1/23, and full implementation of this initiative.	2
C10.	Identify the desired objectives of your proposed program and expected results, such as changes in the condition, status, or behavior of the target population.	2
D. Proposed Project Description/Project Staff (up to 15 points)		
D1.	Describe the title and role of staff to be hired by the project, required staff qualifications, how staff orientation and training will be provided, how supervision of staff will be provided, and describe how the staffing pattern for the proposed project is representative of the community, cultures and languages of persons targeted to receive services. Cultural competence and awareness are considered critical factors.	3
D2.	Describe the services to be provided by the sub-contractor(s) (for at least \$200,000 of the budget) and role of staff to be hired by the project, required staff qualifications, and describe how the staffing pattern for the proposed project is representative of the community, cultures and languages of persons targeted to receive services. Cultural competence and awareness are considered critical factors.	3
D3.	Provide a plan for hiring, training, and supervising personnel who will work within the CCMI team.	2
D4.	Provide a plan for the orientation of subcontractor(s) associated with this RFP and a plan for how all CCMI personnel will be made available for any CM/PP training commencing after the contract is finalized.	3
D5.	Provide a plan that will illustrate that all CCMI personnel (prime and subcontractor staff working directly with youth and families) have been (or will be) properly vetted through the Statewide Central Register of Child Abuse and Maltreatment, the Justice Center's Staff Exclusion List, and the Department of Motor Vehicles abstract, and have undergone (or will undergo) a state and federal background check.	2
D6.	Explain how the personnel with the CCMI team will be available at times and locations convenient for youth and families.	2
E. Organization (up to 15 points)		
E1.	Describe the experience your proposed CCMI team has amassed working with the target population and provide evidence that your organization has the capacity to	2

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	successfully manage the project. Indicate steps that will be taken to demonstrate readiness to implement the program on a timely basis.	
E2.	Describe the past accomplishments, special characteristics, and resources of your organization that are predictive of your success in achieving the stated performance objectives.	2
E3.	Identify the key people in the organization (and whether they are the applicant's or subcontractor's staff) who will be primarily responsible for delivering the program and reaching the performance objectives. Please describe them in terms of capacity, including knowledge, skills, expertise, professional credentials, and commitment.	2
E4.	Describe how your agency will support enhancing subcontractors' ability to collaborate with system stakeholders.	2
E5.	Provide organizational charts that shows how this program fits with the goals and mission of your organization and proposed sub-contractor(s). Please upload these documents to the "Program-Specific Questions" section of your grant application.	2
E6.	Describe your organization's and subcontractor(s): <ul style="list-style-type: none"> ○ level of cultural awareness, connectivity, and familiarity with the community and target population; ○ capacity to identify and be responsive to cultural/linguistic needs of the community and target population; ○ cultural awareness and responsiveness in project staffing/administration; ○ ability to locate project services in areas that are easily accessible to the target population. 	5

Budget Questions (Up to 20 points)

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

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

Please note: your proposed contract budget should reflect the first-year contract period of 12/1/2023 – 11/30/2024 for a dollar amount of \$450,000, include sufficient funds to operate the program effectively, and demonstrate a clear relationship between the funds requested and the scope and level of required services.

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

No.	Question	Max. Points
F. Budget Section (up to 20 points)		
F1.	Demonstrate a clear relationship between funds requested, program activities, and performance targets/outcomes.	5
F2.	Explain how funds requested are within RFP guidelines and are sufficient to operate the program effectively. This must include allocating at least \$50,000 of the annual budget to provide youth involved in the work-based learning portion of the program with monetary incentives and stipends to promote work experience. Additionally, at least \$200,000 annually must be contracted with two or more community grassroots organization(s) to provide CCMI services in the region proposed to be served. Additional funds must be allocated to providing CCMI youth and families with rewards for positive accomplishments as identified in question B5 and program participation incentives as described in question C4 .	5
F3.	Identify how expenses are realistic, reasonable, necessary, allowable, and justified based on an annual program plan.	5
F4.	Describe how the budget focuses on program expenses and direct services rather than administrative costs. If being requested, clearly identify the amount of funds being proposed for indirect costs and provide a description of the expenses.	5
F5.	Did you upload the budget into the Grants Gateway in accordance with the requirements of Section 5.2 Proposed Budget ? The budget template can be found in the “ Pre-Submission Uploads ” section of the RFP in the Grants Gateway System. The completed operating budget is uploaded as an attachment in the “ Pre-Submission Uploads ” section of your application.	<input type="checkbox"/> Yes <input type="checkbox"/> No
F6.	Is your proposed budget for a one-year period consisting of the first year (12/1/2023 - 11/30/2024) of your proposed project? Additionally, do you understand that programs should apply for \$450,000 per year per application? Please note: A local match is not required.	<input type="checkbox"/> Yes <input type="checkbox"/> No

F7.	Please indicate the annual dollar amount in OCFS funds being requested by this proposal. Enter the nearest whole number. This number should be as close to \$450,000 as possible.	Number Field
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5.5 Proposal Submittal Process

How to Submit a Proposal

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

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

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

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

To start an application, follow these steps:

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

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

Important Note Regarding Proposal Submission

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

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

Helpful Links

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

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

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

6.0 MINIMUM CRITERIA/EVALUATION PROCESS

6.1 Minimum Criteria (Pass/Fail Review Criteria)

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

6.2 Evaluation Process

This RFP will require a two-step evaluation process of all proposals that pass the eligibility review as described below. In the interest of selecting the best possible applicants to implement CCMI, OCFS will review the proposal content, in addition to performing interviews/site visits with the finalists.

The technical proposal (evaluation of the work plan) will be worth 80 points of a proposal's total score, and the information contained in the cost proposal (evaluation of the budget) will be worth 20 points of a proposal's total score. Proposals will be rated by a review team using the scoring values in **Section 5.4 Proposal Content**. The maximum composite score for the cost and technical components will be 100 points.

To help promote objectivity, trained reviewers will score each individual proposal using a structured, preapproved evaluation instrument with a standardized scoring rubric. All individual reviewer scores will be added together and averaged to calculate each proposal's composite score. Proposals that receive a minimum average composite score of 70 points or more will be considered for funding.

1) Step One: OCFS will evaluate and score the cost and technical sections of all proposals to determine the finalists eligible for an award in each region. Proposals that achieve less than the minimum passing score will be excluded from further consideration. Based on these composite scores, the proposals susceptible to award in each region will be identified and move forward to the interview/site visit in Step Two.

2) Step Two: OCFS will conduct on-site interviews with the finalists susceptible to award in each region to determine which finalist will receive points for the best interview. Only one finalist from each region will receive interview points. The Step Two on-site interview will be worth 10 points. All finalist applicants susceptible to award, which is defined as being within 10 points of having the highest score in their region, will receive an on-site interview. The best on-site interview in each region will be awarded all 10 points. Only one applicant will receive the interview/site-visit points in each region. These interview points will be added to the composite score to produce a total cumulative score. The maximum final score (technical + cost + interview) for any proposal is 110. Awards will be based on the highest-scoring application within each OCFS-defined region.

Counties being served by this RFP, listed by OCFS region:

Buffalo Region

Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming

Long Island Region

Nassau, Suffolk

Mid-Hudson Region

Dutchess, Orange, Putnam, Rockland, Ulster, Westchester

Rochester Region

Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, Yates

Applicants may submit one proposal per region (up to four proposals) in response to this RFP and may receive a maximum of four awards. An applicant must submit separate proposals for each region they propose to serve. Individual proposals that propose to serve more than one region will be disqualified.

If duplicative applications are submitted by an applicant for the same region, OCFS will review the first application received and will disqualify subsequent duplicative application(s).

As all applicants susceptible to award will be receiving an interview/site visit, and only the best on-site interview in each region will receive the ten interview points, it is not possible for any applications to have a tied score.

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

6.3 Bonus Points

Not applicable.

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

A. Applicability

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

B. Definitions

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

C. Debriefing Request

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

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

the extent practicable, general advice and guidance to the unsuccessful offerer concerning potential ways for their future proposals, bids or offers to be more responsive.

D. Formal Protest and Appeal Procedure

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

1. Submission of Bid or Award Protests

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

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

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

2. Review and Formal Protest Determination

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

administration or the deputy commissioner's designee summarizing the facts, an analysis of the substance of the protest, and a preliminary recommendation including: (a) an evaluation of the findings and recommendations, (b) the materials presented by the protesting party and/or any materials required of or submitted by other bidders, (c) the results of any consultation with the OCFS Division of Legal Affairs, and (d) a draft response to the formal protest.

- d. The OCFS deputy commissioner for administration or his or her designee shall hear and make a formal protest determination on all formal protests. A copy of the formal protest determination, stating the reason(s) upon which it is based and informing the protesting party of the right to appeal an unfavorable decision to the OCFS commissioner, shall be sent to the protesting party or its agent within 30 business days of receiving the formal protest, except that upon notice to the protesting party, OCFS may extend such period. The formal protest determination will be recorded and included in the procurement record, or otherwise forwarded to the OSC.

3. Appeal of Formal Protest Determination

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

4. Reservation of Rights and Responsibilities of OCFS

- a. OCFS reserves the right to waive or extend the time requirements for protest submissions, decisions and appeals herein prescribed when, in its sole judgment, circumstances so warrant to serve the best interests of the state.
- b. If OCFS determines that there are compelling circumstances, including the need to proceed immediately with contract award and development of final contracts in the best interests of the state, then these protest procedures may be suspended, and such determination shall be documented in the procurement record.
- c. OCFS will consider all information relevant to the protest, and may, at its discretion, suspend, modify, or cancel the protested procurement

action, including solicitation of bids, or withdraw the recommendation of contract award before issuance of a formal protest decision.

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

E. Appeal to the Office of the State Comptroller

If the protesting party is still not satisfied with the result of its protest after conclusion of the formal protest and appeal procedure described above, the protesting party may file a written appeal with the OSC within ten business days of the date the protesting party received OCFS's protest determination. An appeal to the OSC's Bureau of contracts must be in writing and must contain the specific factual and/or legal allegations setting forth the basis upon which the protesting party challenges the contract award by OCFS. Such appeal must be filed with the director of the Bureau of contracts at the NYS Office of the State Comptroller, 110 State Street, 11th Floor, Albany, NY 12236.

7.0 MANDATORY CONTRACTING REQUIREMENTS

7.1 Contract Readiness

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

7.2 Standard Contract Language

The terms and conditions for all funded projects are specified in a detailed contract that must be signed by OCFS and approved by the New York State Office of the Attorney General (OAG) and the OSC before payments may be made. Contractor obligations or expenditures before the contract start date shall not be reimbursed. This RFP includes all relevant contract terms and conditions, which can be found in **Section 8: 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 four forms: <http://www.wcb.ny.gov/content/main/forms/AllForms.jsp>

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

2. Proof of Disability Benefits Coverage

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

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

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

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

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

7.4.2 Criminal History Background Checks - Any awardee, or contractor, employee or volunteer of the awardee, who will have the potential for regular and substantial contact with youth in care or receiving residential services must be subject to background screening before hire or utilization

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

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

Not-for-profit vendors must be registered with the New York State Office of the Attorney General as a charitable organization, and the registration must be up-to-date at the time of contracting. Vendors must be sure all their documents are up-to-date and comply with the vendor responsibility requirements as outlined below. To determine the status of your charity's registration information, contact: https://www.charitiesnys.com/RegistrySearch/search_charities.jsp

7.6 Federal Requirements (if federally funded)

See Attachment A-2, *Federal Assurances and Certifications*, which is in the Master contract for Grants and is referenced in **Section 8.0 Contract Documents**.

7.7 Required Electronic Payments and Substitute Form W-9

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

As New York State proceeds with implementing the new Statewide Financial System (SFS), the OSC is preparing a centralized vendor file. To assist OSC in this project, vendors are directed to provide a *Substitute Form W-9* which

includes the taxpayer identification number, business name, and business contact person. This data is critical to ensure that the vendor file contains the information state agencies need to contract with and pay vendors.

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

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

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

https://www.osc.state.ny.us/epay/ac3243s_fe.pdf
<http://www.osc.state.ny.us/agencies/guide/MyWebHelp/>
(Guide to Financial Operations)

7.8 Iran Divestment Act

By submitting a bid in response to this solicitation or by assuming the responsibility of a contract awarded hereunder, bidder/contractor (or any assignee) certifies that it is not on the "Prohibited Entities List," as defined by the *Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012* (the Act), which is posted on the OGS website at <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such contract any subcontractor that is identified on the "Prohibited Entities List." Bidder/contractor is advised that should it seek to renew or extend a contract awarded in response to the solicitation, it must provide the same certification at the time the contract is renewed or extended.

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

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

7.9 Statewide Financial System

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

<https://www.osc.state.ny.us/vendors/vendorselfservicesystem.htm>

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

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

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

Pursuant to New York State Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules and Regulations OCFS is required to promote opportunities for the maximum feasible participation of New York State-certified Minority- and Women-owned Business Enterprises (MWBE) and the employment of minority group members and women in the performance of OCFS contracts.

7.10.2 MWBE Business Participation Opportunities – OCFS Established Goals

For purposes of this solicitation, OCFS hereby establishes an overall goal of **30%** for MWBE participation, **15%** for New York State-certified Minority-owned Business Enterprise (“MBE”) participation and **15%** for New York State-certified Women-owned Business Enterprise (“WBE”) participation (based on the current availability of MBEs and WBEs). A contractor (“contractor”) on any contract resulting from this procurement (“contract”) must document its good faith efforts to provide meaningful participation by MWBE as subcontractors and suppliers in the performance of the contract. To that end, by submitting a response to this RFP, the respondent agrees that OCFS may withhold payment pursuant to any contract awarded as a result of this RFP pending receipt of the required MWBE documentation. The directory of MWBE can be viewed at: <https://ny.newnycontracts.com>. For guidance on how OCFS will evaluate a contractor’s “good faith efforts,” refer to 5 NYCRR § 142.8.

The respondent understands that only sums paid to MWBE for the performance of a commercially useful function, as that term is defined in 5 NYCRR § 140.1, may be applied towards the achievement of the applicable MWBE participation goal. The portion of a contract with an

MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be 25% of the total value of the contract.

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 viewed 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 with their bid or proposal. Any modifications or changes to an accepted MWBE Utilization Plan after the contract award and during the term of the contract must be reported on a revised MWBE Utilization Plan and submitted to OCFS for review and approval.

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 that 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 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 no later than before the submission of a request for final payment on the contract.

The successful respondent will be required to submit a quarterly MWBE Contractor Compliance and Payment Report to OCFS, 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 of the terms and conditions of Appendix A – Standard Clauses for All New York State contracts including Clause 12 - Equal Employment Opportunities for Minorities and Women. 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 a Minority- and Women-owned Business Enterprise and Equal Employment Opportunity Policy Statement, as referenced in **Section 1.6 Submission of Proposals**, to OCFS with its bid or proposal.

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

Pursuant to Executive Order #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 sub-contractors will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

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

7.11 Service-Disabled Veteran-Owned Business (SDVOB)

[The Service-Disabled Veteran-Owned Business Act](#), signed into law by Governor Andrew M. Cuomo on May 12, 2014, allows eligible veteran business owners to become certified as a New York State Service-Disabled Veteran-Owned Business (SDVOB) in order to increase the participation of such businesses in New York State's contracting opportunities. The SDVOB Act, which is codified under [Article 3 of Veterans' Services Law](#), acknowledges that SDVOBs strongly contribute to the economies of the state and the nation. Therefore, and consistent with its Master Goal Plan, OCFS strongly encourages vendors who contract with OCFS to consider using certified SDVOBs that are responsible and responsive for at least **6%** of discretionary non-personnel service spending in the fulfillment of the requirements of their contracts with OCFS. Such partnering may include utilizing certified SDVOBs as subcontractors, suppliers, protégés, or in other supporting roles to the maximum extent practical, and consistent with the legal requirements of the State Finance Law and the Veterans' Services Law. Certified SDVOBs may be readily identified through the directory of certified businesses at: [List of Certified NYS Service-Disabled Veteran-Owned Businesses](#).

7.12 Omnibus Procurement Act

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

1. The contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors on this project and has retained the documentation of these efforts to be provided upon request to the State of New York; and has
2. documented their efforts to encourage the participation of New York state business enterprises as suppliers and subcontractors by showing that they have done the following:
 - Solicited bids, in a timely and adequate manner, from ESD business enterprises, including certified minority/women-owned businesses; or
 - Contacted ESD to obtain listings of New York State business enterprises and MWBE; or
 - Placed notices for subcontractors and suppliers in newspapers, journals or other trade publications distributed in New York State; or
 - Participated in bidder outreach conferences; and
 - Provided a statement indicating the method by which they determined that New York State business enterprises are not available to participate on the contract as subcontractors or suppliers, *if the contractor has determined such*; and
 - Provided a statement verifying no intention of using subcontractors if *the contractor has no such intention*.
3. The contractor has complied with the federal Equal Opportunity Act of 1972 (P.L. 92-961), as amended.
4. The contractor will be required to notify New York State residents of employment opportunities by listing any such positions with the Community Services Division of the New York State Department of Labor, providing for such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The agency agrees to document these efforts and to provide said documentation to OCFS upon request.
5. Bidders located in a foreign country are notified that the state may assign or otherwise transfer offset credits to third parties located in New York State, and the bidders shall be obligated to cooperate with the state in any and all respects in making such assignment or transfer, including, but not limited to, executing any and 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. Bidders are hereby notified that state agencies and authorities are prohibited from entering into contracts with businesses whose principal place of business is located in a “discriminatory jurisdiction.” Discriminatory

jurisdiction is defined as a state or political subdivision which employs a preference or price distorting mechanism to the detriment of or otherwise discriminates against a New York State business enterprise in the procurement of commodities and services by the same or a nongovernmental entity influenced by the same. A list of discriminatory jurisdictions is maintained by Commissioner of the New York State Empire State Development Corporation.

7.13 Executive Order Number 14 and 16

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

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

Executive Orders 14 and 16 include the following definitions:

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

By submission of a response to this solicitation the offerer certifies that the 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 New York State agencies and authorities not to enter into any contracts with entities that have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, color, national origin, sex, sexual orientation, gender identity, disability, marital status, military status, or other protected basis. The contractor must provide the EO 177 certification statement before any award being made by OCFS.

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

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

7.17 Other Requirements

Not applicable.

8.0 CONTRACT DOCUMENTS

The contract documents consist of the documents listed below.

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

A copy of the NYS Standard Terms and Conditions (State of New York Master contract for Grants) can be found on the Grants Management website at the following link:

<https://grantsmanagement.ny.gov/system/files/documents/2018/09/sample-complete-nys-mcg.pdf>

Required with bid submission (Please click the links below to download the required forms):

- A. [OCFS-2633, MacBride Fair Employment Principles Certification Form](#)
- B. [OCFS-2634, Non-Collusive Bidding Certification](#) (Required by section 139d of the State Finance Law)
- C. [Attachment A-2, Federal Assurances and Certifications](#) (If applicable.)
- D. For complete proposal and contract requirements for the MWBE and EEO requirements, refer to the [Attachment MWBE](#) that is referenced in **Section 7.10**. The following are forms to be completed and submitted with your Administrative Proposal:
 - [OCFS-4629, Project Staffing Plan Form](#)
 - [OCFS-3460, Minority- and Women-owned Business Enterprises \(MWBE\) Equal Employment Opportunity \(EEO\) Policy Statement](#)
- E. [OCFS-2647, EO 177 Certification](#) (See **Section 7.15** for more information)

- F. [OCFS-4821, CMS User Authorization](#) (Required for the OCFS Contract Management System)

9.0 GLOSSARY OF OUTCOME-BASED CONTRACTING TERMS

Fiscal Documentation: Documentation necessary for payment.

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

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

Legal Documents: Legally required application/contract components.

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

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

Outcomes: The desired benefits or changes for the target population following their interaction with a program. These are the expected results of program intervention. Outcomes may relate to knowledge, skills, attitudes, behaviors or conditions. Either the investor or provider may set them. (They are broader, and more general than performance targets. They do not require numerical projection). In some instances, the outcome may be a system change rather than an individual behavior change.

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

Milestones: *Measurable interim* changes in the condition or behavior of the target population used to track whether the program is on course to achieve its performance targets. These are critical points of change or target population

achievement that must occur to progress towards the performance targets. You must include a description of the methods that will be used to verify milestone achievement.

Program Budget: Definition of program expenditures and funding sources.

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

Project Work Plan: Steps necessary to implement a program.

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

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

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

Vendor Responsibility: Compliance with New York State Finance Law and guideline provisions related to vendor integrity providing reasonable assurance that the potential contractor has the capacity to perform the requirement of the contract. This includes authority to do business in the state, capacity, and performance in addition to the aforementioned integrity.

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

10.0 PROGRAM-SPECIFIC REQUIREMENTS AND FORMS

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

Attachment 1 – Budget Template*

Attachment 2 – Workplan Template (reference document)

Attachment 3 – Experience Template*

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