

RESPONSES TO QUESTIONS FOR  
RFP # 1131 NYS LEARNING AND ENRICHMENT  
AFTER-SCHOOL PROGRAM SUPPORTS (LEAPS)

**SECTION 7 of 8: RFP Information, Applications, and Submission**

| <b>IMPORTANT DATES</b> |   |
|------------------------|---|
| <b>Q1</b>              | <b>Is it too late to apply?</b>   |
| A1                     | The deadline for submission of proposals has been extended from its original due date. Please refer to the amended RFP Section 1.2 Calendar of Events.  |
| <b>Q2</b>              | <b>What is the submission deadline?</b>   |
| A2                     | See A1.   |
| <b>Q3</b>              | <b>I was wondering if it is still possible for me to get in a submission.</b>   |
| A3                     | See A1.   |
| <b>Q4</b>              | <b><i>The deadline for this grant falls during most NYS school districts' Spring break (and that some districts will be off the week before as well). As we need schools to partner in these applications, is there any possibility of moving the deadline to a time when schools are available to collaborate and sign off?</i></b>  |
| A4                     | Please see A1.  |
| <b>Q5</b>              | <b>Please advise the date the Calendar of Events will be posted.</b>  |
| A5                     | The Calendar of Events is in the RFP document. Please see RFP Section 1.2 Calendar of Events in the amended RFP.  |
| <b>Q6</b>              | <b><i>On the required Eligibility Questions &amp; Administrative Questions which must be completed prior to the due date, in both the RFP (page 3) &amp; the link <a href="#">here</a>, it references Section 1.2 Calendar of Events for due date. However, in that chart there is no direct reference to the Eligibility &amp; Administrative Questions due date. Are we to assume that is part of the 'pre-qualification' timeline which is 3/29?</i></b>   |
| A6                     | No, it is not part of the Prequalification timeline. Not-for-Profit prequalification is a separate process outlined in RFP Section 3.2. Please refer to the "Deadline for Submission of Proposals" indicated in Section 1.2 Calendar of Events of the amended RFP. All required submission actions outlined in RFP Section 5.5 Proposal Submittal Process must be completed by that deadline.   |
| <b>Q7</b>              | <b>Can you explain how we should apply and when is the deadline for this response to the RFP?</b>   |
| A7                     | Application submission for this RFP will occur in two steps. 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 <a href="mailto:funding@ocfs.ny.gov">funding@ocfs.ny.gov</a> 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 <a href="mailto:funding@ocfs.ny.gov">funding@ocfs.ny.gov</a> or the application submission will be considered incomplete. Please see A1 regarding submission deadline. |
| <b>Q8</b>              | <b>Is there any intention to send responses to questions sooner?</b>  |
| A8                     | OCFS aims to post the Questions and Answers as soon as possible.  |

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| <b>RFP MATERIALS/INFORMATION</b> |   |
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| <b>Q9</b>                        | <b>Can you please direct me to the materials and any upcoming webinar or zoom meetings on the proposal?</b>   |
| A9                               | Please view the Contract Reporter Ad for this procurement or visit the OCFS website at <a href="https://ocfs.ny.gov/main/contracts/funding/">https://ocfs.ny.gov/main/contracts/funding/</a> to view all materials related to this RFP, including a pre-recorded webinar. Please know that the webinar recording was made prior to the RFP being amended. Amended webinar slides have been posted to align with the amended RFP, but the recording will not be updated.   |
| <b>Q10</b>                       | <b><i>In reviewing the submission checklist, the documents near the end of the checklist that begin with "OCFS-" have links that are not currently working.</i></b><br><b>Where can applicants find these OCFS required forms?</b>  |
| A10                              | OCFS has tested the links provided in Attachment 12 – Submission Checklist and in the RFP document and have confirmed they are working. If you are having any difficulty accessing OCFS forms, they can also be downloaded by searching here: <a href="https://ocfs.ny.gov/forms/?topic=44&amp;type=1">https://ocfs.ny.gov/forms/?topic=44&amp;type=1</a> .   |
| <b>Q11</b>                       | <b><i>[The Q&amp;A posting date] is very close to the date of submission, and it's a lot of work to apply.</i></b><br><b>Can you tell me if a charter school is qualified to apply?</b>   |
| A11                              | No, a charter school cannot be the not-for-profit applicant.  |
| <b>Q12</b>                       | <b>Would you let me know where I might find the Q and A?</b>  |
| A12                              | Questions and Answers documents are available on the NYS Contract Reporter at <a href="https://www.nyscr.ny.gov/agency/adsView.cfm?numID=2106258">https://www.nyscr.ny.gov/agency/adsView.cfm?numID=2106258</a> and the OCFS public website at <a href="https://ocfs.ny.gov/main/contracts/funding/">https://ocfs.ny.gov/main/contracts/funding/</a> . The first several sections of the Q&A are posted, and the remaining sections will continue to be posted as soon as possible.   |
| <b>Q13</b>                       | <b>For the submission of written questions due 2/28/24, where can I find the questions?</b>   |
| A13                              | See A12.  |
| <b>Q14</b>                       | <b>We'd like to attend the webinar, is there a link we can use to attend?</b>   |
| A14                              | The Webinar was not a live event; links to the pre-recorded webinar have been posted to the NYS Contract Reporter Ad at <a href="https://www.nyscr.ny.gov/agency/adsView.cfm?numID=2106258">https://www.nyscr.ny.gov/agency/adsView.cfm?numID=2106258</a> and to the OCFS funding website at <a href="https://ocfs.ny.gov/main/contracts/funding/">https://ocfs.ny.gov/main/contracts/funding/</a> in accordance with RFP Section 1.3. NOTE: this webinar was recorded prior to the amendments made to the LEAPS RFP. Please review the amended Applicant Webinar Slides at one of the mentioned sources. |
| <b>Q15</b>                       | <b><i>If we have to wait until 3/20 find out which schools are eligible, it only gives us 2 weeks to complete all the necessary research, gather documentation and application materials.</i></b><br><b>Would it be possible to cover this issue in the webinar?</b>  |
| A15                              | The eligible school districts are listed in Attachment 10 which was posted with the RFP. The webinar was pre-recorded.  |

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| Q16                 | <b><i>The Contract Reporter link is not working for me. Please advise.</i></b>   |
| A16                 | If the Contract Reporter site happens to be down, or if you are having technical issues, please go to <a href="https://ocfs.ny.gov/main/contracts/funding/">https://ocfs.ny.gov/main/contracts/funding/</a> to view the same information.  |
| Q17                 | <b><i>The Eligibility and Administrative Questions form at <a href="https://forms.office.com/g/h25zbjbZrk">https://forms.office.com/g/h25zbjbZrk</a> says at the bottom that it's 8 pages long, yet when I put in dummy answers and make my way through the form, it jumps from page 4 to page 7 (see attachments). Page 4 ends with question 35 and page 7 begins with question 36, so it doesn't appear that anything is missing. Will the form be updated to say it's 6 pages long, to avoid confusion?</i></b>   |
| A17                 | Please know the number of pages may vary based on your responses to specific questions. If the MS Form allows you to submit, then you have completed the form in its entirety. Please retain your submission confirmation email.   |
| <b>HOW TO APPLY</b> |  |
| Q18                 | <b><i>I'm looking for a little assistance in regard to completing the process of the grant. I'm not sure of a few documentations of how it's supposed to be filled out.</i></b>  |
| A18                 | All applicants are responsible for the completion of their own documents and must be treated equally without undue assistance. Please consult instructions provided in the RFP and in the attachments. It is permissible to submit questions of a technical or administrative nature to <a href="mailto:funding@ocfs.ny.gov">funding@ocfs.ny.gov</a> , however OCFS cannot provide individual answers that would advantage or disadvantage any applicant outside of the formal Question and Answer process outlined in RFP Section 1.4.  |
| Q19                 | <b><i>Is the first thing that must be completed the online application form via this link: <a href="https://forms.office.com/g/h25zbjbZrk">https://forms.office.com/g/h25zbjbZrk</a>? Then do we begin working on all the required documents?</i></b>  |
| A19                 | See A7. Application submission is a two-step process where applicants first submit an online form and subsequently submit supporting documentation via email. We recommend interested parties download and read the RFP and its attachments/forms before beginning their application submission. Special attention should be paid to Section 5.5 Proposal Submittal Process. Applicants may find it helpful to complete required documents and forms before beginning the two-step application submission process. It is important to complete <b>both</b> parts of the submission process by the deadline stated in RFP Section 1.2 Calendar of Events. |
| Q20                 | <b><i>This is a program I'd like to apply for—how do I apply?   Este es otro programa/oportunidad la cual me gustaría aplicar—¿Cómo aplicar?</i></b>   |
| A20                 | See A19. Information on how to apply is available via this site: <a href="https://ocfs.ny.gov/main/contracts/funding/">https://ocfs.ny.gov/main/contracts/funding/</a> .   Se puede obtener información de cómo solicitar en el sitio web: <a href="https://ocfs.ny.gov/main/contracts/funding/">https://ocfs.ny.gov/main/contracts/funding/</a> .   |

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| Q21 | <b>Section 5.5.1 "How to Submit a Proposal" on RFP 1131 (LEAPS).<br/>If our organization is planning to submit multiple applications, should we 1) complete the Eligibility Quiz multiple times and respond to the distinct confirmation emails each time with the application materials for each submission, 2) complete the Eligibility Quiz once and respond multiple times to the same confirmation email with each application, or 3) complete the Eligibility Quiz once and respond to the confirmation email once with the application materials for all materials?</b> |
| A21 | For <u>each</u> proposal an organization wishes to submit, they will submit one online form and should respond to the confirmation email with their application materials attached for that specific proposal. The application materials for each proposal submission will vary, as the proposals must be for different sites. Please refer to RFP Section 5.0 "Proposal Content and Submission" for additional details.   |
| Q22 | <b>Is the online form submitted one time for our organization, one time per school district we are applying for, or one time per site location (school) we are applying for?</b>   |
| A22 | See A21. Per RFP Section 2.3, each proposal may include up to three sites within the same school district, and separate applications must be submitted for different school districts.   |
| Q23 | <b>If an organization is submitting multiple proposals for different districts, do they need to fill out a separate eligibility form online for each application?</b>  |
| A23 | Yes.   |
| Q24 | <b>If we want to propose a program located at a community-based site, should it be in a separate application from our application to operate after-school programming in a public school?</b>  |
| A24 | Not necessarily. In the LEAPS RFP Section 2.3, it states "applicants may propose to serve up to 3 sites within each individual proposal within the same school district". If both sites are located within the same school district, they can be included in one application.  |
| Q25 | <b><i>In Section 2.3, it is indicated that three sites can be included in a submission. It is our plan to have students in the secondary school trained to be "Success Plus Mentors" for students in lower grades in three buildings-sites. Would this be treated as serving three or four sites?</i></b>  |
| A25 | The number of sites is the number of separate programs. Each separate program must meet all RFP eligibility criteria, including serving eligible age groups, and have a separate SACC registration to be considered its own site.  |
| Q26 | <b>RFP Section 2.3, paragraph 2:<br/>If we intend to work with two co-located schools, i.e., two schools in a shared building, do they count as two of the maximum three sites per proposal?</b>   |
| A26 | See A25.   |

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| Q27 | <p><b><i>Under current after-school funding through the Empire After School grant, we were able to support 7 sites based within schools through two community-based organizations (CBOs).</i></b><br/> <b>We are working with CBOs on this grant but wonder how would OCFS propose, under the LEAPS guidance, that we keep our current capacity within the allowable parameters of one award with three sites? Would you recommend consolidating the 7 sites into 3?</b></p>   |
| A27 | <p>Please review the amended RFP available at <a href="https://ocfs.ny.gov/main/contracts/funding/">https://ocfs.ny.gov/main/contracts/funding/</a>. Applicants may:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. submit up to four proposals for a maximum of four awards.</li> </ol> <p><b>Eligible school districts</b> do not have a maximum number of sites or CBOs they may partner with. Applicants may also choose to consolidate sites to meet the needs of the community.</p> |
| Q28 | <p><b>Should the application be filled out individually for each of the 4 different locations that identify with each of our (4) designated SACC licenses which all have a different address location, but are all part of our company? If not, how shall each SACC License apply for this RFP #1131?</b></p>  |
| A28 | <p>See A27.</p>  |
| Q29 | <p><b><i>RFP Page 12 Section 2.3:</i></b><br/> <b>If a nonprofit plans to serve two schools which share a building, would that be considered one site or two?</b></p>  |
| A29 | <p>See A25.</p>  |
| Q30 | <p><b><i>RFP Page 12 Section 2.3:</i></b><br/> <b>Is one nonprofit allowed to submit more than one application within the same district if the school sites are different, or are nonprofits only allowed to submit one application per school district?</b></p>   |
| A30 | <p>See A27.</p>  |
| Q31 | <p><b><i>[Our] CSD is looking to submit an application for two different levels (Primary level for three schools, and an Intermediate level with one school).</i></b><br/> <b>Should a separate proposal be submitted for each level, or can they be in the same proposal?</b></p>   |
| A31 | <p>See A27.</p>  |
| Q32 | <p><b><i>Regarding Attachment 2 (Application Template). On the Submission Check List it reads, "Attach ONE completed application template", which has caused confusion for our organization. I do see that there are attachments where it does specify one per site location.</i></b><br/> <b>Are we submitting one for our organization, one per school district or one per site location (school)?</b></p>   |



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| A32        | One Attachment 2 – Application Template should be submitted per individual proposal. Each proposal may serve only one school district, and each proposal can serve up to 3 sites within that school district.  |
| <b>Q33</b> | <b>Can a school principal sign Attachment 5/Letter of Commitment or does it need to be signed by someone higher up from the district?</b>  |
| A33        | Attachment 5 must be signed by an individual who is authorized to contractually bind the school district.  |
| <b>Q34</b> | <b>For proposers in New York City, is the "school district's authorized individual" from whom we need a signature for Attachment 5 (NFP and School District Letter of Commitment) the superintendent? Is there anyone else that can sign?</b>  |
| A34        | The school district's authorized individual is determined by each school district.   |
| <b>Q35</b> | <b><i>We plan to submit a proposal for three sites we currently have SACC licenses for. All 3 are in the same School District, but 2 schools are classified as 6-8<sup>th</sup> grade schools and report to one superintendent, and one is classified as a 6-12<sup>th</sup> grade school and reports to a different superintendent.</i></b><br><b>Can we submit one proposal with the two "Attachment 5- NFP &amp; School District" since it is the same school district.</b> |
| A35        | Yes. Please refer to the amended RFP available at <a href="https://ocfs.ny.gov/main/contracts/funding">https://ocfs.ny.gov/main/contracts/funding</a> . Programs for LEAPS must propose to serve children that are Pre-K through age 12 at time of enrollment. Young adults aged 13 and up will not be served by the LEAPS RFP. OCFS recommends that interested parties monitor the OCFS funding website for future opportunities that may be applicable to older youth.       |
| <b>Q36</b> | <b><i>In the chart on page 57, the RFP states: Attachment 7 – Partnership Agreement: Attach any available partnership agreement(s).</i></b><br><b>Does this mean a partnership Agreement is optional and can be submitted upon award?</b>  |
| A36        | Applicants may choose whether to submit Partnership Agreement(s) with their proposal OR to submit prior to the completion of contract development, if awarded. OCFS strongly encourages that all Partnership Agreements be completed, signed, and submitted with the applicant's proposal.   |
| <b>Q37</b> | <b>Do Partnership Agreements with principals need to be submitted with proposal?</b>   |
| A37        | No. See A36.   |
| <b>Q38</b> | <b>Does Attachment 11 refer to the BIPOC leadership of the applicant nonprofit or the school district served?</b>  |
| A38        | The RFP Attachment 11 is referring to the leadership of the applicant not-for-profit organization submitting the proposal for funding consideration.   |

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| <b>Q39</b> | <b>For Attachment 11 (BIPOC Leadership), I understand the instructions are to fill in the form of the highest-ranking individual at the organization. At our organization, we have multiple leaders who are considered executives and are at an equal level that identify as BIPOC. Might we be able to submit separate attachments for each leader?</b>  |
| A39        | Multiple staff members in an NFP that each report independently to the Board of Directors and meet the requirements of RFP Section 5.1.H.2 are also eligible for inclusion. Each staff member who meets the aforementioned requirements may have a separate Attachment 11 completed for them which can be submitted with the response.  |
| <b>Q40</b> | <b>Does Attachment A-2 Federal Assurances and Certification need to be submitted with the application email? (page 58 of the RFP but it's not listed in Attachment 12)</b>  |
| A40        | No. Attachment A-2 Federal Assurances is not needed for this procurement.   |
| <b>Q41</b> | <b>Are we required as an after-school program to fill out the forms that are titled "Bids"?</b>   |
| A41        | Applicants should complete all forms requested by this procurement, regardless of how those forms are titled. Please refer to Attachment 12 – Submission Checklist and RFP Section 5.4 Proposal Content for additional information.   |
| <b>Q42</b> | <b><i>I have tried several times to get a login for SFS but haven't been able to. The help desk said since we already had an account with Grants Gateway, we were automatically registered for SFS Grants Management on 1/16/2024. Is that sufficient or do I still need to upload the notarized registration form from this RFP?</i></b>   |
| A42        | A notarized Statewide Financial System (SFS) registration form should not be submitted to OCFS with your LEAPS proposal. Please refer to RFP <b>Section 3.2.1 Register in the NYS Statewide Financial System</b> . Questions regarding SFS should be directed to the SFS Help Desk at 518-457-7717, 855-233-8363, or <a href="mailto:HelpDesk@sfs.ny.gov">HelpDesk@sfs.ny.gov</a> . Please visit <a href="https://www.sfs.ny.gov/">https://www.sfs.ny.gov/</a> or <a href="https://grantsmanagement.ny.gov/transition-sfs">https://grantsmanagement.ny.gov/transition-sfs</a> for additional information about gaining access to and/or using SFS. SFS registration and vendor ID are required for prequalification, contracting, and payment.      |
| <b>Q43</b> | <b>a) Can you tell me more about prequalification?<br/>b) What if my organization isn't prequalified?</b>   |
| A43        | a) Prequalification is required for not-for-profit organizations to receive grant funding from the State of New York. Please refer to RFP Section 3.2 Prequalification Process and <a href="https://grantsmanagement.ny.gov/get-prequalified">https://grantsmanagement.ny.gov/get-prequalified</a> for information regarding the prequalification process.<br>b) If your organization is not prequalified, OCFS recommends you make timely efforts to become prequalified in SFS. Per RFP Section 3.1 Minimum Qualifications: Applicants must be prequalified, if not exempt, on the application deadline <b>OR</b> be prequalified within 30 days of the award letter date if selected for funding. The 30-day grace period may be extended at the |

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|            | sole discretion of OCFS, if it is determined to be in the State's best interest to do so.  |
| <b>Q44</b> | <b>Should the required OCFS-4821 CMS User Authorization form be submitted with the proposal and also sent to <a href="mailto:ocfscmsinfo@ocfs.ny.gov">ocfscmsinfo@ocfs.ny.gov</a> as instructed at the bottom of the form?</b>   |
| A44        | Please submit OCFS-4821 with your proposal's emailed supporting documents per RFP <b>Section 5.4 Proposal Content – Email Submission</b> . This form does not need to be sent to <a href="mailto:ocfscmsinfo@ocfs.ny.gov">ocfscmsinfo@ocfs.ny.gov</a> at this time. Completed OCFS-4821 forms for the awarded contractors will be used to add them as vendors to the Contract Management System (CMS) during contract development. |