



**Office of Children
and Family Services**

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**New York State
Office of Children and Family Services
Division of Child Care Services**

Grant Procurement

REQUEST FOR PROPOSALS

RFP # 1131

**NYS Learning and Enrichment After-school Program
Supports (LEAPS)**

Issued: 2/12/2024

Amended: 2/22/2024

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

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1.0 GENERAL INFORMATION/CALENDAR OF EVENTS

The New York State (NYS) Office of Children and Family Services (OCFS) 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 policies and building partnerships at the federal, state, county, and community levels that aim to positively impact practice. OCFS funding investments assist communities in creating and/or enhancing the provision of quality services in the areas of child care, child welfare, juvenile justice, adult protective services, and services for the legally blind and visually impaired.

OCFS has released this RFP to solicit competitive applications to the NYS Learning and Enrichment After-school Program Supports (LEAPS) initiative to serve youth from Pre-K (with SACC waiver) through high school. Eligible not-for-profit (NFP) organizations may submit proposals for the development and/or continuation of quality after-school programs in partnership with local schools and/or school districts.

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

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

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

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

1.1 **Procurement Contact**

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

Director of Contracts

Questions for RFP # 1131 NYS LEAPS

NYS Office of Children and Family Services

Bureau of Contract Management

52 Washington Street, Room 202S – Procurement Unit

Rensselaer, NY 12144

1.2 **Calendar of Events** (Amended 2/22/2024)

| RFP # 1131 NYS Learning and Enrichment After-school Program Supports (LEAPS) | |
|---|--|
| EVENT | DATE |
| Issuance of RFP | 2/12/2024 |
| Recording of Applicant Webinar posted (<i>on or about</i>) | 2/21/2024 |
| Deadline for submission of written questions | 2/28/2024 |
| Responses to written questions posted (<i>on or about</i>) | 3/20/2024 |
| Recommended deadline for not-for-profits to complete the prequalification process | 3/29/2024 |
| Deadline for submission of proposals | 4/3/2024 4/11/2024 by 4:00 PM Eastern Time |
| Anticipated Notification of Award (<i>not earlier than</i>) | 5/29/2024 6/6/2024 |
| Anticipated contracts start date (<i>not earlier than</i>) | 9/1/2024 |

1.3 **Applicant Webinar**

Offerers are encouraged to watch the Applicant Webinar, which will be conducted by OCFS and published as a recording. The presentation will provide important information to organizations intending to submit applications in response to RFP # 1131 NYS Learning and Enrichment After-school Program Supports (LEAPS).

The recording of the Applicant Webinar will be posted on the OCFS funding opportunities page (<https://ocfs.ny.gov/main/contracts/funding/>) and the NYS Contract Reporter website (<https://www.nyscr.ny.gov>), on or about the date specified in **Section 1.2 Calendar of Events**. Watching the webinar is not required but is encouraged as OCFS will review important proposal submission requirements.

Prospective applicants may submit a proposal regardless of whether they watch the webinar recording. OCFS recommends applicants view the webinar recording as soon as possible after it is posted and submit any questions they have in accordance with **Section 1.4 Submission of Written Questions** prior to the deadline. OCFS will also post the webinar slides alongside the recording.

Note: It is recommended that applicants read and review the RFP before watching the Applicant Webinar recording.

1.4 Submission of Written Questions

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

1.5 Deadline for Prequalification

Not-for-profit applicants are strongly encouraged to obtain prequalified status in the Statewide Financial System (SFS) as soon as possible, and should prequalify by the date of submission. Please refer to **SECTION 3.0 MINIMUM QUALIFICATIONS TO PROPOSE AND PREQUALIFICATION PROCESS**.

NOTE: Government entities are not required to prequalify but should still be registered in SFS, please see **Section 3.2 Prequalification Process**.

1.6 Submission of Proposals

- A. Before submitting a proposal, bidders should prequalify in SFS Grants Management, if applicable. See **SECTION 3.0 MINIMUM QUALIFICATIONS TO PROPOSE AND PREQUALIFICATION PROCESS** for further information.
- B. All costs associated with the preparation of a proposal are the responsibility of the Bidder and cannot be charged to OCFS. All proposals and accompanying documentation become the property of the State and will not be returned.
- C. By submitting a proposal, the bidder warrants that it has carefully reviewed the needs of the State (as described in this RFP, its attachments, and other communications related to this RFP), has familiarized itself with the specifications and requirements of this RFP, and warrants that it can provide such products and/or services as represented in the bidder's proposal. The bidder agrees to perform all of its obligations should it be awarded a contract, in accordance with all applicable federal, state, and local laws, rules, regulations, and policies that are now or hereafter in effect, and any revisions of such laws, rules, regulations, and policies.
- D. The applicant affirms that the terms of this RFP do not violate any contracts or agreements to which the applicant is a party, and that its other contractual

obligations will not adversely influence its capabilities to perform the scope of work and requirements of this RFP.

- E. The requirements for proposal content and format will be enforced. Proposals must contain the information, and adhere to the submission formats and forms, requested herein or attached hereto, under the terms and conditions of this solicitation.
- F. The content of each applicant's proposal will be held in strict confidence during the bid evaluation process, and no details of any proposal will be discussed outside of the evaluation process.

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

- First, applicants will complete an online application form as instructed in **Section 5.5 Proposal Submittal Process**. Applicants will automatically receive a confirmation email from funding@ocfs.ny.gov after they submit their completed application form.
- Second, applicants should reply to the confirmation email to attach and submit all supporting documents outlined in **Section 5.4 Proposal Content** to complete their submission process. All required uploads must be submitted to funding@ocfs.ny.gov or the application submission will be considered incomplete.

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

1.7 OCFS Reserved Rights

OCFS reserves the right to:

1. place a monetary cap on the funding amount made in each contract award;
2. change any of the schedule dates stated in this RFP before the due date for the submission of proposals;
3. reject any or all proposals received in response to the RFP;
4. withdraw the RFP at any time at the agency's sole discretion;
5. make an award under the RFP in whole or in part;
6. disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of the RFP;

7. reject any proposal if, in the sole discretion of OCFS, it determines the bidder is not a responsible vendor;
8. seek clarification and revisions of proposals. Request bidders to present supplemental information clarifying their proposals either in writing or by formal presentation. Other than the requested clarification and supplemental information, submission of new information is not permitted;
9. require that bidders demonstrate, to the satisfaction of OCFS, any feature(s) present as a part of their proposal, which may include an oral presentation of their proposal. Any such demonstration or presentation may be considered in the evaluation of the proposal;
10. amend any part of this RFP before opening of bids, with notification to all bidders, and direct all bidders to prepare modifications addressing RFP amendments, if necessary. Expenses incurred in the preparation of any proposals or modifications submitted in response to this RFP are the sole responsibility of the bidder or other party and will not be incurred or reimbursed by OCFS;
11. make funding decisions that maximize compliance with and address the outcomes identified in this RFP;
12. fund only one portion, or selected activities, of the selected bidder's proposal and/or adopt all or part of the selected bidder's proposal based on federal and state requirements;
13. eliminate any RFP requirements that cannot be met by all prospective bidders upon notice to all parties that submitted proposals;
14. waive procedural technicalities or modify minor irregularities in proposals received after notification to the bidder involved;
15. correct any arithmetic errors in any proposal or make typographical corrections to proposals with the concurrence of the bidder;
16. negotiate with the selected bidder(s) before contract award.
17. conduct contract negotiations or award a contract to the next highest bidder if contract negotiations with the selected bidder(s) cannot be accomplished within an acceptable time frame. No bidder will have any rights against OCFS arising from such actions;
18. award contracts to more than one bidder or to other than the lowest bidder;
19. require that all proposals be held valid for a minimum of 180 days from the closing date for receipt of proposals, unless otherwise expressly provided for in writing;

20. fund any or all of the proposals received in response to this RFP. However, issuance of this RFP does not commit OCFS to fund any proposals. OCFS can reject any proposals submitted and reserves the right to withdraw or postpone this RFP without notice and without liability to any bidder or other party for expenses incurred in the preparation of any proposals submitted in response to this RFP and may exercise these rights at any time;
21. use the proposal submitted in response to this RFP as part of an approved contract. At the time of contract development, awardees may be requested to provide additional budget and program information for the final contract;
22. utilize any or all ideas submitted in the proposals received where an award is ultimately made;
23. require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offerer's proposal and/or to determine an offerer's compliance with the requirements of the solicitation;
24. make additional awards based on the remaining proposals submitted in response to this RFP and/or provide additional funding to awardees if such funds become available;
25. make inquiries of third parties, including but not limited to, bidder's references, with regard to the applicants' experience or other matters deemed relevant to the proposal by OCFS. By submitting a proposal in response to this RFP, the applicant gives its consent to any inquiry made by OCFS;
26. require contractors to participate in a formal evaluation of the program to be developed by OCFS. Contractors may be required to collect data for these purposes. The evaluation design will maintain confidentiality of participants and recognize practical constraints of collecting this kind of information;
27. consider statewide distribution and regional distribution within New York City, including borough distribution methodology, in evaluating proposals;
28. rescind awards for failure of awardees to meet time frames that OCFS is required by statute to meet for contract development and approval;
29. cancel this RFP, in whole or in part, at any time and to reject any or all proposals when appropriate in the best interests of the state;
30. make adjustments to the funding amount requested based on program need and based on the total dollar value of the applications submitted; and
31. reject any extraneous terms, alternate activities/work to be performed, added conditions, or exceptions stated by applicants within their

proposal(s). This includes, but is not limited to, proposed changes to the standard terms and conditions of the resulting contract(s).

Before the deadline for submission of proposals, any such clarifications or modifications as deemed necessary by OCFS will be posted to the [NYS Contract Reporter](#) and the [OCFS funding opportunities page](#). All individuals should check these locations for any changes and check the posted Q&As. If modifications or amendments are made outside of the Q&A process, potential offerers that were sent the original bid notice via email will receive an email from the OCFS Procurement Unit at funding@ocfs.ny.gov regarding the modifications or amendments.

2.0 EXECUTIVE OVERVIEW

2.1 Introduction/Description of Program Objectives and Background

Children who participate in quality after-school programs have improved school attendance, grades, and work habits; are less likely to repeat a grade and more likely to graduate; have higher school attendance and academic achievement; gain social skills, build their confidence, and learn to think critically, and have better relationships with other students. Additional information about the importance and benefits of quality after-school programs can be found at [Attendance Works](#) and the [National Conference of State Legislatures](#).

OCFS has released this RFP to solicit competitive applications for eligible not-for-profit organizations to apply for the creation, development, and/or continuation of quality after-school programs in partnership with local schools and/or school districts as part of the NYS LEAPS initiative. As NYS recovers from the COVID-19 pandemic, schools and community organizations continue to see wide-ranging concerns from students and parents regarding student social, emotional, and mental health. Many national and state initiatives guided by decades of research are underway to improve resources for students and families, and NYS LEAPS is a key part of building quality out-of-school-time services and supports for students and their families.

For the LEAPS initiative, OCFS is utilizing a [Positive Youth Development](#) (PYD) (see: **Attachment 3 – PYD Framework Reference Guide**) approach and will fund after-school programs that incorporate the [National Afterschool Alliance Key Principles for Expanding Learning](#) to support comprehensive after-school programs. This LEAPS initiative will encourage all programs to focus on student strengths, engage youth in their communities, and promote positive outcomes for youth.

The purpose of the LEAPS initiative is to support community-based after-school programs that:

1. Provide academic support and enrichment opportunities that will assist students in meeting academic and personal goals, as well as expose youth to future learning and life opportunities.

2. Prioritize students’ social-emotional wellness and increase opportunities to mitigate the impacts from COVID-19, as well as expand students’ access to social and emotional support services. Please see the [Afterschool Alliance](#) for more information.
3. Expand students’ community and family engagement and programs that support mentorship, employment, and life skills training.

For the purposes of this funding opportunity, OCFS has identified high-needs school districts as having at least 50% of the student population classified as economically disadvantaged on **Attachment 10 – Eligible School Districts to Serve for LEAPS**. The New York State Education Department (NYSED) (data.nysed.gov) defines economically disadvantaged students as those who participate in, or whose family participates in, economic assistance programs such as the free or reduced-price lunch programs, Social Security Insurance (SSI), Supplemental Nutrition Assistance Program (SNAP), Foster Care, Refugee Assistance (cash or medical assistance), Earned Income Tax Credit (EITC), Home Energy Assistance Program (HEAP), Safety Net Assistance (SNA), Bureau of Indian Affairs (BIA), or Family Assistance: Temporary Assistance for Needy Families (TANF). If one student in a family is identified as low income, all students from that household (economic unit) may also be identified as low income.

The following goals, objectives, and outcomes must be met through NYS LEAPS:

| GOALS | OBJECTIVES | OUTCOMES |
|--|--|--|
| Provide academic support and enrichment opportunities that will assist students in meeting academic and personal goals, as well as expose youth to future learning and life opportunities. | Provide opportunities for academic, career/vocational, and community enrichment, including providing tutorial services to help students, particularly students who attend a high-needs school. | Students will have access to quality* out-of-school-time programs that enrich their academic, career/vocational, and community opportunities and support their growth and learning. *Quality afterschool programs show positive results in the realms of academics, behavior, family, and social life. For additional information please follow this link: Quality IB 2011 Final-2.28.10 (afterschoolalliance.org) |
| Prioritize students’ social-emotional wellness and | Create a climate that supports the development of social and emotional skills and incorporates | Students will have access to a variety of activities that comprehensively support their social-emotional |

| | | |
|---|---|--|
| <p>increase opportunities to mitigate the impacts from COVID-19, as well as expand students' access to social and emotional support services.</p> | <p>positive youth development principles into program development and implementation.</p> | <p>health and integrate positive youth development principles to empower their leadership and goal-setting skills.</p> |
| <p>Expand students' community and family engagement and programs that support mentorship, employment, and life skills training.</p> | <p>Offer students' families opportunities for active and meaningful engagement in supporting their children's education, including opportunities for literacy and related educational development of the child.</p> | <p>Students, families, caregivers, and community members will be provided with holistic, ongoing opportunities to participate in quality after-school programs in their community.</p> |

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 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 Governor's proposed New York State Fiscal Year 2024-2025 State Budget is proposed to appropriate \$97,500,000 to establish, continue, and/or expand after-school programs using a PYD approach to achieve the goals of the LEAPS initiative. Grant funds shall only be used to supplement, and not supplant, current local expenditures of federal, state, or local funds on after-school programs and the number of students served in such programs from such sources.

Requests for advance payments of 20% will be allowed. OCFS will recoup advance payments by crediting 33.3% of subsequent claims and reimbursement of such claims will be reduced until the advance is fully recovered within the contract period.

Applicants may:

1. propose to serve up to three sites within each individual proposal within the same school district. **Note** that separate applications must be submitted for each school district the applicant proposes to serve.
2. submit up to four proposals for a maximum of four awards.

No applicant will receive more than \$2.2 million in combined funding from this RFP. OCFS will make no more than two awards per school district in NYC and up to one award each per school district in the rest of state. Maximum funding to serve any single school district is limited to \$4.4 million for New York City (NYC) and \$2.2 million in the rest of the state. As noted in **Section 1.7 OCFS Reserved Rights**, OCFS reserves the right to place a monetary cap on the funding amount made in each contract award.

The funding amount will be determined based on the registered or proposed school-age child care (SACC) capacity of the sites identified in the proposal. All applicants are required to have an approved OCFS SACC registration within 120 days of the award letter date and prior to program delivery to students. A SACC registration for a new program must be obtained within 120 days (from the date of notification of award) unless there are extenuating circumstances, and the provider submits documentation demonstrating the delay is out of the provider's control for OCFS final determination. OCFS will apply the same review criteria to all provider submissions.

If a program's registered capacity is reduced after the initial award or during the contract term, the funding level will be adjusted downward to reflect the correct registered capacity. However, if a program's registered capacity increases after grant submission, the proposal cannot receive a higher funding level. Within the proposal, programs must specify the number of children they propose to serve within their registered capacity or capacity upon registration for new providers.

Per-site funding amounts will be based on the programs' OCFS registered or proposed SACC capacity, below is a chart specifying the **per-site** award amounts by capacity.

| Registered SACC Capacity (as of the issuance date of this RFP for existing registered providers or upon registration for new providers) | Annual Funding Amounts by Site |
|--|---------------------------------------|
| 7-40 slots | \$ 160,000 |
| 41-70 slots | \$ 220,000 |
| 71-100 slots | \$ 350,000 |
| 101-150 slots | \$ 450,000 |
| 151-200 slots | \$ 550,000 |
| 201-300 slots | \$ 650,000 |
| 301+ slots | \$ 750,000 |

To receive reimbursement for expenses, the SACC registration must be obtained within 120 days of the award letter date. OCFS will not reimburse for any direct youth care services prior to the date of the SACC registration. However, if programs are unable to obtain a SACC registration by the required deadline, they may submit a written request for an extension when the delay is identified as outside the community-based organization's/NFP's control, such as required inspections, zoning, or other issues. Extensions may be granted at the sole discretion of OCFS. Eligible start-up costs may be reimbursed prior to obtaining a SACC registration for expenses such as hiring of the program director, equipment, supplies, outreach, pre-enrollment efforts, and staffing costs for up to one month prior to program serving children. All other expenses not listed or included in **Section 2.4** must be incurred after the start date of the contract.

For programs with an existing SACC registration, programs are eligible for reimbursements one month prior to program serving children and one month after program no longer serves children. This allows for program planning, recruiting families and staffing, as well as program starts costs, such as purchasing supplies, and coordinating services and subcontractors. Programs that are approved to operate year-round are eligible for reimbursement throughout the year when operating under the SACC registration and in compliance with program requirements.

2.4 Term of Contract

The contract(s) awarded in response to this RFP will be for five years. The anticipated contract start date is indicated in **Section 1.2 Calendar of Events**. Funding is currently anticipated to be available for the first year of the contract, and the award of a multi-year contract does not guarantee funding will be available for subsequent years. Contractors may not begin to provide services before the contract start date; OCFS has no obligation to pay for services rendered before that time. Payments cannot be made before the formal execution of a contract and approval by the Office of the State Comptroller

(OSC). Payments for contract expenses can only be made for costs incurred during the contract term.

Reimbursement of Program Costs

For each year of the contract, payments for contract services will be made upon submission of accurate claim submission and reports required under the resulting contract. Please refer to **Section 4.1.C Organizational Capacity and Management** for information on allowable costs.

3.0 MINIMUM QUALIFICATIONS TO PROPOSE AND PREQUALIFICATION PROCESS

3.1 Minimum Qualifications

Eligible Applicants Must:

- **Be a not-for-profit organization.**

Community-based not-for-profit (NFP) organizations are strongly encouraged to apply. For the purposes of this RFP, community-based organizations are defined as NFP organizations that work at a local level to improve life for local residents.

Please note: For-profit organizations, municipal agencies, public school systems, and government entities **are not eligible to apply.**

- Submit a signed and completed **Attachment 5 – NFP and School District Letter of Commitment** between the applicant and the school district for **each proposed site**. If an applicant is submitting more than one Attachment 5, it is recommended to combine them into a single file for submission.

Districts are encouraged to enter into a letter of commitment with multiple NFPs who are proposing to serve their students. NFPs will be selected in accordance with **Section 6.0 Evaluation Process**.

- Agree that if selected for award, the NFP selected to serve a school district will enter into a formal Partnership Agreement with the district proposed to be served in a timely manner and will submit a completed and signed **Partnership Agreement** to OCFS for review and approval **prior to completion of contract development**.

The Partnership Agreement will include the information required by **Attachment 7 - Partnership Agreement**. Awardees are not required to use **Attachment 7** in its exact format. The Partnership Agreement document submitted must include all items listed on **Attachment 7** identifying the organization responsible for each item and may be modified to add

additional responsibilities that don't conflict with any requirements in **Section 7.2 Standard Contract Language**, or with the terms and conditions of **Attachment 8 – A1-B Program Specific Terms and Conditions**.

All Partnership Agreements must be signed by the applicant's executive director (or equivalent) and the appropriate individual(s) designated and authorized to contractually bind the school district(s) proposed to be served (i.e., superintendent or designee in accordance with school district policy). Partnership Agreements must cover the entire contract term. If there are changes to the Partnership Agreement during the term of the contract, OCFS must be notified when upcoming changes are known, and a new Partnership Agreement must be completed and submitted to OCFS, which will review and approve of the change(s) in writing prior to the change(s) taking effect.

Each Partnership Agreement must include the NFP and school organization(s) and identify each entity's responsibilities. In proposals where the after-school program is located in a school building, it is important to identify the school resources that will be made available for the program.

The Partnership Agreement must be with the school district that oversees the school(s) the participants attend, in accordance with the applicable school district's policy. It is strongly encouraged that all **Partnership Agreements** be completed, signed, and submitted with the applicant's proposal **OR** they must be submitted by awardees to OCFS prior to the completion of contract development. If an applicant is submitting more than one Partnership Agreement, it is recommended to combine them into a single file for submission.

- **Have, or agree to obtain, a school-age child care (SACC) registration through OCFS prior to serving children** and within 120 days of the award letter date. Please note: Programs may not begin to provide direct care services to youth without a SACC registration in place. Applicants without a SACC registration must begin the SACC application process as soon as the site location is determined to ensure adequate time for the process to be completed prior to the start of program services.
- **Propose to serve a school district listed on Attachment 10 – Eligible School Districts to Serve for LEAPS where 50% or more of the student population is economically disadvantaged.**
- Agree to comply with all applicable statutes and regulations, provide all required notices to caregivers and providers, utilize all required agency forms and notices, and further agree that all additional program proposed forms and documentation will be reviewed and approved by OCFS prior to their use, if selected for award.

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

3.2 Prequalification Process

Important Note: Prequalification documentation is no longer accepted in the NYS Grants Gateway. All prequalification documentation must be submitted in the Statewide Financial System (SFS) Grants Management. Information regarding the transition to SFS can be found on the Grants Management website here: <https://grantsmanagement.ny.gov/transition-SFS>

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

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

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

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

3.2.1 Register in the NYS Statewide Financial System

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

3.2.2 Complete Your Prequalification Application

- Sign in to the [SFS Vendor Portal](#) (be sure to select the checkbox to agree to Vendor Online Services' Terms of Service). If this is your first time logging in, you may be prompted to change your password.

- Please consult the [SFS Grantee User Manual](#) for guidance regarding how to complete this process. The Grantee User Manual can also be obtained by logging into the SFS Vendor Portal and locating the training materials or SFS Coach.
- Click the “Grant Management” tile, then click the “Prequalification Application” tile. On the Welcome Page, under Select an Activity Below, (your Supplier ID will be pre-populated) choose the option that best applies to you and click Next. Complete the fields, including selecting the Business Unit/state agency you expect to do business with.
- Complete the questions by clicking the applicable drop-down or list item responses, and providing additional explanation/comments where needed.
- Upload required documents on the “Required Documents” page. This constitutes your “Prequalification Application.” “Optional Documents” are not required unless specified in this RFP.
- Input required “Contacts” information.
- Specific questions about the prequalification process should be directed to the agency contact listed in **Section 1.1 Procurement Contact**, or to the Grants Management Team at: HelpDesk@sfs.ny.gov.

3.2.3 Submit Your Prequalification Application

- After completing your prequalification application, on the “Submit” page you can review your information and certify the authorization attestation.
- When you are ready to submit the prequalification application for state agency review, click the “Submit” button . Once submitted, the screen will say “Pending Editor Review” .
- If expedited review of your prequalification application is desired, please send an email request to the agency contact listed in **Section 1.1 Procurement Contact** and identify your organization by including your organization name, Federal EIN, and SFS Vendor ID. It is recommended that you submit this request for expedited review before the Recommended Deadline to Prequalify noted in **Section 1.2 Calendar of Events**.
- Your prequalification application will be routed to a Prequalification Specialist for review. If your Prequalification Specialist requests modifications, you will receive an email notification.
- Requests for modifications should be addressed by the vendor and resubmitted for review without delay.

- Once your prequalification application has been approved, you will receive an email notification that you are now prequalified to do business with New York State and are eligible to submit bid responses to request funding.

Vendors are strongly encouraged to complete this process as soon as possible or by the timeframe specified in Section 3.1 Minimum Qualifications to participate in this grant opportunity. Prospective applicants are responsible for monitoring their prequalification status on SFS. OCFS cannot be held responsible in the event an applicant fails to submit their Prequalification Application for review in a timely manner, or if the documents uploaded by the applicant to their Prequalification Application are found deficient.

3.3 Vendor Responsibility Requirements

Section 163(9)(f) of the NY State Finance Law requires that a state agency make a determination that a bidder is responsible before awarding that bidder a state contract. Vendor responsibility will be determined based on the information provided by the bidder, online, through the 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

there are separate questionnaires depending on the contractor status. Not-for-profit vendors must use the *Vendor Responsibility Questionnaire Not-For-Profit Business Entity* form. For-profit vendors must use the *Vendor Responsibility Questionnaire For-Profit Business Entity* form.

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

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

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

The NYS VendRep System offers the following benefits:

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

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

Confirmation of completion of the vendor responsibility process should be included with the email submission of your proposal. This confirmation can take the form of registration in the VendRep System, or by electronically submitting your completed hardcopy questionnaire. To submit this confirmation with your application, go to the bottom of your certified questionnaire, and click

the button called “Form Overview.” Print this page and include it with your proposal’s email submission. While it is not recommended, you have the alternative option of including a completed hardcopy Vendor Responsibility Questionnaire with your email submission for your proposal.

4.0 PROGRAM REQUIREMENTS

4.1 Desired Outcomes and Program Requirements

OCFS is seeking proposals responsive to the desired outcomes identified in the RFP and the OCFS mission. Specifically, the program design must include a PYD approach and integrate the Afterschool Alliance key principles of a quality after-school program (see link in **Section 2.1**). Activities and content must support goals and objectives designed to address the identified needs of the students and their families and include opportunities for youth development and enrichment through hands-on, project-based activities, service learning, and other experiences not typically offered in a traditional classroom setting. Key elements core to the program’s overall design must include elements that are innovative or unique to the program’s mission and goals.

All programs funded by this initiative must be designed to implement strong diversity, equity, and inclusion (DEI) policies and practices – including academic, cognitive, civic, social-emotional, and economic benefits. Strong DEI policies, in partnership with parents and families, empower students from all backgrounds to visualize successful futures for themselves and provide them with a sense of belonging and self-worth. These benefits can lead to improved student achievement, which in turn can lead to better outcomes in other areas of their lives, including work and civic engagement. This is true regardless of a school’s geographic location or the demographic composition of its students and faculty.

Key elements of the program must include the following:

A. Program Design

Community Assessment - As part of the LEAPS application, applicants must include an evaluation of community needs and how the program will address those needs, including how the proposed program schedule reflects the results found in the completed needs assessment.

Positive Youth Development - The LEAPS initiative will be funding after-school programs with a PYD approach. According to the federal Interagency Working Group on Youth Programs, PYD is “an intentional, pro-social approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances young people’s strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their leadership strengths.”

The following four domains from the [framework for PYD](#) must be reflected in all program proposals:

Assets: Youth have the necessary resources, skills, and competencies to achieve the desired outcomes.

Agency: Youth perceive and have the ability to employ their assets and aspirations to make or influence their own decisions about their lives and set their own goals, as well as to act upon those decisions in order to achieve desired outcomes.

Contribution: Youth are engaged as a source of change for the positive development of themselves and of communities.

Enabling Environment: Youth are surrounded by an environment that develops and supports their assets, agency, access to services and opportunities, and strengthens their ability to avoid risks and to stay safe, secure, and be protected and live without fear of violence or retribution.

In addition to the four domains, the PYD framework identifies seven features essential to a strong PYD after-school program and outlines key activities that can help define what activities can be incorporated within each of the domains.

| Positive Youth Development Framework | | |
|---|-----------------------------------|---|
| PYD Domains | PYD Features | Key Activities |
| Assets and Agency | Skill-building | Develop soft and life skills through skill-building activities within individual, peer, and community settings. Examples of program activities include: <ul style="list-style-type: none"> - life skills learning, cooking, financial literacy. - developing healthy relationships, including identifying what healthy relationships look like and how to set boundaries. |
| Contribution | Youth engagement and contribution | Provide opportunities for youth engagement. Examples include: <ul style="list-style-type: none"> - Youth advisory committees. - Youth designing and developing activities and/or events for out-of-school-time programming. - Opportunities for youth to volunteer in community organizations (organize food pantries, pack food in school-sponsored backpack programs, prepare meals for |

| | | |
|----------------------|---|--|
| | | <p>community shelters, plant a garden at a community center, etc.).</p> <ul style="list-style-type: none"> - Identifying ways to recruit additional students to the program. |
| Enabling Environment | Healthy relationships and bonding | <p>Identify and link youth to positive adult role models and healthy peer relationships.</p> <p>Examples include activities that support:</p> <ul style="list-style-type: none"> - Developing healthy relationships and boundary setting. |
| | Belonging and membership | <p>Fostering activities where youth feel included.</p> <p>Identify activities that provide a positive sense of belonging such as:</p> <ul style="list-style-type: none"> - Create clubs within the after-school program providing opportunities for youth with similar interests to participate (i.e., Chess club, sports club, reading group). |
| | Positive norms, expectations, and perceptions | <p>Teaching youth about clear and consistent norms and expectations about health, relationships, and forms of engagement that provide youth an increasing amount of responsibility and independence and allow youth to grow and take on new roles.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Create activities that allow youth in the program to lead activities. • Youth leadership programs. |
| | Safe Space | <p>Creating safe spaces tailored to the needs of youth.</p> |
| | Access to age-appropriate and youth-friendly services, integration among services | <p>Making information available to youth and families, developing partnerships with community organizations integrating health and social services so there is a continuum of care and support at the community level.</p> <p>Examples include:</p> <ul style="list-style-type: none"> - Provide information to youth and families about services available, including food pantries and mental health services and concrete needs. - Have representatives of community agencies present or sponsor workshops in the after-school program. |

Key Principles in a Quality After-School Program - The nine principles of a quality after-school program (see Afterschool Alliance link in **Section 2.1**) include ongoing assessment and improvement practices. All of the principles must be included in the program description.

Social Emotional Learning (SEL) and After-School Programs - One of the goals of the LEAPS initiative is to incorporate social and emotional skills into program activities. “Social and emotional learning competencies are defined as the cognitive, affective, and behavioral competencies necessary for a young person to be successful in school, work, and life.” (Beyond the Bell, “Linking Schools and Afterschool through Social and Emotional Learning”, 2015 [Beyond the Bell, “Linking Schools and Afterschool through Social and Emotional Learning”, 2015](#)).

Programs must propose activities that support social-emotional learning in their school and community, and work with their school district to support their SEL goals and curriculum.

Activity Planning - The activities must be culturally relevant and must ensure an integration of academics, enrichment, and skill development through hands-on experiences that will make learning relevant and engaging.

Eligible Activities - Grantees of LEAPS awards may use the funds to carry out a broad array of activities that support students and families and drive high quality programming. In addition to activities listed above relating to PYD framework, program activities could include, and are not limited to:

- academic enrichment learning programs, mentoring programs, remedial education activities, and tutoring services that are aligned with the challenging academic standards; and local curricula designed to improve student academic achievement;
- programs that support a healthy and active lifestyle, including nutritional education;
- regular, structured physical activity programs;
- opportunities for normative experiences for youth with special needs;
- programs that provide after-school activities that emphasize language skills and academic achievement for students who are English language learners;
- multicultural programs;
- telecommunications and science, technology, engineering, the arts, and mathematics (STEAM) programs;
- parenting skills programs that promote parental involvement and advocating for their children, and family literacy, including, but not limited to, financial literacy, English as a second language, computer literacy, help with job applications and resumes, etc. that must occur during non-child care hours.

Aligned with the NYS Education Department (NYSED)’s 21st Century Learning Centers, all applicants must incorporate trauma-informed practices (for more information on PYD, follow the link

<https://actforyouth.net/>) to address the variety of traumas children and families are currently facing. Programs must address such issues as trauma and isolation and consider providing increased access to counselors, social workers, and mental health professionals either within the program or through community partners.

Self-Assessment and Planning - Applicants must design the program to include the 10 essential elements of high quality expanded learning opportunity programs outlined in the Network for Youth Success [Quality Self Assessment \(QSA\) Tool](#). The QSA Tool must be used by all LEAPS awardees once each year for self-assessment and planning for program improvement. This provides an opportunity for program leaders and staff, in collaboration with other stakeholders, to utilize a common set of standards to assess, plan, design, and execute strategies for ongoing program improvement. The QSA Tool User's Guide provides instructions on how to optimize the QSA process. Additional information about the QSA Tool is available at: <http://networkforyouthsuccess.org/qsa/>. Training on the QSA tool will be provided to all awardees.

B. Program Operation/Logistics

Location - Programs operating in school buildings are preferred. Other sites will be considered with appropriate justification. If the applicant proposes to involve additional partners/subcontractors, they must enter into a subcontract with each additional partner/subcontractor upon award and must notify OCFS of any subcontractors prior to the contract start date. If payment to subcontractors will exceed \$100,000 over the contract term, then OCFS and OSC must approve of the proposed subcontracts before services are rendered.

Emergency Plan - Programs will also be required to have an emergency plan in the event that the school is not available for a period of 30 days or more. This emergency plan must include how the program will continue serving students. This plan is required to be submitted to OCFS within Year 1 of the contract start date.

Transportation – If applicable, there must be a transportation plan indicating whether the applicant, district, or subcontractor will be responsible for transporting children from school to the proposed site (if not on school grounds). Transportation expenses from school to the after-school program is allowable, but transportation time is not considered part of program time.

Hours of Operation - Aligned with the NYSED 21st Century Learning Centers, LEAPS programs are encouraged to extend their hours into the evening. Program hours may also include morning, school breaks, and/or summer programming, consistent with the local school calendar. Programming for all students is to be in accordance with regulations, registration requirements, community needs, and registered capacity.

Proposed programs must use available time to best meet the specific identified needs of students and their families and to leverage student interests to effect positive impacts on attendance, engagement, and academics. The program schedule, staffing duties, and description must include information on collaborative planning and professional development in order to build strong systems of program delivery among staff.

Charging Fees - Organizations operating a program have the option of charging nominal fees for after-school services provided. If the program is considering charging a fee for care, the program's policy regarding fees as well as the fee schedule must be submitted to OCFS and must include a sliding scale for families. The program must describe the procedures it will use so that the fees do not impose a significant barrier to youth enrolling in the program. Youth are not to be excluded based on their ability or inability to pay. All fees received from youth attending the after-school program must be used to support the program activities.

C. Organizational Capacity and Management

Agencies awarded as part of the LEAPS initiative must be capable of administering a successful grant program and demonstrate any prior experience providing quality comprehensive after-school programming for students and families. The proposed management structure and staff positions must reflect the capacity to implement a successful program and must include strong fiscal management capabilities.

Registration Process for School Age Child Care (SACC) - To receive LEAPS funds for program operation, programs must meet applicable state laws and regulations, including completion of a SACC registration. For those programs without an existing SACC registration, a SACC registration must be obtained within 120 days of the award letter date and prior to program services unless there are extenuating circumstances, and the provider submits documentation demonstrating the delay is out of the provider's control for OCFS final determination. OCFS will apply the same review criteria to all provider submissions. **Programs must start the registration application process as soon as possible to allow for adequate time to meet registration requirements. The window may not be enough time to complete registration if the program has not already started the process, due to factors outside of OCFS's control, such as out-of-state background checks and possible code enforcement/inspection issues. Programs are encouraged to start the process as soon as they have secured a site and begin drafting their LEAPS proposal.**

Please note that costs incurred prior to the start of the contract date are not eligible for reimbursement except as stated in **Section 2.4 A.**

Programs must have completed or complete the registration process for SACC registration outlined in OCFS regulations at 18 NYCRR Part 414. The applicable regulations can be accessed at the following link: https://ocfs.ny.gov/main/childcare/daycare_regulations.asp. Per OCFS procedure, new applicants must attend a SACC orientation training as outlined here: <http://www.pdp.albany.edu/ccfs/>. Youth to be served can include Pre-K through high school. However, if the Pre-K population is to be served, a waiver is required. Review Childcare Policy 16-2 at: <https://ocfs.ny.gov/programs/childcare/policies/Childcare-Policy-16-2-Enrollment-of-Prekindergarten-Children-in-School-Age-Child-Care.pdf>.

All programs must complete the SACC registration process, and all children, regardless of age, will be considered part of the program. Refer to **Attachment 9 – 18 NYCRR 413.2(b)(4) and 414.8(k), (l) Definitions and Regulations**.

Staffing Plan - Staff must represent the children, youth, and families served. Staffing plans must reflect consistency to create conditions for building supportive and stable relationships. Suggested staff positions include but are not limited to: A) site coordinator, B) fiscal manager, C) education liaison, and D) data manager. **All LEAPS programs must have a program director who will oversee and manage all aspects of the program. Other roles listed are optional as needed to provide a quality program.**

- Each school-age child care program must be staffed to perform administrative/fiscal management functions and, during all hours of operation, program supervision functions, including developing, directing and supervising the daily activity programs for children. These functions may be performed by one individual or may be shared in any combination between two or more individuals.
- It is recommended that the program director be full time, especially for awards over \$600,000 in annual funding. However, one program director may not oversee more than three sites of any size under this RFP. A program director for a single-site grant may act in a dual capacity of program director and site coordinator.
- Site coordinators for all programs must not be assigned to more than one site, as they must be on site during program times.
- Additional program duties must include:
 - align spending with programming and be responsible for submitting budgets, budget amendments, invoices, and final expenditure reports by the deadlines established for each.
 - coordinate the youth's services and supports across school, home, and/or program.
 - the management and quality control of reportable data.

OCFS must be notified of any changes in staff and/or roles in a timely manner.

The staffing plan must be consistent with maintaining the SACC staffing ratios. Plan accordingly per **Attachment 9 – 18 NYCRR 413.2(b)(4) and 414.8(k), (l) Definitions and Regulations**. When the after-school program is in operation, an adequate number of qualified staff must be on duty to protect the health and safety of the children in their care. Programs must refer to the [OCFS regulations for SACC programs](#) for staff ratio and maximum group size information.

LEAPS Initiative Conferences - Awardees will be required to participate in LEAPS initiative conferences and the cost of attendance can be covered by the grant. More information will be distributed after awarding the technical assistance provider.

Sustainability Plan - Programs will also be required to complete a Sustainability Plan within Year 1 of the contract start date. A sustainability planning process will ensure the program has a long-term goal toward serving the community and students and has the adequate resources to fund its planned activities. It is anticipated that awards through the LEAPS initiatives will not fully cover the cost of operating a quality after-school program, and programs should secure additional resources (both cash and in-kind) to ensure the sustainability of their program.

Program Evaluation - In addition to utilizing the QSA Tool annually, programs will be required to complete other quality assessment tools. These tools, and training on these tools, will be provided to awarded vendors, and programs will be given ample time to complete and report the information to OCFS. Additional tools may include School Age Care Environmental Rating Scale (SACERS, [ERS Institute](#)), Devereux Student Strengths Assessment (DESSA, [Social and Emotional Learning Evidence-Based Assessments - Wisconsin Department of Public Instruction](#)), and mini-DESSA.

D. Youth Enrollment, Attendance, and Engagement

OCFS recognizes the many challenges to obtaining enrollment and 100% attendance in operating a quality after-school program. Maximizing youth attendance is the responsibility not just of the program but also of its effective partnerships with the school, parents, and community.

Recruitment of Program Participants - Programs must have clear research-based strategies for recruitment and retention of program participants.

According to the National Library of Medicine,* “five promising recruitment strategies to boost enrollment [are]: (1) matching the program to participants’ needs (offering activities not readily available elsewhere or offering flexible schedules), (2) demonstrating the importance of participation to young people and their families, (3) reaching out directly

to youth and their families in their homes and communities, (4) recruiting in peer circles, and (5) making a special effort to recruit at-risk youth. Finally, the evaluation literature points to five promising strategies to enhance regular participation and long-term program retention: (1) sending a clear message that regular attendance is important; (2) setting realistic goals to promote regular attendance, especially as youth grow older; (3) finding a balance among academic and other activities; (4) using incentives; and (5) keeping teens involved with opportunities for leadership, community service, and paid employment”.

[*https://pubmed.ncbi.nlm.nih.gov/15943137/#:~:text=In%20addition%2C%20a%20review%20of,of%20participation%20to%20young%20people](https://pubmed.ncbi.nlm.nih.gov/15943137/#:~:text=In%20addition%2C%20a%20review%20of,of%20participation%20to%20young%20people)

Enrollment – Programs must achieve active enrollment of 75% of their registered capacity by the end of year two, as explained further below.

Attendance – For these school-year programs, common thresholds include 30, 60, and 90 days of participation per student per year because prior research has shown positive outcomes for youth with as low as 30 days of participation but stronger outcomes for youth attending 60 and 90 days. (Naftzger et al., “A Summary of Three Studies Exploring the Relationship between Afterschool Program Quality and Youth Outcomes,” 2014).

LEAPS programs require that to be considered a participant, a student must attend the program for a minimum of 30 days in each program school year.

The program attendance threshold LEAPS initiative awardees must achieve 95% participation of their enrolled students by the end of year two, as described further below.

OCFS will partner with a selected technical assistance contractor to work with programs to continue to pursue higher enrollment and attendance thresholds.

Enrollment of Children with Special Needs - Each child must be evaluated by the program to determine whether the child could be successful in the program if reasonable accommodations are made. A child may not be refused admission solely because the child has a developmental delay or disability unless their presence would pose a direct threat to the health or safety of others or require a fundamental alteration of the program.

Reporting – The following information will be required to be collected by LEAPS program awardees and submitted on a quarterly basis with their claims:

- A. Youth enrollment. Systems will track the number of youth who enroll and the percentage of enrolled youth by demographics, as set by OCFS.
- B. Youth attending at least one day. The number of youth who attend a program for at least one day is unlikely to be as high as the number who enroll.
- C. % no-show rate. Calculated as follows: $(\# \text{ youth enrolled} - \# \text{ youth attending at least one day}) / \# \text{ youth enrolled} = \% \text{ no-show}$. Knowing the no-show rate can help systems and programs (1) reduce the no-show rate by surveying and engaging families and youth, and (2) plan for a stable no-show rate by enrolling based on the number of students expected to attend rather than the number of slots available.
- D. Daily youth attendance. The attendance of each enrolled youth on each day of program operation.

The information noted above is anticipated to be submitted within the software system that will be provided by OCFS's technical assistance contractor after training has been provided.

Participant data will be reviewed annually by OCFS to determine the participation enrollment target that will apply to program contract periods three to five.

Participation Targets and Potential Budget Adjustments - In the first contract period, OCFS and its technical assistance contractor will begin to work with programs to develop strategies to maximize the number of youth enrolled and attending.

If the participation target of 95% of enrolled students is not achieved by the end of the second contract period, the grantee's budget will be reduced proportionally by the percentage their student participation rate is below the participation target. This calculation will be performed in years two-five and any annual reductions will apply to the following contract period.

Example 1:

The capacity is 100 students, and 100 students are enrolled to attend Year 2 of the program. The number of students who attended 30 or more days of Year 2 is 50.

The calculation is: $\# \text{ of students who attended 30 or more days} / \# \text{ of enrolled students per year} = \% \text{ of student participation rate}$, so $50 / 100 = 50\%$ student participation rate.

The student participation rate is 45% below the participation target of 95% (95% - 50% = 45%), so the year three budget will be reduced by 45%.

However, if in the contract years after a budget reduction, the program increases their participation target percentage of enrolled students, the grantee's budget may be increased proportionally by the percentage they increased toward the program target in the budget year following the increase. Such increases will not exceed the original annual award amount.

Example 2:

In Example 1, the Year 3 budget was reduced by 45%. However, by the end of Year 3, the provider increased attendance to 75 students.

The calculation is: # of students who attended 30 or more days / # of enrolled students per year = % of student participation rate, so $75 / 100 = 75\%$ student participation rate.

The student participation rate is now only 20% below the participation target of 95% (95% - 75% = 20%), so the year four budget may be increased by 25%, so the overall reduction for Year 4 is 20%

OCFS will notify the contractor of the budget amount approximately 90 days prior to the beginning of the next period of the annual contract for periods 3-5, which will not exceed the original award amount. By signing the contract, the contractor agrees they will not request reimbursement from OCFS for more than the annual period amount contained in the OCFS annual award letter.

Upon OCFS notification of the annual funding amount for the next period, the contractor will upload their annual workplan/performance targets and annual budget with modifications to reflect the annual amount on the award letter to the OCFS Contract Management System (CMS) no later than 60 days prior to the beginning of the next period. Contractors cannot begin services for the new period until their workplan and budget are uploaded and approved by OCFS in CMS.

Participant data will be reviewed annually by OCFS to determine the enrollment and participation target that will apply to program contract periods three to five. If the participation target is changed from 95% of enrolled students, OCFS will notify programs prior to the beginning of the new contract period in which the change will apply in the annual award letter.

- If there are extenuating circumstances that result in reduced participation, programs will be allowed to apply for a one-year waiver of any funding impact due to their reduced participation. OCFS will

determine whether each waiver will be granted on a case-by-case basis and the determination made based on the facts of each case will be applied equally to all awardees.

Engagement Performance Indicators - Equally as important as the youth's attendance is the improvement of youth skills and well-being. OCFS requires programs to incorporate a PYD framework (see **Attachment 3 – PYD Framework Reference Guide**), as well as implement Comprehensive Afterschool Principles to foster positive youth outcome indicators. The Comprehensive Afterschool Principles are:

- School community partnerships
- Active and engaged learning
- Family engagement
- Intentional programming
- Diverse, prepared staff
- Participation and access
- Safety
- Health and well-being
- Ongoing assessment and improvements.

More thorough information can be found at this link: [Comprehensive-Afterschool National-12-17-21.pdf \(afterschoolalliance.org\)](https://www.afterschoolalliance.org/Comprehensive-Afterschool-National-12-17-21.pdf).

These outcome indicators must be developed with input from the community, including youth. Within Year 1, each program will work to develop a core set of indicators to measure youth outcomes throughout the program. These skills must be clearly linked to the program goals and objectives and the OCFS technical assistance partner will work with programs on the process for developing and measuring these indicators. For more information on how to develop indicators and measurement of out-of-school-time programs: <https://www.search-institute.org/wp-content/uploads/2017/11/DAP-Ready-by-21-Review.pdf>.

4.2 Accessibility of Web-Based Information and Applications

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

5.0 PROPOSAL CONTENT AND SUBMISSION

5.1 Technical Proposal Content/Work Plan

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

Your proposal will be rated based on your organization's responses to the sections listed below. **Applicants must respond to the Program-Specific Questions within the provided Attachment 2 – Application Template and will submit that completed document in accordance with Section 5.4 Proposal Content and Section 5.5 Proposal Submittal Process.**

The **Attachment 2 - Application Template** is available for download from the [OCFS funding opportunities page](#) or the [NYS Contract Reporter](#). Note: Save your completed Application Template for future reference. If the applicant is awarded a contract their submitted Application Template will be the basis for the Work Plan in the subsequent contract for services.

The Work Plan consists of the following sections:

- A. School – Community Partnerships
- B. Target Population(s)
- C. Objectives, Tasks, and Performance Measures
- D. Proposed Project Description
- E. Project Staff
- F. Organization
- G. Ongoing Assessment and Improvement
- H. Commitment to Diversity, Equity, and Inclusion

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

Guidelines for Each Section

Applicants must utilize **Attachment 2 – Application Template** to address the questions in **Section 5.4 A.** through **H.** below. Responses should demonstrate how the proposed program is a comprehensive after-school program per the Afterschool Alliance key principles (see link in **Section 2.1**) and meets the LEAPS initiative goals and objectives.

A. School – Community Partnerships (up to 10 Points)

A key principle of the LEAPs initiative is to support after-school programs that have strong partnerships with the school’s participants and their communities. This means the program aligns program goals and services with community and school needs to ensure effective lines of communication, share data and resources, and have a shared commitment to equity.

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

A completed **Attachment 6 – Program Site Information** for each site must be provided with your online application. If an applicant is submitting more than one **Attachment 6**, it is recommended to combine them into a single file for submission.

1. Describe the planning activities conducted that shaped how the proposal was developed. Proposals must include the details of a community needs assessment that was conducted and a summary of the findings. Include the resources used and any community or social trends that support the demand for the proposed after-school program services. Examples of trends include, and are not limited to, supporting the mental health of students, the increased need for after-school programs in rural communities, and expanding pathways to careers outside of traditional higher education.
2. Describe how the proposed after-school program addresses the overall needs of the community to be served. Be sure to include the percentage of students within the school district you are proposing to serve that will be classified as economically disadvantaged per the NYSED Student Information Repository System (SIRS) <https://www.p12.nysed.gov/irs/sirs/documents/2022-23SIRSMannual18-0.pdf> . Identify demographic data and social and economic changes that may be of significance to the target community to receive after-school program services.
3. Describe how the families, partners, and communities to be served were involved in the development and planning of the proposed after-school

program. Identify key stakeholders and any facts that demonstrate the proposal supports the grant program purpose. Identify all community agency partners that assisted with the planning, those that will assist with the after-school program, and describe the community's readiness to receive these services.

4. Describe how the school-community partnership providing the proposed after-school program will align with both the school's goals and services as well as applying the organization's shared vision to support students and families. The partnership must include effective lines of communication, a shared commitment to equity, and sharing data and resources. Include details regarding how the program site(s) were selected and how each was determined to be a quality site and safe location. This must include adequate space, supervision, and security. If you are proposing more than one site, include the name of each site as a header and the response to this question for each site underneath it. Please include [National Afterschool Alliance Key Principles School-Community Partnerships; Safety](#) in your response.

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

Youth Participation and Access to Quality Afterschool programs: Studies show that frequency and duration of participation in expanded learning programs matter; the more frequently youth participate, the more likely they are to improve academically and behaviorally.

1. Describe the target population(s) to be served. Include a description of the characteristics of the students who will be involved in the after-school program. Be specific about the estimated number of children to be served including age, grade levels, special needs demographics, languages spoken, and information about the school(s) they attend.
2. Describe the proposed program hours of operation and how they meet the needs of the target population(s).
3. Describe how the program will encourage maximum youth attendance and how the program structure will be adjusted if attendance is low. Please include [National Afterschool Alliance Key Principles Participation and Access](#) in your response.
4. Identify the number of children to be served within the registered capacity reflected or **to be reflected** on the SACC registration. Maximum points for this criterion may be provided to applicants proposing to serve all children based on the registration capacity. If you are proposing more than one site, include the name of each site as a header and the response to this question for each site underneath it.

C. Objectives, Tasks, and Performance Measures (up to 20 points)

A completed **Attachment 4 – Performance Targets/Program Goals** for each site must be included with your online application. If an applicant is submitting more than one **Attachment 4**, it is recommended to combine them into a single file for submission.

Active and Engaged Learning: Strong expanded learning programs engage youth in meaningful, culturally relevant experiential learning opportunities that help students discover new interests, explore careers, and build connections. Programs provide meaningful opportunities for youth to lead, share perspectives, and help shape program offerings.

1. Describe the program curriculum and activities that meet the needs of the target population(s) and the greater community and how they integrate a PYD approach.

A completed **Attachment 3A - PYD Workplan and Activities Description** for each site must be included with your online application (see **Section 4.1A**). If an applicant is submitting more than one **Attachment 3A**, it is recommended to combine them into a single file for submission.

2. Describe how the proposed program activities achieve the LEAPS goals of:

- providing academic support and enrichment opportunities that will assist students in meeting academic and personal goals, as well as expose youth to future learning and life opportunities.
- prioritizing students' social-emotional wellness and increasing opportunities to mitigate the impacts from COVID-19, as well as expand students' access to social and emotional support services.
- expanding students' community and family engagement and programs that support mentorship, employment, and life skills training.

3. Explain which program activities engage youth in meaningful, culturally relevant experiential learning opportunities that help students discover new interests, explore careers, and build connections. The activities must also provide meaningful opportunities for youth to lead, share perspectives, and help shape program offerings. Please include [National Afterschool Alliance Key Principles: Active and Engaged Learning](#) in your response.

Family Engagement: Expanded learning programs are well-positioned to regularly check in with parents, help schools stay

connected to families, and help caregivers navigate challenges related to their work schedule and/or recovery from the pandemic.

4. Describe how the program will create strong connections with families and caregivers on an ongoing basis, starting at enrollment.
5. Describe how the program will foster family engagement by activities, such as regular check-in with parents/caregivers, helping schools stay connected to families, and help parents/caregivers navigate challenges related to their work scheduled or recovery from the pandemic. Include how will the program assess the quality of these services for families. Please include [National Afterschool Alliance Key Principles: Family Engagement](#) in your response.
6. Demonstrate the organization's track record of creating and fostering strong family connections with student programming. Please include [National Afterschool Alliance Key Principles: Family Engagement](#) in your response.

Health and Well-Being: The best programs take a holistic approach to well-being, helping students build social and emotional skills (critical thinking, problem-solving, collaboration), providing opportunities for physical activity, supporting mental health, and ensuring access to nutritious foods.

7. Provide details regarding how the program will take a holistic approach to well-being, by helping students build social and emotional skills (critical thinking, problem solving, collaboration), providing opportunities for physical activity, supporting mental health, and ensuring access to nutritious foods. Provide details regarding how the program will support students' physical and emotional health as they recover from the social isolation impacts of COVID-19 and re-engage in learning and in their community. Please include [National Afterschool Alliance Key Principles: Health and Wellbeing](#) in your response.

D. Proposed Project Description (up to 12 points)

Intentional Programming: Comprehensive after-school programs set explicit goals for meeting young people's developmental and academic needs. Intentionally designing activities that align with those goals are critical to the success of expanded learning programs.

1. Discuss how the proposed after-school model will address the identified needs of the target population(s).
2. Outline the plans for outreach, collaboration, and coordination in and with the local community.

3. Describe how the program utilizes a Positive Youth Development (PYD) approach to developing the explicit goals for the young people involved in the program, including how the activities provide meaningful opportunities for youth to lead, share perspectives, and help shape program offerings; How were the youth involved, or how will they be involved, in the establishment of goals and activity planning?
4. Discuss the cultural and linguistic needs of the target population(s) and describe the considerations being made by the applicant for the delivery of services to meet these needs.
5. Describe the program schedule and how it includes staff time to do program planning and professional development in order to build strong systems of program delivery.

E. Project Staff (up to 8 points)

Diverse, Prepared Staff: Successful expanded learning programs align their staffing ratios, qualifications, ongoing professional development, and overall diversity of staff, with program goals and activities.

Programs must refer to the OCFS regulations for SACC program for staff ratio and maximum group size information.

1. Describe the titles and responsibilities of existing staff and anticipated staff proposed to be hired by the program. Include required staff qualifications and how staff orientation, comprehensive training, and supervision will be provided. Explain how staffing levels will meet required SACC staffing ratios. Please include [National Afterschool Alliance Key Principles Diverse, Prepared Staff](#) in your response.
2. Provide details regarding how the program will recruit, train, and retain a qualified workforce. Describe how the program proposes to promote the longevity of staff and leadership to ensure continuity of programming from year to year.
3. Provide details regarding how the program will offer competitive salaries, benefit packages, and/or other strategies for supporting staff retention.
4. Demonstrate how the proposed program will hire and retain staff, including in leadership positions, who are representative of the community, cultures, and languages of students and families proposed to be served. Note: Cultural competence and awareness are considered critical factors to the success of this program.

F. Organization (up to 9 points)

Safety: Adequate space, supervision, and security are necessary for young people to have the comfort and freedom to learn, engage, and connect. Students' safety is the top priority in the after-school program, including compliance with SACC regulations.

1. Describe the history of your organization. Include the experience the organization has working with the target population(s). Provide evidence it has the capacity and has or will obtain a School Age Child Care registration for the identified site(s) listed on the contract. Demonstrate readiness to implement the program on a timely basis.
2. Describe any activities the organization initiated or will initiate to reflect cultural and linguistic requirements of the community. Include how your organization will promote effective coordination with other key partners and service providers in the community to maintain this program and achieve its goals.
3. Describe how the management of your agency supports the proposal for this program. Include key personnel in the organization who are primarily responsible for overseeing effective implementation of the program.
4. Describe how the organizational chart provided shows how the program fits into the organization's goals and mission, highlighting personnel who are relevant to the operation of the after-school program. The applicant's organizational chart must be included with your email submission. If applicable, note on the chart if the organization's leader is a BIPOC individual (refer to **Section 5.1.H**).

G. Ongoing Assessment and Improvement (up to 6 points)

Expanded learning programs that employ sound data collection and management practices focused on continuous improvement have the most success in establishing and maintaining quality services for young people.

1. Explain how your organization will complete required reporting and assessments on a timely basis and submit to OCFS by the due date(s) set by OCFS.
2. Explain which staff positions will be responsible for completing the required assessments (QSA, SACERS, etc.) and the professional development and training provided/required to prepare these evaluations. These staff positions must be included in the program budget and organizational chart.

3. Explain how the program will utilize the results of the assessments on an ongoing basis to maintain a high-quality after-school program. Please include [National Afterschool Alliance Key Principles Ongoing Assessment and Improvement](#) in your response.

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

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

1. Describe the plan to ensure project staffing is racially, ethnically, and linguistically representative of the population(s) proposed to be served.
2. If applicable, demonstrate the organization is led by* Black, Indigenous, Persons of Color (BIPOC) and has developed the organizational capacity to accomplish diversity, equity, and inclusion activities, by completing **Attachment 11** to include the BIPOC individual's name, title, date of appointment to the position, and a brief description of the individual's responsibility in the organization. Ensure the organizational chart provided with **your email submission** clearly identifies the title and name of the BIPOC leader and their position in the organizational chart, if applicable.

*In this RFP, "led by" means ***the highest-ranking individual in charge of the entire organization (not including board members)***.

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

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

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

5.2 Proposed Budget

To streamline the contract process and to obtain a more favorable cost score, applicants are strongly encouraged to submit budgets that reflect realistic and necessary expenses and that include justifiable and allowable costs only (refer to **Attachment 1A – Budget Expenditure Requirements and Guidance**).

The budget must demonstrate a clear relationship between funds requested and the program activities including PYD requirements. The amount of funds being provided as a match must be clearly described, including the source of the private funds and any timeframes or other related information accompanying the match (attach documentation verifying the details). Funds requested must be within RFP guidelines and be sufficient to comply with RFP requirements. Expenses must be realistic, reasonable, necessary, allowable, and justified based on an annual program plan. Please refer to **Section 4.1.C Organizational Capacity and Management** for information on allowable costs and **Attachment 1A – Budget Expenditure Requirements and Guidance**.

Please also ensure the following: Budgets must include travel and lodging for program representatives to attend any professional development events as required by OCFS. All staff travel must be approved by OCFS in advance and is restricted to training which directly supports service delivery and program operations. All budgets must comply with applicable state and federal laws and regulations.

Failure to submit any documents could result in the loss of funding. If there are extenuating circumstances, the grantee must communicate with OCFS to obtain prior approval for a delayed submission of required documents. However, in order to be considered for award, **Attachment 1 - Budget Template** must be completed and included with your email submission.

Note: A passing score of a proposal does not indicate that the submitted attachments, including the budgets, will be the final contract documents. The documents may require revisions during contract development.

Local Match

A local share match is not required and will not be scored for award purposes. However, OCFS recommends diversifying funding to provide a quality after-school program. **Programs should not expect the LEAPS grant award to fully cover all program expenses and must budget accordingly.**

A local share may come from other governmental funding, schools, private funds, in-kind services and/or child care fees.

Allowable Expenditures

Funds must supplement, not supplant, existing services and may not be used to supplant federal, state, or local funds. Programs may not use LEAPS initiative funds to pay for existing levels of service funded from any other source. LEAPS initiative funds may not be used for new construction, entertainment (except as described under “Allowable Costs”), and/or purchases not directly related to requirements of the grant. All purchases must be reasonable and necessary. Examples of allowable costs and non-allowable costs include, and are not limited to, the following:

Allowable Costs:

- Transportation costs (i.e., driver salary and benefits, transportation vouchers, student bus passes).
- Curriculum materials related to after-school programming.
- Programming staff salary and benefits, such as for teachers and tutors.
- Program evaluation.
- Youth development contractors or parent/family engagement speakers.
- Entertainment costs with a programmatic purpose (i.e., festivals to encourage family engagement, highlighting community and agency resources available for families, celebrating cultural diversity and uniting families). Examples of expenses include activities for children, such as face painting and inexpensive carnival games.
- Equipment.
- Rental costs of real property and equipment.
- Permit fees for NYC DOE facilities. Supplies and computing devices, including computers/printers, pertaining to academic and enrichment activities.
- Staff professional development, trainings, and reimbursement of travel expenses (within state) approved by OCFS.
- Nutritional snacks (including refreshments and/or meals during programming/events).

Non-Allowable Costs:

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

- Grant writer fees.
- Purchase of vehicles or facilities.
- Major capital expenditures, such as acquisition, construction, or structural renovation of facilities.
- Interest costs, including costs incurred to borrow funds.
- Costs for preparation of continuation agreements and other proposal development costs.
- Costs of organized fundraising.
- Legal fees to represent agency/staff.
- Advertising costs, except for recruitment of project personnel, program outreach, and recruitment of participants.
- Entertainment costs, including social activities for program and staff, unless there is a programmatic purpose.
- Costs for dues, attendance at conferences, or meetings of professional organizations, unless attendance is necessary in connection with the project.
- Expenses prior to the contract start date.
- Financial incentives of any kind.

*The above is not a comprehensive list of allowable and non-allowable expenses.

Program Budget

Applicant budgets must be reasonable and appropriate to cover program expenses.

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 salary for each staff title. The base salary must reflect the employee's (title's) actual salary. The salary must 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 U.S. Bureau of Labor Statistics at <https://www.bls.gov/ooh/community-and-social-service/health-educators.htm>.
- List the pay for part-time positions, including the projected number of hours per week the position will be working and the projected number of weeks per year. 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 salary charged to the project and note the effective date of the raise. All salaries paid under the contract must adhere to current and future applicable NYS DOL minimum wage adjustments throughout the contract term.

Personal Services Salary Narrative: Give a brief description of the administrative or program-related responsibilities of each staff title supported by the grant funds. Select the contract specific duties program titles will complete during the contract term during a typical week. If

additional duties will be performed, briefly add the description to the narrative section.

2. Personal Services – Fringe Benefits

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

Fringe Benefits Narrative:

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

B. Non-Personal Services (NPS)

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 costs.
- If a subcontractor will provide a specific type of service, for example STEAM activities or Cultural arts activities, list the service within the budget and not the vendor’s name. The contract for the service is required to be submitted to support the 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; and conference fees or outside training costs for staff to attend that are an integral and essential part of this 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 must be shown under the "Contractual/Consultant Services" category.
 - Client travel must be shown under the "Other Expenses" category.

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

3. Equipment

This section is used to itemize the purchase of equipment.

- Equipment is defined as tangible personal property having a useful life of more than one year and an acquisition value of \$5,000 or more per unit.
- Obtain three written bids for any single equipment item as defined in the above bullet. 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 running the program, cleaning supplies, etc.).
- Supplies are defined as tangible personal property (including arts and craft supplies, snacks/food, student refreshments, white boards, 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. If a bidder other than the low bidder is selected, a statement must be submitted explaining why that vendor was selected.
- Obtain three written or verbal quotes for any single item costing \$2,500 or less upon request by OCFS. 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 students, 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. If using, the indirect rate must be charged within this category of the contract.

a. Space/Property (Own)

If the contractor owns the building, to request payment for the space used for running the program, 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. Rental costs may be billed 12 months of the year if the space is not utilized for other services during the vacant time periods.

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, program

bonding, and program costs such as 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 cost for printing services.
- In instances where the cost of a printing job exceeds \$5,000, documentation of three telephone bids is required showing that the lowest cost source has been used. This information must be provided with the *payment* claim. The State strongly encourages the participation and utilization of MWBE and SDVOB printing firms.
- Program materials to be printed using these funds must be preapproved by OCFS.

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

e. Miscellaneous Expenses

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

Administrative expenses budgeted cannot include any items directly charged in other budget categories. If an indirect rate is used, only program expenses can be claimed under the contract since OCFS

payment of the indirect/de minimis rate covers all administrative costs. 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, and are not limited to:
 - that portion of the salaries and benefits of staff performing administrative and coordination functions that cannot be attributed to particular program services, including but not limited to the executive director or chief executive officer, financial officers such as the chief financial officer or controller and accounting personnel, billing, claiming or accounts payable and receivable personnel, human resources personnel, public relations personnel, administrative office support personnel, and information technology personnel, where such expenses cannot be attributed directly to the provision of program services;
 - that portion of expenses for office operations that cannot be attributed directly to the provision of program services, including telephones, computer systems and networks, professional and organizational dues, licenses, permits, subscriptions, publications, audit services, postage, office supplies, conference expenses, publicity and annual reports, insurance premiums, equipment that is expensed (rather than depreciated) in cost reports, where such expenses cannot be attributed directly to the provision of program services;
- Indirect costs are considered in the total administrative costs for this project (indirect cost plus any directly charged administrative personnel, related fringes, and non-personal services).
- Some common methods of allocating indirect costs are based upon time, space, units of service or percentage of funding.
- All administrative costs must be individually identified if none of the acceptable indirect options are being utilized.

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.

Organizations have the option of charging administrative costs under their OCFS after-school contract by applying one of the following methods listed below:

- a. Apply a 15% indirect charge.
- b. Apply a federally approved indirect rate through an indirect cost agreement.
- c. Direct charge 15% of administrative costs by itemizing expenses within the appropriate budget category.

By claiming an indirect rate, organizations agree that no administrative costs will be included in the contract budget and only program expenses will be claimed under the contract since administrative costs claimed are covered by OCFS payment of the indirect rate selected. Guidance is provided within **Attachment 1A** to assist with distinguishing a program cost from an administrative cost. Note the following:

- 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. Common methods of allocating indirect costs are based upon time, space, units of service or percentage of funding.

5.3 **Key Concepts**

- i. Children and Youth; Students: In this document, the terms “student” and “youth” are synonymous. They include all young people from Pre-K to age 18.
- ii. Licensed/Registered: In this document, the terms “licensed” and “registered” are synonymous with OCFS licensure.

5.4 **Proposal Content**

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

- First, applicants will use the link provided in **Section 5.5 Proposal Submittal Process** to complete the online application form. Applicants will automatically receive a confirmation email from funding@ocfs.ny.gov after they submit their completed form.
- Second, applicants must reply to the confirmation email to complete their email submission, where they must attach all of their supporting documents. DO NOT alter the subject line of the email. **The offerer’s legal name, address, and application number should also appear in the body of the email.** All required supporting documentation must be submitted to funding@ocfs.ny.gov or your application may be disqualified.

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

Online Application Form

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

Eligibility Questions

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

| No. | Question | Yes/No |
|---------------------------------|--|---|
| 1. Eligibility Questions | | |
| 1a. | Are you a not-for-profit organization? Please note: For-profit organizations, municipal agencies, public school systems, and government entities are not eligible to apply. | <input type="checkbox"/> Yes <input type="checkbox"/> No * |
| 1b. | Do you agree to submit a signed and completed Attachment 5 – NFP and School District Letter of Commitment between the applicant and the school district for each proposed site? | <input type="checkbox"/> Yes <input type="checkbox"/> No * |
| 1c. | Do you agree that if selected for award, the NFP selected to serve a school district will enter into a formal Partnership Agreement with the district proposed to be served in a timely manner and will submit a completed and signed Partnership Agreement to OCFS for review and approval prior to completion of contract development? | <input type="checkbox"/> Yes <input type="checkbox"/> No * |
| 1d. | Do you have a SACC registration, or do you agree to obtain a SACC registration through OCFS prior to commencing after-school programming services and within 120 days of the award letter date? | <input type="checkbox"/> Yes <input type="checkbox"/> No * |
| 1e. | Do you propose to serve a school district listed on Attachment 10 – Eligible School Districts to Serve for LEAPS where 50% or more of the student population is economically disadvantaged? | <input type="checkbox"/> Yes <input type="checkbox"/> No * |
| 1f. | Provide the name of the eligible school district proposed to be served. | Text Field * |
| 1g. | Provide the address(es) of the specific site location(s) proposed to be served. You may enter up to three sites within the same school district. | Text Field * |
| 1h. | Are you prequalified, if not exempt, on the application deadline OR do you agree to be prequalified within 30 days of the award letter date if selected for funding? OCFS, in its sole discretion, reserves the right to extend this deadline, if it is determined to be in the State’s best interest to do so. (See Section 3.2 Prequalification Process for more information). | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A * |
| 1i. | Do you agree to comply with all applicable statutes and regulations, provide all required notices to caregivers and providers, utilize all required agency forms and notices, and further agree that all additional program proposed forms and documentation will be reviewed and approved by OCFS prior to their use if selected for an award? | <input type="checkbox"/> Yes <input type="checkbox"/> No * |
| 1j. | Do you agree to submit a completed Attachment 4 – Performance Targets/Program Goals for each proposed site? | <input type="checkbox"/> Yes <input type="checkbox"/> No * |

| | | |
|--|--|---|
| 1k. | Do you agree to submit a completed Attachment 6 – Program Site Information for <u>each</u> proposed site? | <input type="checkbox"/> Yes <input type="checkbox"/> No * |
| 1l. | Please indicate the annual dollar amount in OCFS funds being requested by this application. Please enter the nearest whole number. | Number Field * |
| * A “No” response to any Eligibility Questions in this section or failure to submit required documentation or information with your application may result in disqualification of your application. | | |

Administrative Questions

| No. | Question | Response |
|---|---|---------------|
| 2. Organization Information (required) | | |
| The ORGANIZATION INFORMATION should clearly identify the entity applying for funding. This is the organization that will be contracting with OCFS to provide services if this application is selected for an award. | | |
| 2a. | Provide the APPLICANT ORGANIZATION NAME. | Text Field * |
| 2b. | Provide the STREET ADDRESS of the organization. | Text Field * |
| 2c. | Provide the CITY of the organization. | Text Field * |
| 2d. | Provide the STATE of the organization. | Text Field * |
| 2e. | Provide the ZIP CODE of the organization. | Text Field * |
| 2f. | Provide the PHONE NUMBER of the organization. | Text Field * |
| 2g. | Provide the EMAIL ADDRESS of the organization. | Text Field * |
| 2h. | Provide the Statewide Financial System (SFS) Vendor ID of the organization. | Number Field* |
| 2i. | Provide the Federal Entity Identification Number (FEIN) or Tax Identification Number (TIN) of the organization. | Number Field* |
| 3. Executive Contact Information (required) | | |
| The EXECUTIVE CONTACT should be the applicant’s executive director or other authorized individual who will receive official notifications from OCFS regarding this procurement. | | |
| 3a. | Provide the PREFIX (Mr./Ms./Dr./etc.) of the Executive contact. | Text Field * |
| 3b. | Provide the FIRST NAME of the Executive contact. | Text Field * |
| 3c. | Provide the LAST NAME of the Executive contact. | Text Field * |
| 3d. | Provide the JOB TITLE of the Executive contact. | Text Field * |
| 3e. | Provide the PHONE NUMBER of the Executive contact. | Text Field * |
| 3f. | Provide the EMAIL ADDRESS of the Executive contact. | Text Field * |
| 4. Application Contact Information (required) | | |
| The APPLICATION CONTACT is the staff member of the organization who is <u>completing this application</u> and is authorized to receive official notifications from OCFS regarding this procurement. If the Application Contact and the Executive Contact are the same person, please use this section to provide an additional contact person. | | |

| | | |
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| 4a. | Provide the PREFIX (Mr./Ms./Dr./etc.) of the Applicant contact. | Text Field * |
| 4b. | Provide the FIRST NAME of the Applicant contact. | Text Field * |
| 4c. | Provide the LAST NAME of the Applicant contact. | Text Field * |
| 4d. | Provide the JOB TITLE of the Applicant contact. | Text Field * |
| 4e. | Provide the PHONE NUMBER of the Applicant contact. | Text Field * |
| 4f. | Provide the EMAIL ADDRESS of the Applicant contact. | Text Field * |
| 5. Additional Contact Information (optional) | | |
| Applicants are invited to add additional authorized individual(s) who will receive official notifications from OCFS regarding this procurement. | | |
| 5a. | Provide the PREFIX (Mr./Ms./Dr./etc.) of the additional contact. | Text Field |
| 5b. | Provide the FIRST NAME of the additional contact. | Text Field |
| 5c. | Provide the LAST NAME of the additional contact. | Text Field |
| 5d. | Provide the JOB TITLE of the additional contact. | Text Field |
| 5e. | Provide the PHONE NUMBER of the additional contact. | Text Field |
| 5f. | Provide the EMAIL ADDRESS of the additional contact. | Text Field |
| 6. Additional Contact Information (optional) | | |
| Applicants are invited to add additional authorized individual(s) who will receive official notifications from OCFS regarding this procurement. | | |
| 6a. | Provide the PREFIX (Mr./Ms./Dr./etc.) of the additional contact. | Text Field |
| 6b. | Provide the FIRST NAME of the additional contact. | Text Field |
| 6c. | Provide the LAST NAME of the additional contact. | Text Field |
| 6d. | Provide the JOB TITLE of the additional contact. | Text Field |
| 6e. | Provide the PHONE NUMBER of the additional contact. | Text Field |
| 6f. | Provide the EMAIL ADDRESS of the additional contact. | Text Field |
| 7. Administrative Questions | | |
| 7a. | Have you completed the Vendor Responsibility Questionnaire and has it been recently certified? (If applicable. See RFP Section 3.3 Vendor Responsibility Requirements .) If applicable, the applicant should attach a copy of their Vendor Responsibility Certification (if completed online in VendRep) or Questionnaire (if not completed in VendRep) with their email submission. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A * |
| 7b. | Is your Charities Registration current? (If applicable. See RFP Section 7.5 Charities Registration .) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A * |
| 7c. | Do you certify under penalty of perjury that, by submission of this bid, each bidder and each person signing on behalf of any bidder, and in the case of a joint bid each party thereto as to its own organization, has and has implemented a written policy addressing sexual harassment prevention in the workplace and | <input type="checkbox"/> Yes <input type="checkbox"/> No * |

| | | |
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| | 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.) | |
| 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? | <input type="checkbox"/> Yes <input type="checkbox"/> No * |
| 7g. | If you answered “No” to the question 7f, please provide a statement in response to this question with the NYS employee name(s) and the NYS agency(ies) they work for, or previously worked for. If this is not applicable, please enter “N/A” in response to this question. | Text Field * |
| 7h. | Do you understand that OCFS recommends submitting your proposal well in advance of the Deadline for Submission of Proposals ? Waiting until the last day to submit your application is NOT RECOMMENDED due to the potential for technological issues causing delay. (See Section 1.2 Calendar of Events and Section 5.5 Proposal Submittal Process.) | <input type="checkbox"/> Yes <input type="checkbox"/> No * |
| 7i. | Do you understand that a “No” response to any Eligibility Questions MAY RESULT IN THE DISQUALIFICATION OF YOUR APPLICATION? Please review your responses to these questions carefully. (See Section 3.1 Minimum Qualifications and Section 5.4 Proposal Content.) | <input type="checkbox"/> Yes <input type="checkbox"/> No * |
| 7k. | Do you understand that failure to submit the required documentation outlined in RFP Section 3.1 Minimum Qualifications with your application MAY RESULT IN THE DISQUALIFICATION OF YOUR APPLICATION? | <input type="checkbox"/> Yes <input type="checkbox"/> No * |

| | | |
|-----|---|---|
| | (See Section 3.1 Minimum Qualifications and Section 5.4 Proposal Content.) | |
| 7l. | Do you understand it is strongly recommended that all documents are clearly identified and labeled (in both the filename <u>and</u> on the document itself) with the question number, if applicable? | <input type="checkbox"/> Yes <input type="checkbox"/> No * |
| 7m. | Do you understand that you MUST NOT INCLUDE PASSWORD PROTECTED OR SECURED DOCUMENTS with your application? ENSURE ALL PASSWORDS ARE REMOVED BEFORE ATTACHING. If a document cannot be viewed and it is for a minimum qualification, THE PROPOSAL WILL BE DISQUALIFIED. If other documents cannot be viewed, THE PROPOSAL MAY LOSE POINTS during the scoring process. (See Section 5.4 Proposal Content.) | <input type="checkbox"/> Yes <input type="checkbox"/> No * |
| 7n. | Have you DOUBLE CHECKED all of your proposal documents? APPLICANTS ARE RESPONSIBLE FOR VERIFYING ALL DOCUMENTS are complete, correct, viewable, and comply with the requirements of the RFP. OCFS recommends performing this verification before submitting your application. Your verification may include, but is not limited to: signatures, dates, required fields, confirming all pages are included, text is legible, scanner artifacts, necessary information, etc. If an uploaded document does not meet the requirements of the RFP and it is for a minimum qualification, THE PROPOSAL WILL BE DISQUALIFIED. For other documents with missing information, THE PROPOSAL MAY LOSE POINTS during the scoring process. (See Section 5.4 Proposal Content.) | <input type="checkbox"/> Yes <input type="checkbox"/> No * |
| 7o. | Do you understand that awards made in response to this RFP will be limited to three sites within each individual proposal within the same school district and different applications received from the same applicant must propose to serve different sites? | <input type="checkbox"/> Yes <input type="checkbox"/> No * |
| 7p. | Do you understand that you may submit up to four proposals for a maximum of four awards and no applicant will receive more than \$2.2 million in combined funding from this RFP? | <input type="checkbox"/> Yes <input type="checkbox"/> No * |
| 7q. | Did you complete the Attachment 1 - Budget Template in accordance with the requirements of RFP Section 5.2 Proposed Budget ? The completed operating budget must be provided as an attachment in your email submission. | <input type="checkbox"/> Yes <input type="checkbox"/> No * |
| 7r. | Is your proposed budget for a one-year period consisting of the first year (9/1/2024 – 8/31/2025) of your proposed project? | <input type="checkbox"/> Yes <input type="checkbox"/> No * |

| | | |
|-----|---|---|
| 7s. | Do you understand that programs may apply for up to their OCFS registered capacity (or planned capacity for proposed programs) per site, per year, per application? Please refer to RFP Section 2.3 Purpose and Funding Availability for the table of “Registered SACC Capacity Annual Funding Amounts By Site” and examples for how to calculate the maximum funding amount you are eligible to request. | <input type="checkbox"/> Yes <input type="checkbox"/> No * |
| 7t. | Do you understand the issuance of an award for this proposal does not indicate the submitted budget will be approved as proposed? OCFS may require awarded organizations to modify their budgets during contract development. | <input type="checkbox"/> Yes <input type="checkbox"/> No * |
| 7u. | Do you understand that, in addition to completing the online application form, you must also submit required documents to OCFS via email to funding@ocfs.ny.gov for your application to be considered complete. Please follow the instructions in Section 5.4 Proposal Content and Section 5.5 Proposal Submittal Process carefully. | <input type="checkbox"/> Yes <input type="checkbox"/> No * |
| 7v. | By answering YES to this question and submitting this application to OCFS, I certify that I am authorized on behalf of the applicant and its governing body to submit this application. I further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving Assistance for the project described in this application, are true, correct, and complete to the best of my knowledge and belief. I acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law. | <input type="checkbox"/> Yes <input type="checkbox"/> No * |

Email Submission

The remainder of the application will occur via email submission, which must be received by OCFS no later than the date and time specified in **Section 1.2 Calendar of Events**. No facsimile or hard copy bids will be accepted. **Applicants must respond to the automatic confirmation email they receive from funding@ocfs.ny.gov after submitting the online application form. Attach all required documents (listed in the table below) to your reply email and**

DO NOT alter the subject line. If a proposal requires files to be sent in multiple emails, indicate the email number in the body of the email, e.g., “email submission 2 of 2”. The offerer’s legal name, address, and application number should also appear in the body of the email.

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

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

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

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

OCFS strongly recommends double-checking that all required documents have been added to your email submission and that they are complete. Your verification may include, but is not limited to signatures, dates, required fields, confirming all pages are included, text is legible, scanner artifacts, necessary information, etc.

| Email Submission Documents | |
|--|------------|
| Attachment 1 – Budget Template: Attach ONE completed expenditure budget that includes all costs proposed by this application. | Required * |
| Attachment 2 – Application Template: Attach ONE completed application template that includes responses for all program-specific questions (see “Program-Specific Questions” section below). | Required * |
| Attachment 3A PYD Workplan and Activities Description: Attach a completed Workplan for each proposed site. (If an applicant is submitting more than one Attachment 3A, it is recommended to combine them into a single file for submission.) | Required * |
| Attachment 4 – Performance Targets/Program Goals: Attach for each proposed site. (If an applicant is submitting | Required * |

| | |
|--|--------------------------------|
| more than one Attachment 4, it is recommended to combine them into a single file for submission.) | |
| Attachment 5 – NFP and School District Letter of Commitment: Attach a letter of commitment for each proposed site. (If an applicant is submitting more than one Attachment 5, it is recommended to combine them into a single file for submission.) | Required * |
| Attachment 6 – Program Site Information: Attach the program site information for each proposed site. (If an applicant is submitting more than one Attachment 6, it is recommended to combine them into a single file for submission.) | Required * |
| Attachment 7 – Partnership Agreement: Attach any available partnership agreement(s). (If an applicant is submitting more than one Partnership Agreement, it is recommended to combine them into a single file for submission.) | Submit if available |
| BIPOC Leadership: Attach the following documents, as applicable: <ul style="list-style-type: none"> • Attachment 11 – BIPOC Leadership • Additional BIPOC Documents (see question H2 below). | Required, <i>if applicable</i> |
| Organizational Chart: Ensure your attachment achieves the following: <ul style="list-style-type: none"> • Show where the proposed program fits into your organizational structure. • Highlight personnel who are relevant to the operation of the program. • Identify your BIPOC leader, if applicable. | Required * |
| Additional Forms: Include the following documents in your submission, as applicable: <ul style="list-style-type: none"> • OCFS-2633, MacBride Fair Employment Principles Certification Form • OCFS-2634, Non-Collusive Bidding Certification • OCFS-3460, Minority- and Women-owned Business Enterprises (MWBE) Equal Employment Opportunity (EEO) Policy Statement • OCFS-2647, EO 177 Certification • OCFS-4821, CMS User Authorization • Vendor Responsibility Questionnaire (if applicable, or proof of online VendRep certification. See RFP Section 3.3) • A copy of your approved Federal Indirect Cost Rate Agreement with your application (if applicable) • Attachment A-2, Federal Assurances and Certifications (If applicable.) | Required * |
| * Failure to complete and submit required documents with your email submission may result in the disqualification of your application. | |

Program-Specific Questions (Up to 80 points)

The following Program-Specific Questions will be found in **Attachment 2 - Application Template**, which is available for download from the funding announcement located on the [OCFS public website](#) and the [NYS Contract Reporter](#). Use the **Attachment 2** to prepare and submit your responses to the “**Program Specific Questions**” section of the RFP.

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

| No. | Question | Max. Points |
|---|---|-------------|
| A. School – Community Partnerships (up to 10 points) | | |
| A1. | Describe the planning activities conducted that shaped how the proposal was developed. Proposals must include the details of a community needs assessment that was conducted and a summary of the findings. Include the resources used and any community or social trends that support the demand for the proposed after-school program services. Examples of trends include, and are not limited to, supporting the mental health of students, the increased need for after-school programs in rural communities, and expanding pathways to careers outside of traditional higher education. | 2 |
| A2. | Describe how the proposed after-school program addresses the overall needs of the community to be served. Be sure to include the percentage of students within the school district you are proposing to serve that will be classified as economically disadvantaged per the NYSED Student Information Repository System (SIRS) at: https://www.p12.nysed.gov/irs/sirs/documents/2022-23SIRSMannual18-0.pdf . Identify demographic data and social and economic changes that may be of significance to the target community to receive after-school program services | 2 |
| A3. | Describe how the families, partners, and communities to be served were involved in the development and planning of the proposed after-school program. Identify key stakeholders and any facts that demonstrate the proposal supports the grant program purpose. Identify all community agency partners that assisted with the planning, those that will assist with the after-school program, and describe the community’s readiness to receive these services. | 3 |
| A4. | Describe how the school-community partnership providing the proposed after-school program will align with both the school’s goals and services as well as applying the organization’s shared vision to support students and families. The partnership must | 3 |

| | | |
|---|---|---|
| | include effective lines of communication, a shared commitment to equity, and sharing data and resources. Include details regarding how the program site(s) were selected and how each was determined to be a quality site and safe location. This must include adequate space, supervision, and security. If you are proposing more than one site, include the name of each site as a header and the response to this question for each site underneath it. Please include National Afterschool Alliance Key Principles: School-Community Partnerships; Safety in your response. | |
| B. Target Population(s) (up to 10 points) | | |
| B1. | Describe the target population(s) to be served. Include a description of the characteristics of the students who will be involved in the after-school program. Be specific about the estimated number of children to be served including age, grade levels, special needs demographics, languages spoken, and information about the school(s) they attend. | 2 |
| B2. | Describe the proposed program hours of operation and how they meet the needs of the target population(s). | 2 |
| B3 | Describe how the program will encourage maximum youth attendance and how the program structure will be adjusted if attendance is low. Please include National Afterschool Alliance Key Principles: Participation and Access in your response. | 3 |
| B4 | Identify the number of children to be served within the registered capacity reflected or to be reflected on the SACC registration. Maximum points for this criteria may be provided to applicants proposing to serve all children based on the registration capacity. If you are proposing more than one site, include the name of each site as a header and the response to this question for each site underneath it. | 3 |
| C. Objectives, Tasks, and Performance Measures (up to 20 points) | | |
| C1. | Describe the program curriculum and activities that meet the needs of the target population(s) and the greater community and how they integrate a Positive Youth Development (PYD) approach. Submit Attachment 3A - PYD Workplan and Activities Description for each site proposed to be served See RFP Section 4.1A . | 2 |
| C2. | Describe how the proposed program activities achieve the LEAPS goals of: <ul style="list-style-type: none"> • Providing academic support and enrichment opportunities that will assist students in meeting academic and personal goals as well as expose youth to future learning and life opportunities. • Prioritizing students' social-emotional wellness and increase opportunities to mitigate the impacts from | 2 |

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| | <p>COVID-19 as well as expand students' access to social and emotional support services.</p> <ul style="list-style-type: none"> Expanding students' community and family engagement and programs that support mentorship, employment, and life skills training. | |
| C3. | <p>Explain which program activities engage youth in meaningful, culturally relevant experiential learning opportunities that help students discover new interests, explore careers, and build connections. The activities must also provide meaningful opportunities for youth to lead, share perspectives, and help shape program offerings. Please include National Afterschool Alliance Key Principles: Active and Engaged Learning in your response.</p> | 2 |
| C4. | <p>Describe how the program will create strong connections with families and caregivers on an ongoing basis, starting at enrollment.</p> | 4 |
| C5. | <p>Describe how the program will foster family engagement by activities, such as regular check-in with parents/caregivers, helping schools stay connected to families, and help parents/caregivers navigate challenges related to their work scheduled or recovery from the pandemic. Include how will the program assess the quality of these services for families. Please include National Afterschool Alliance Key Principles: Family Engagement in your response.</p> | 4 |
| C6. | <p>Demonstrate the organization's track record of creating and fostering strong family connections with student programming. Please include National Afterschool Alliance Key Principles: Family Engagement in your response.</p> | 2 |
| C7. | <p>Provide details regarding how the program will take a holistic approach to well-being, by helping students build social and emotional skills (critical thinking, problem solving, collaboration), providing opportunities for physical activity, supporting mental health, and ensuring access to nutritious foods. Provide details regarding how the program will support students' physical and emotional health as they recover from the social isolation impacts of COVID-19 and reengage in learning and in their community. Please include National Afterschool Alliance Key Principles: Health and Wellbeing in your response.</p> | 4 |
| D. Proposed Project Description (up to 12 points) | | |
| D1. | <p>Discuss how the proposed after-school model will address the identified needs of the target population(s).</p> | 2 |
| D2. | <p>Outline the plans for outreach, collaboration, and coordination in and with the local community.</p> | 2 |
| D3. | <p>Describe how the program utilizes a Positive Youth Development (PYD) approach to developing the explicit goals for the young people involved in the program, including how the activities provide meaningful opportunities for youth to lead,</p> | 4 |

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| | share perspectives, and help shape program offerings; How were the youth involved, or how will they be involved, in the establishment of goals and activity planning? | |
| D4. | Discuss the cultural and linguistic needs of the target population(s) and describe the considerations being made by the applicant for the delivery of services to meet these needs. | 3 |
| D5. | Describe the program schedule and how it includes staff time to do program planning and professional development in order to build strong systems of program delivery. | 1 |
| E. Project Staff (up to 8 points) | | |
| E1. | Describe the title and responsibilities of existing staff and anticipated staff proposed to be hired by the program. Include required staff qualifications and how staff orientation, comprehensive training, and supervision will be provided. Explain how staffing levels will meet required SACC staffing ratios. Please include National Afterschool Alliance Key Principles Diverse, Prepared Staff in your response. | 2 |
| E2 | Provide details regarding how the program will recruit, train, and retain a qualified workforce. Describe how the program proposes to promote the longevity of staff and leadership to ensure continuity of programming from year to year. | 2 |
| E3 | Provide details regarding how the program will offer competitive salaries, benefit packages, and/or other strategies for supporting staff retention. | 2 |
| E4 | Demonstrate how the proposed program will hire and retain staff, including in leadership positions, who are representative of the community, cultures and languages of students and families. Note: Cultural competence and awareness are considered critical factors to the success of this program. | 2 |
| F. Organization (up to 9 points) | | |
| F1. | Describe the history of the organization. Include the experience the organization has working with the target population(s). Provide evidence it has the capacity and has or will obtain any/all required licenses to successfully manage the program. Demonstrate readiness to implement the program on a timely basis. | 2 |
| F2. | Describe any activities the organization initiated or will initiate to reflect cultural and linguistic requirements of the community. Include how your organization will promote effective coordination with other key partners and service providers in the community to maintain this program and achieve its goals. | 3 |
| F3. | Describe how the management of your agency supports the proposal for this program. Include key personnel in the organization who are primarily responsible for delivering the program. | 2 |
| F4. | Describe how the organizational chart provided in your email submission shows how the program fits into the organization's | 2 |

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| | goals and mission, highlighting personnel who are relevant to the operation of the after-school program. | |
| G. Ongoing Assessment and Improvement (Up to 6 points) | | |
| G1. | Explain how your organization will complete the required reporting and assessments on a timely basis and submit to OCFS by the due date(s) set by OCFS. | 2 |
| G2. | Explain which staff positions will be responsible for completing the required assessments (QSA, SACERS, etc.) and the professional development and training provided/required to prepare these evaluations. These staff positions must be included in the program budget and organizational chart. | 2 |
| G3. | Explain how the program will utilize the results of the assessments on an ongoing basis to maintain a high-quality after-school program. Please include <u>National Afterschool Alliance Key Principles Ongoing Assessment and Improvement</u> in your response. | 2 |
| H. Commitment to Diversity, Equity, and Inclusion (up to 5 points) | | |
| H1. | Describe the plan to ensure project staffing is racially, ethnically, and linguistically representative of the population(s) proposed to be served. | 2 |
| H2. | <p>If applicable, demonstrate the organization is led by BIPOC as defined in Section 5.1.H and has developed the organizational capacity to accomplish diversity, equity, and inclusion activities, by completing Attachment 11 to include the BIPOC individual's name, title, date of appointment to the position, and a brief description of the individual's responsibility in the organization. Provide an organizational chart that clearly identifies the title and name of the BIPOC leader and their position in the organizational chart.</p> <p>Additional documents to be submitted to document the BIPOC leader has developed the organizational capacity to accomplish diversity, equity, and inclusion include, but are not limited to:</p> <ul style="list-style-type: none"> • Explanation of the diversity trainings provided to employees of the organization. • Explanation of the process by which the organization handles complaints of alleged discrimination by employees, which includes: a) who conducts the investigation, b) who decides whether discrimination has occurred, and c) what relief is offered to the victim. • Description of what, if any, charitable work the organization performs to reduce barriers within the community. | 3 |

Budget Questions (Up to 20 points)

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

The budget template can be downloaded from the funding announcement located on the [OCFS public website](#) and the [NYS Contract Reporter](#). The completed **Attachment 3 – Budget Template** must be included as an attachment with your email submission.

To streamline the contract process and to obtain a more favorable cost score, applicants are strongly encouraged to submit budgets that reflect realistic and necessary expenses and that include justifiable and allowable costs only. In addition to completing the budget forms and budget narrative, applicants must respond to the items below. The proposed budget is determined to be reasonable based on the scope of the planning work to be conducted and the number of individuals to be involved.

| No. | Question | Max. Points |
|--|---|--------------|
| I. Budget Section (Up to 20 points) | | |
| I1. | Demonstrate that the program to be implemented is based on sound research and can be reasonably accomplished based on projected timelines, resources, staff, and facilities. | 5 |
| I2. | Explain how the proposed budget is reasonable and within RFP guidelines, based on the scope of the planning work to be conducted and the number of individuals to be involved. | 5 |
| I3. | Identify how expenses for the proposed project are reasonable, necessary, allowable, and are realistic based on the award amount requested. | 5 |
| I4. | Describe how the budget focuses on program expenses and direct services rather than administrative costs. Clearly identify the amount of funds being proposed for indirect costs and provide a description of the expenses. Include a copy of your approved Federal Indirect Cost Rate Agreement with your application, if applicable. | 5 |
| I5. | Please indicate the annual dollar amount in OCFS funds being requested by this application. Please enter the nearest whole number. | Number Field |
| I6. | Please clearly identify how the total annual funding request was calculated. Identify the location, licensed SACC capacity (maximum number of children that can be served) or the proposed licensed SACC capacity for new programs, and the requested funding for EACH individual site proposed to be served (maximum of three sites in one school district per application). | Text Field |

5.5 **Proposal Submittal Process**

5.5.1 How to Submit a Proposal

Application submission for this RFP will occur in two steps:

- First, applicants will complete the online application form via this link: <https://forms.office.com/g/h25zbjbZrk>. Applicants will automatically receive a confirmation email from funding@ocfs.ny.gov after they submit their completed form.
- Second, applicants will reply to the confirmation email to complete their email submission by the date and time specified in **RFP Section 1.2 Calendar of Events**.
 - Attach all supporting documents. DO NOT alter the subject line of the email. The applicant's organization name, address, and application number should appear in the body of the email.
 - All required supporting documentation must be submitted to funding@ocfs.ny.gov or your application may be disqualified. No facsimile or hard copy documents will be accepted.
- **Please use Attachment 12 – Submission Checklist to ensure all required documents are completed and submitted to OCFS via email.**

For the purposes of evaluation, each proposal must contain the following components:

A. Online Form Submission

Complete and submit the online form: <https://forms.office.com/g/h25zbjbZrk>

- This form requires responses regarding topics such as eligibility, contact details, administrative information, organizational identifiers, and attestations.
- Responses marked as required must be answered, or the online application form will not allow you to submit your application.

B. Email Submission

1) Technical Proposal (worth 80 points)

Use the **Application Template** provided as **Attachment 2** to complete your proposal narrative, which will be submitted via email

submission in accordance with the process identified in this **Section 5.5.1**.

2) Budget (worth 20 points)

Use the **Budget Template** provided as **Attachment 3** and include with your email submission.

3) Required Forms and Attachments

Please follow the instructions on each form/attachment to complete them and include these with your email submission. Refer to the table **Email Submission Documents** in **Section 5.4** for a complete list of required forms and attachments.

5.5.2 Important Notes Regarding Proposal Submission

- A. Applicants assume all risks for timely, properly submitted electronic proposals. **Proposals and email submission documents must all be received by the due date and time identified in Section 1.2 Calendar of Events.** Required forms and attachments must be received by OCFS secure email servers to be considered properly received.
- B. Prospective applicants are **strongly encouraged** to submit their applications well in advance of the deadline to allow sufficient opportunity for the applicant to obtain assistance and take corrective action should there be a technical issue with the submission process. Failure to leave adequate time to address issues identified during the submission process may jeopardize an applicant's ability to submit their application.
- C. Proposals received after the deadline for submission of proposals may be rejected. Receipt of late proposals, as a general rule, cannot be accepted.
- D. Email delivery receipts are recommended. Upon submission of the online form portion of the application, applicants will automatically receive a confirmation email from funding@ocfs.ny.gov. For the email submission portion of the application, where applicants are submitting required forms and attachments to OCFS via email, **OCFS will reply and provide a confirmation response that the proposal has been received.** Applicants are responsible for contacting OCFS prior to the deadline if confirmation has not been received.
- E. Proposals must be submitted by an individual who is authorized to legally bind the offerer to the provisions of the proposal. The successful applicant's proposal and the RFP will be made part of the contract.

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

be rescinded in writing by the offerer or the proposal may be disqualified as non-conforming.

6.0 MINIMUM CRITERIA/EVALUATION PROCESS

6.1 Minimum Criteria (Pass/Fail Review Criteria)

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

6.2 Evaluation Process

Applications will be evaluated and scored by trained reviewers using a structured, preapproved evaluation instrument. The final score will be based on the average of the reviewer scores. The technical proposal will be worth 80 points of a proposal's total score, and the information contained in the cost proposal 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 score for the cost and technical components will be 100 points. Applications that receive a minimum average score of 65 points or more will be considered for funding. Award recommendations will be based on highest-scoring applications within identified regions and ranked by final average score. NYC and downstate will be one region and the remainder of the state ("Rest-of-State") will be the second region. OCFS may, at its discretion, take geographic and school district distribution into account to achieve more balanced statewide coverage.

In the event of a tie between two or more proposals, the applicant who scores higher for **Section 5.4.B. Target Population(s)** will be awarded. If the proposals are still tied, the applicant who proposes to serve more children will be awarded. If still tied, the applicant who submitted their application first will be selected.

Funding Allocations by Region

Accepted applications will be ranked according to a final average score from highest to lowest within a region. The proposed NYS LEAPS after-school child care site address(es) will be used to assign the proposal to a region. Each application may propose serving up to three different sites for its after-school program in the same contract for the same school district.

OCFS anticipates NYS LEAPS will be available for a five-year grant cycle and anticipates making funding available each year. NYC and Downstate is proposed to receive 60% of the total funding available, or \$53.4 million and Rest-of-State is proposed to receive 40% of the funding available, or \$35.6 million.

New York City and Downstate Region:

Long Island

Nassau, Suffolk

Westchester

Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester

New York City

Bronx, Kings, Manhattan, Queens, Richmond

Rest-of-State Region:

Albany

Albany, Clinton, Columbia, Delaware, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Otsego, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington

Buffalo

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

Rochester

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

Syracuse

Broome, Cayuga, Chenango, Cortland, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, St. Lawrence, Tioga, Tompkins

OCFS reserves the right to shift funds from one region to another based on need and proposals received.

An applicant must submit separate proposals for each award being requested. If the number of allowable proposals is exceeded by one organization, OCFS will accept the applications that propose to serve the greatest number of youth or the geographic location with the least amount of program coverage.

The same not-for-profit applicant can submit multiple proposals for the same school district for additional unique sites. However, if duplicate applications are submitted for the same site in the same school, OCFS may eliminate the duplicate application(s) with the lower score(s) from consideration for award. In the event of a tie between duplicative applications, OCFS will evaluate the proposal serving more students. If still tied, the duplicative application submitted first will be evaluated.

OCFS reserves the right to make adjustments to the funding amount requested based on programmatic need, funding availability, geographic distribution of

awards, and the total dollar values of all applications receiving a passing score.

6.3 Bonus Points

Not Applicable.

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

A. Applicability

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

B. Definitions

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

C. Debriefing Request

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

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

D. Formal Protest and Appeal Procedure

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

1. Submission of Bid or Award Protests

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

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

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

2. Review and Formal Protest Determination

- a. Formal protests must be filed with the OCFS deputy commissioner for administration. Any protests filed with the OCFS program division responsible for the procurement will be forwarded to the deputy commissioner for administration. Copies of all formal protests will be provided by the deputy commissioner for administration to the OCFS Division of Legal Affairs and other necessary parties within OCFS, as determined by the deputy commissioner for administration.
- b. Formal protests shall be resolved through written correspondence; however, either the protesting party or OCFS may request a meeting to discuss a formal protest. Where further formal resolution is required, the program division responsible for the procurement may designate a state employee not involved in the procurement ("designee") to determine and undertake the initial attempted resolution or settlement of any formal protest.
- c. The OCFS program division responsible for the procurement will conduct a review of the records involved in the formal protest, and provide a memorandum to the deputy commissioner for administration or the deputy commissioner's designee summarizing the facts, an analysis of the substance of the protest, and a preliminary recommendation including: (a) an evaluation of the findings and recommendations; (b) the materials presented by the protesting party and/or any materials required of or submitted by other bidders; (c) the results of any consultation with the OCFS Division of Legal Affairs; and (d) a draft response to the formal protest.
- d. The OCFS deputy commissioner for administration, or his or her designee, shall hear and make a formal protest determination on all formal protests. A copy of the formal protest determination, stating the reason(s) upon which it is based and informing the protesting party of the right to appeal an unfavorable decision to the OCFS commissioner, shall be sent to the protesting party or its agent within 30 business days of receiving the formal protest, except that upon notice to the protesting party, OCFS may extend such period. The formal protest determination will be recorded and included in the procurement record, or otherwise forwarded to the OSC.

3. Appeal of Formal Protest Determination

- a. If the protesting party is not satisfied with the formal protest determination, the protesting party **must** submit a written notice of appeal to OCFS' commissioner no more than 15 business days after the date the formal protest determination is sent to the protesting party.

- b. The commissioner or his or her designee shall review the formal protest documentation and make a decision on all appeals.
- c. An appeal may not introduce new facts unless responding to facts or issues unknown to the protesting party before the formal protest determination.

4. Reservation of Rights and Responsibilities of OCFS

- a. OCFS reserves the right to waive or extend the time requirements for protest submissions, decisions and appeals herein prescribed when, in its sole judgment, circumstances so warrant to serve the best interests of the state.
- b. If OCFS determines that there are compelling circumstances, including the need to proceed immediately with contract award and development of final contracts in the best interests of the state, then these protest procedures may be suspended, and such determination shall be documented in the procurement record.
- c. OCFS will consider all information relevant to the protest, and may, at its discretion, suspend, modify, or cancel the protested procurement action, including solicitation of bids, or withdraw the recommendation of contract award before issuance of a formal protest decision.
- d. Unless a determination is made to suspend, modify or cancel the protested procurement action, or withdraw the recommendation of contract award, OCFS will continue procurement and contract award activity before the formal protest determination. The receipt of a formal protest will not otherwise stop action on the procurement and award of the contract(s) or on development of final contracts.
 - i. The procurement record and awarded contract(s) will be forwarded to OSC, and a notice of the receipt of a formal protest and any appeal will be included in the procurement record. If a formal protest determination, or a decision after appeal, has been reached before transmittal of the procurement record and the contract(s) to OSC, a copy of the formal protest determination or decision after appeal will be included in the procurement record and with the contract(s).
 - ii. If a formal protest determination or decision after appeal is made after the transmittal of the procurement record and contract(s) to OSC, but before OSC approval, a copy of the formal protest determination or decision after appeal will be forwarded to OSC when issued, along with a letter either: a) confirming the original OCFS recommendation for award(s); b)

modifying the proposed award recommendation; or c) withdrawing the original award recommendation.

- iii. All records related to formal protests and appeals shall be retained for at least one year following resolution of the formal protest. All other records concerning the procurement shall be retained according to the applicable requirements for records retention.

E. Appeal to the Office of the State Comptroller

If the protesting party is still not satisfied with the result of its protest after conclusion of the formal protest and appeal procedure described above, the protesting party may file a written appeal with the OSC within 10 business days of the date the protesting party received OCFS' protest determination. An appeal to the OSC's Bureau of Contracts must be in writing and must contain the specific factual and/or legal allegations setting forth the basis upon which the protesting party challenges the contract award by OCFS. Such appeal must be filed with the director of the Bureau of Contracts at the NYS Office of the State Comptroller, 110 State Street, 11th Floor, Albany, NY 12236.

7.0 MANDATORY CONTRACTING REQUIREMENTS

7.1 Contract Readiness

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

7.2 Standard Contract Language

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

7.3 **Workers' Compensation Insurance and Disability Benefits Coverage**

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

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

1. **Proof of Workers' Compensation Coverage**

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

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

2. **Proof of Disability Benefits Coverage**

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

- **Form DB-120.1³** - *Certificate of Disability Benefits Insurance*; or
- **Form DB-120.2** – *Certificate of Participation in Disability Benefits Group Insurance*; or
- **Form DB-155⁷** - *Certificate of Disability Benefits Self-Insurance*; or

- **CE-200⁶** - *Certificate of Attestation of Exemption* from New York State Workers' Compensation and/or Disability Benefits Coverage.

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

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

7.4.1 Confidentiality

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

7.4.2 Criminal History Background Checks

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

associated with any required background screens of the individuals identified in this section.

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

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

7.6 Federal Requirements (if federally funded)

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

7.7 Required Electronic Payments and Substitute Form W-9

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

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

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

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

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

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

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

7.8 Iran Divestment Act

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

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

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

7.9 Statewide Financial System

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

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

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

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

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

Pursuant to New York State Executive Law [Article 15-A](#) and Parts 140-145 of Title 5 of the New York Codes, Rules, and Regulations OCFS is required to promote opportunities for the maximum feasible participation of New York State-certified MWBE and the employment of minority group members and women in the performance of OCFS contracts. OCFS has established its overall agency goal of 30% MWBE participation, 15% for New York State-certified Minority-owned Business Enterprises (MBE) and 15% for New York State-certified Women-owned Business Enterprises (WBE). OCFS supports the establishment of partnerships with MWBE as subcontractors, suppliers, protégés, or in other supporting roles to the maximum extent practicable and consistent with the legal requirements of the State Finance Law and Executive Law Article 15-A. Certified MWBE may be readily identified through the directory of NYS certified MWBE at: <https://ny.newnycontracts.com>.

7.10.2 MWBE Business Participation Opportunities – OCFS-Established Goals

For the purposes of this solicitation, OCFS hereby establishes an overall goal of **0%** for MWBE participation, **0%** for New York State-certified Minority-owned Business Enterprise (“MBE”) participation and **0%** 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 MWBEs 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 MWBEs 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 MWBEs 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 accessed at <https://ny.newnycontracts.com>, provided, however, that a respondent may arrange to provide such evidence via a nonelectronic method by contacting OCFS.

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

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

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

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

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

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

The successful respondent will be required to attempt to use, in good faith, any MBE or WBE identified within its approved MWBE Utilization Plan, during the performance of the contract. Requests for a partial or total waiver

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

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

7.10.4 Equal Employment Opportunity (EEO) Requirements

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

The respondent will be required to submit [OCFS-3460, Minority- and Women-owned Business Enterprises \(MWBE\) and Equal Employment Opportunity Policy Statement](#), as referenced in **Section 5.4 Proposal Content**, to OCFS with its bid or proposal.

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

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

Further, pursuant to [Article 15](#) of the Executive Law (the Human Rights Law), all other state and federal statutory and constitutional non-discrimination provisions, the contractor and subcontractors will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, sexual orientation, military status,

age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

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

7.11 Service-Disabled Veteran-Owned Business (SDVOB)

[The Service-Disabled Veteran-Owned Business Act](#), signed into law by Governor Andrew M. Cuomo on May 12, 2014, allows eligible veteran business owners to become certified as a New York State Service-Disabled Veteran-Owned Business (SDVOB) in order to increase the participation of such businesses in New York State's contracting opportunities. The SDVOB Act, which is codified under [Article 3 of Veterans' Services Law](#), acknowledges that SDVOBs strongly contribute to the economies of the state and the nation. Therefore, 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 0% 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

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

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

For additional information and assistance, contact:

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

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

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

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

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

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

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

- on the contract as subcontractors or suppliers, *if the contractor has determined such*; and
 - Provided a statement verifying no intention of using subcontractors if *the contractor has no such intention*.
3. The contractor has complied with the federal Equal Opportunity Act of 1972 (P.L. 92-961), as amended.
 4. The contractor will be required to notify New York State residents of employment opportunities by listing any such positions with the Community Services Division of the New York State Department of Labor, providing for such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The agency agrees to document these efforts and to provide said documentation to OCFS upon request.
 5. Offerers located in a foreign country are notified that the State may assign or otherwise transfer offset credits to third parties located in New York State, and the offerers shall be obligated to cooperate with the State in all respects in making such assignment or transfer, including, but not limited to, executing all documents deemed by the State to be necessary or desirable to effectuate such assignment or transfer, and using their best efforts to obtain the recognition and accession to such assignment or transfer by any applicable foreign government.

7.13 Executive Order Numbers 14 and 16

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

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

Executive Orders 14 and 16 include the following definitions:

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

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

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

7.14 Executive Order Number 175 (if Applicable)

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

7.15 Executive Order Number 177

[Executive Order 177](#), dated February 3, 2018, directs New York State agencies and authorities not to enter into any contracts with entities that have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, color, national origin, sex, sexual orientation, gender identity, disability, marital status, military status, or other protected basis. The contractor must provide the EO 177 certification statement before any award being made by OCFS.

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

New York State Finance Law §139-I, effective January 1, 2019, requires, in relevant part, that "[e]very bid . . . made to the state or any public department or agency thereof, where competitive bidding is required by statute, rule or regulation, for work or services performed or to be performed or goods sold or to be sold, shall contain [a] statement subscribed by the bidder and affirmed by such bidder as true under the penalty of perjury. . . [that] '[b]y submission of this bid, each bidder and each person signing on behalf of any bidder certifies,

and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.” The contractor must provide the foregoing certification before any award being made by OCFS. For additional guidance on drafting an appropriate sexual harassment policy and developing appropriate training please refer to [State Finance Law §139-l](#) and <https://www.ny.gov/combating-sexual-harassment-workplace/employers#top>

7.17 Other Requirements

Not Applicable.

8.0 CONTRACT DOCUMENTS AND FORMS REQUIRED AFTER AWARD

The contract documents consist of the documents listed below.

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

By submitting a bid or proposal in response to this solicitation, the respondent agrees with all terms and conditions of the State of New York Master Contract for Grants Standard Terms and Conditions. Please review the sample contract templates provided here: <https://ocfs.ny.gov/main/contracts/samples.php>.

Forms Required After Award and Before Contracting

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

Forms Required During Contract Term

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

9.0 GLOSSARY OF OUTCOME-BASED CONTRACTING TERMS

Fiscal Documentation: Documentation necessary for payment.

Grants Gateway: The New York State Grants Gateway went into operation on May 15, 2013, and served as the primary outlet for state agencies to post upcoming and available funding opportunities. Effective January 16, 2024, the Grants Gateway is being deactivated in favor of the Statewide Financial System (SFS) Grants Management module.

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

Legal Documents: Legally required application/contract components.

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

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

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

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

outcome. Performance targets must include a description of the methods that will be used to verify target achievement.

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

Program Budget: Definition of program expenditures and funding sources.

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

Project Work Plan: Steps necessary to implement a program.

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

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

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

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

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

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

10.0 PROGRAM-SPECIFIC REQUIREMENTS AND FORMS (Amended 2/22/2024)

The following attachments can also be found on the NYS Contract Reporter (<https://www.nyscr.ny.gov/login.cfm>) and the OCFS funding opportunities page (<https://ocfs.ny.gov/main/contracts/funding/>). Please download from one of those locations.

Documents that are required to be submitted with the proposal are indicated within the table below. For the documents to be submitted, please complete them and submit with your application email(s):

| Attachment | Must Be Submitted with Proposal |
|---|---|
| Attachment 1 – Budget Template | Yes |
| Attachment 1A – Budget Expenditure Requirements and Guidance | No |
| Attachment 2 – Application Template | Yes |
| Attachment 3 – PYD Framework Reference Guide | No |
| Attachment 3A – PYD Workplan and Activities Description | Yes - Required for each site |
| Attachment 4 – Performance Targets/Program Goals | Yes - Required for each site |
| Attachment 5 – NFP and School District Letter of Commitment | Yes - Required for each site |
| Attachment 6 – Program Site Information | Yes - Required for each site |
| Attachment 7 – Partnership Agreement | Submit if available; required prior to the completion of contract development |
| Attachment 8 – A1-B Program Specific Terms and Conditions | No |
| Attachment 9 – 18 NYCRR 413.2(b)(4) and 414.8(k), (l) Definitions and Regulations | No |
| Attachment 10 – Eligible School Districts to Serve for LEAPS UPDATED 2/22/2024 | No |
| Attachment 11 – BIPOC Leadership | Yes - If Applicable |
| Attachment 12 – Submission Checklist | No |