



Office of Children and Family Services

Request for Proposals (RFP) # 1131 NYS Learning and Enrichment After School Program Supports (LEAPS)

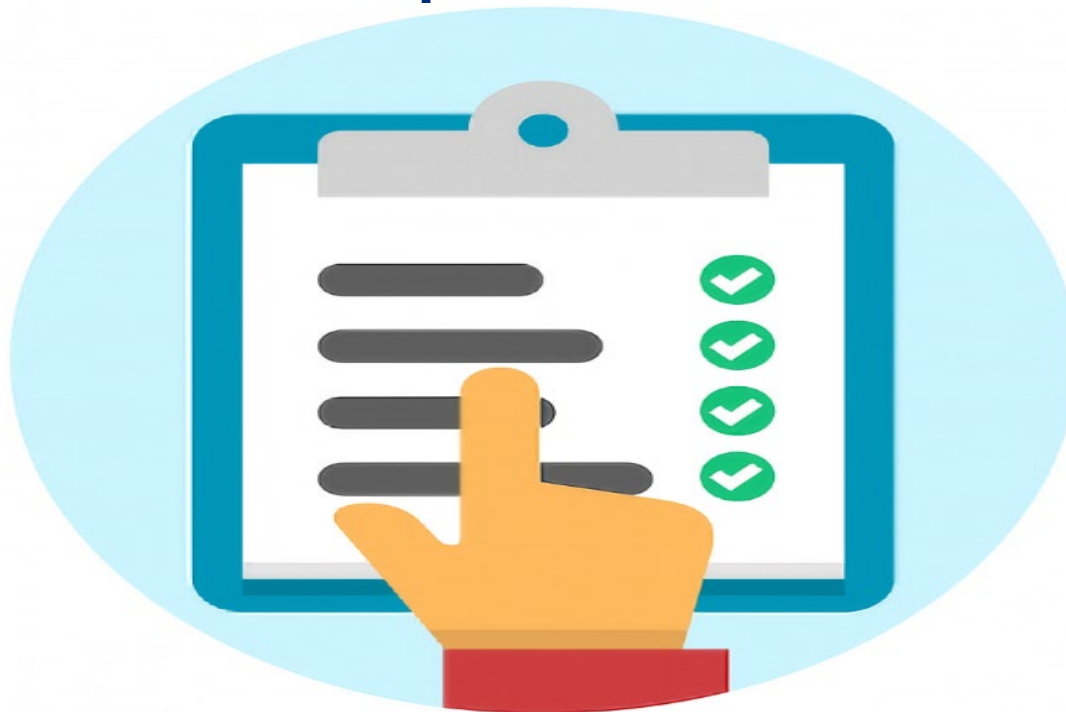
Applicant Webinar

Slides Amended 2/29/2024, 3/13/2024, and 4/3/2024

April 3, 2024

Purpose

The purpose of today's webinar is to provide an overview of the core requirements in this RFP.



AGENDA

- Welcome & Introductions
- Program Overview
- Proposal Content, Submission, & Evaluation
- Due Date - Submission of Proposals
- Questions & Answers



OCFS Presenters

- ❑ Division of Child Care Services (DCCS)
 - ❑ Office of Program Development and Contract Management

- ❑ Bureau of Contract Management (BCM)
 - ❑ DCCS Contract Unit
 - ❑ Procurement Unit

Submit Questions after the Webinar

Submit all inquiries concerning this procurement to the Director of Contracts by the deadline specified in RFP Section 1.2 Calendar of Events:

1. Email (preferred method): funding@ocfs.ny.gov
2. Hard Copy:

Director of Contracts
RFP # 1131 NYS LEAPS
Office of Children and Family Services
52 Washington Street
Room 202S – Procurement Unit
Rensselaer, NY 12144



Program Overview

LEAPS RFP Calendar of Events

Event	DATE
Issuance of RFP	2/12/2024
Recording of Applicant posted (on or about)	2/21/2024
Deadline for submission of written questions	2/28/2024
Responses to written questions posted (on or about)	3/20/2024 4/3/2024
Recommended deadline for not-for-profits to complete the prequalification process	3/29/2024 4/12/2024
Deadline for submission of proposals	4/3/2024 4/11/2024 4/25/2024 by 4:00PM Eastern Time
Anticipated Notification of Award (not earlier than)	5/29/2024 6/6/2024 6/13/2024
Anticipated contracts start date (not earlier than)	9/1/2024

Funding

NYS 2024 budget has allocated \$97.5M in LEAPS funding.

OCFS – Division of Child Care Services (DCCS) After School grants, LEAPS, unified OCFS funding stream for after-school programming.

Advantage 10 funding and all rounds of Empire After School Program contracts that end on 8/31/24.

Funding RFP Section 2.3

Awards

NYC and Downstate*:

- ~~Maximum number of awards per school district is two.~~
- Maximum total funding amount awarded to any ~~single school district~~ **awardee** is \$4.4 million **annually for NYC and \$2.2 million annually for the Downstate region.**

Rest of State:

- ~~Maximum number of awards per school district is one.~~
- Maximum total amount awarded for any ~~school district~~ **awardee** is \$2.2 million **annually.**

*NYC counties include Bronx, Kings, Manhattan, Queens and Richmond;

Downstate counties include Dutchess, Nassau, Orange, Putnam, Rockland, Suffolk, Sullivan, Ulster and Westchester.



Funding RFP Section 2.3

- Funding will be determined based on ~~the number of youth proposed to serve within~~ the registered or ~~proposed~~ **expected** school age child care (SACC) capacity.
- Existing programs are eligible for reimbursement one month prior to serving children, but not prior to 9/1/2024.
- Must have SACC registration for **all** direct youth care services to be eligible for reimbursement.
- Any changes in existing SACC registrations, including ages served and capacity must be communicated to your child care regulator
- New programs must obtain SACC within 120 days of the date of award notification.
- The grant cannot be used to fund existing services or services already under contract with NYS.



Funding

Per site funding amounts will be based on the programs' OCFS licensed SACC capacity

Licensed Capacity	Funding Amounts
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



Budget RFP Section 5.2

Allowable Expenses

- Transportation costs
- Curriculum materials related to after-school programming
- Programming staff salary and benefits
- Program evaluation, tools and resources
- Youth development contractors or parent/family engagement speakers
- Entertainment costs with a programmatic purpose
- Equipment
- Rental costs of real property and equipment
- Permit fees for NYC DOE facilities
- Supplies and computing devices
- Staff professional development, trainings, inc. in state travel expenses approved by OCFS
- Nutritional snacks and meals for children



Budget RFP Section 5.2

Non-Allowable Expenses

- 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.
- Grant writer fees.
- Legal fees to represent agency/staff.
- Advertising costs, except for recruitment of project personnel, participants and program outreach.
- Entertainment costs, inc. 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.
- Including Out of state travel without OCFS prior approval
- Expenses prior to the contract start date.
- Financial incentives of any kind.



Contract Terms RFP Section 5.2

Administrative Costs:

- The total administrative costs SHALL NOT EXCEED 15% of the total grant award/annual award.
- Administrative costs are costs that cannot be directly allocated to program services but are required by the organization to function and run programming.
- They include, but not limited to, central office costs (staff, rent, phone, IT support, etc.), accounting and legal services, etc.
- See Attachment 1A for additional details.

Contract Terms RFP Section 2.4

- The contract(s) term is for five years.
 - Start date is 9/1/2024.
 - Anticipated end date is 8/31/2029.
- OCFS will not:
 - pay for services rendered prior to 9/1/2024.
 - reimburse for any direct care services prior to the date of the SACC registration.
- Funding is anticipated to be available for the first year of the contract.
- The award of a multi-year contract does not guarantee that funding will be available for subsequent years.
- Payments cannot be made prior to the formal execution of a contract and approval by the Office of the State Comptroller (OSC).

Eligibility RFP Section 5.4

LEAPS:

- Will fund after school programming to children, Pre-K (with SACC waiver) through age **12 at time of enrollment** ~~high school~~.
- All children served must be included in the program's SACC capacity.
- Will require Positive Youth Development (PYD) framework incorporated into programming.
- Is for community-based, not-for-profit organizations working with school districts.
- *School districts, for-profit organizations, municipal agencies and government entities are not eligible to apply.*



Eligibility RFP Section 5.4

Eligible applicants must:

- Propose to serve an eligible school district listed on Attachment 10.
- Submit a signed and completed (Attachment 5) NFP and School District Letter of Commitment for each proposed site.
- Agree to enter a formal Partnership Agreement with the proposed district to be served.
- Have or agree to obtain a school-age child care (SACC) registration through OCFS prior to serving children as outlined in OCFS regulations at 18 NYCRR Part [414-SACC.pdf \(ny.gov\)](#)
- ~~• Child Day Care Definitions, Enforcement and Hearings 413.2 b (4) (i) states that a registered SACC may provide care for school-age children of any age.~~
- Be prequalified per section 3.2 Prequalification Process.



Proposals RFP Section 2.3

Applicants may:

- Submit one proposal to serve up to three sites (within same school district).
- Submit up to four proposals for a maximum of four awards.
- Not-for-profit community-based organizations seeking to serve multiple school districts **MUST** submit separate proposals for each district it wishes to serve.
- Single proposals seeking to serve more than one school district **WILL NOT** be considered for funding.



Program Requirements RFP Section 2.1

What is Positive Youth Development (PYD)?

“PYD is an intentional, prosocial 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”. (youth.gov, 2024)



Program Requirements RFP Section 2.1

LEAPS Goals:

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.
3. Expand students' community and family engagement and programs that support mentorship, employment, and life skills training.



Program Requirements RFP Section 2.1

LEAPS Objectives

1. Provide opportunities for academic, career/vocational, and community enrichment.
2. Create a climate that supports the development of social and emotional skills.
3. Offer students' families opportunities for active and meaningful engagement in supporting their children's education.



Program Requirements RFP Section 2.1

LEAPS Desired Outcomes

1. Students will have quality out-of-school-time programs that enrich their academic, career/vocational, and community opportunities and support growth and learning.
2. Students will have a variety of activities that support their social-emotional health and integrate positive youth development principles to empower their leadership and goal-setting skills.
3. Students, families, caregivers, and community members will be provided with holistic, ongoing opportunities to participate in quality after-school programs in their community.



Program Requirements RFP Section 4.1

LEAPS Program Design

- Community Assessment - the program must operate in a manner which will meet the needs of the community it serves.
- Positive Youth Development Domains:
 - Assets
 - Agency
 - Contribution
 - Enabling Environment
- Social Emotional Learning (SEL)



Program Requirements RFP Section 4.1

LEAPS Program Design

Key Principles in a Quality After-School Program

1. Active and Engaged Learning
2. Family Engagement
3. Intentional Programming
4. Diverse, Prepared Staff
5. Participation & Access
6. Safety
7. School Community Partnership
8. Health & Well-being
9. Ongoing Assessment & Improvement*

* All programs will be required to complete Quality Self-Assessment (QSA) yearly and to attend LEAPS initiative conferences when offered.



Program Requirements RFP Section 4.1

LEAPS Program Activities:

- Support social-emotional learning.
- Incorporate trauma informed practices.
- Activity planning - culturally relevant, integration of academics, enrichment, and skill development through a lens of diversity, equity, and inclusion.
- Eligible activities – broad variety of high-quality programming that supports students and families.



Program Requirements RFP Section 4.1B

Program Operations:

Hours of operation:

- Encourage to extend hours into the evening, may include:
 - Morning
 - School breaks
 - Summer programming
- Hours are to be consistent with local school calendar.
- Program to operate in accordance with regulations and registration requirement.
- Meet needs of families and community.



Program Requirements RFP Section 4.1B

Program Operations:

- Locations - school buildings preferred. Alternate locations will be considered with justification.
- Transportation -
 - If needed, a plan will indicate who will be responsible for transportation.
 - Transportation expenses are allowable.
 - Time transporting is not considered program time.
- Emergency Plan – alternate planning required in the event schools are not open for 30 days or more



Program Evaluation RFP Section 4.1D

Youth Enrollment, Attendance, and Engagement:

- Recruitment and retention using research-based strategies.
- Enrollment - meet 75% ~~of youth proposed to serve within~~ the registered capacity by end of year 2.
- Attendance – must achieve 95% of the enrolled students by end of year 2.
- Reporting:
 - Enrollment
 - Attendance
 - No show rate



Program Evaluation RFP Section 4.1A

Ongoing Assessment and Improvement

- OCFS will partner with a technical assistance provider.
- On-going evaluation and quality improvement, contractors will be required to utilize the Annual Quality Self Assessment (QSA) tool (NYS Network for Youth Success).



Program Evaluation RFP Section 4.1D

OCFS and technical assistance contractor will support LEAPS programs.

- Develop strategies to:
 - enroll youth
 - meet attendance
- **The technical assistance vendor will also provide education and guidance on the various models of calculating enrollment and attendance, including enrollment of part-time students.**
- Performance will be evaluated at end of year 2 to determine if funding needs to be right-sized.
- Adjustment to budgets will be evaluated annually between years 2-5.

Program Evaluation RFP Section 4.1C

- Other assessment tools, such as:
 - School age Care Environmental Rating Scale
 - Devereux Student Strengths Assessment
- LEAPS Conference(s).
- Site visits.
- Quarterly program reports.
- Program Improvement Plans, as needed.



Proposal Content, Submission, & Evaluation

Documents and Forms

➤ Available for download at:

- OCFS website (<https://ocfs.ny.gov/main/contracts/funding/>)
- New York State Contract Reporter (<https://www.nyscr.ny.gov>)

- It is recommended to download the RFP and all attachments. Read the RFP in its entirety prior to beginning work on your application.
- Attachment 12 – Submission Checklist lists the required documents that must be completed and submitted with your applications.



Prequalification Process

RFP Section 3.2

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

- Guidance Documents: <https://grantsmanagement.ny.gov/resources-grant-applicants> and <https://grantsmanagement.ny.gov/get-prequalified>
- Is your organization registered in SFS? If not, register ASAP: <https://grantsmanagement.ny.gov/register-your-organization-sfs>





Technical Proposal Content/ Work Plan

RFP Section 5.1

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

Guidelines for each section are included in the RFP.





Proposal Content

RFP Section 5.4

The proposal will consist of responses to:

- Eligibility Questions
- Administrative Questions
- Work Plan Questions
- Budget Questions

The Attachment 2 – Application Template is used to provide responses to the Work Plan and Program-Specific and Budget Questions.



Proposal Submittal Process

RFP Section 5.5

Two Main Steps to submitting your application:

1. Complete the online application form via this link:

<https://forms.office.com/g/h25zbjbZrk>.

- After you submit the online application form, you will receive an automatic confirmation email with your application number.

2. Reply to the confirmation email to complete your email submission with all supporting documents attached.



Recommended Approach

1. Download the RFP and attachments from the [OCFS Funding Opportunities webpage](#) or [NYS Contract Reporter](#).
2. Complete all required documents/forms and prepare the information requested in Section 5.4 of the RFP.
3. Add funding@ocfs.ny.gov to your address book.
4. Complete and submit the [online application form](#).
5. Reply to the confirmation email to submit your email submission with all supporting documents attached.



Evaluation Process

RFP Section 6.0

- ❑ All proposals will be reviewed by a select group of OCFS personnel to confirm eligibility as outlined in RFP Section 6.1 Minimum Criteria (Pass/Fail Review Criteria).
- ❑ All eligible proposals will be reviewed and scored according to the process outlined in RFP Section 6.2 Evaluation Process.
- ❑ Award recommendations will be based on highest-scoring applications within identified regions and ranked by final average score.
- ❑ OCFS may, at its discretion, take geographic and school district distribution into account to achieve more balanced statewide coverage.

Due Date – Submission of Proposals



Due Date for Submission of Proposals



Date: **4/3/2024 4/11/2024 4/25/2024**



Time: **4:00 PM Eastern Time**

All proposals must be submitted by the Deadline for Submission of Proposals in RFP **Section 1.2 Calendar of Events**. Both of the following must be submitted:

- Online Application Form
- Email submission with required attachments and supporting documentation



The Deadline is the Deadline

- OCFS highly recommends proposals are submitted well in advance of the deadline. 48+ hours prior to the deadline is a good practice.
- Waiting until the last day to submit is not recommended.
- Technical issues are not valid justification for late submissions.
- If you experience issues shortly before the deadline, there might not be enough time to address or correct the issue.



Reminders

- ❑ Missing and/or not meeting any of the requirements listed in RFP Section 3.1 Minimum Qualifications is grounds for disqualification.
- ❑ Consult RFP Section 5.5 Proposal Submittal Process for detailed instructions, links to guidance documents, contact information for obtaining assistance, and other resources.
- ❑ If you do not receive confirmation emails or submission receipts, you are responsible for contacting OCFS prior to the deadline.



Questions?

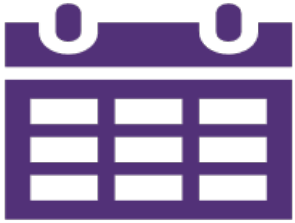
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Director of Contracts
RFP # 1131 NYS LEAPS
Office of Children and Family Services
52 Washington Street
Room 202S – Procurement Unit
Rensselaer, NY 12144



Comprehensive Responses to Written Questions



Deadline for submission of written questions: 2/28/2024

Responses posted on or about: ~~3/20/2024~~ **4/3/2024**

Download or view the Q&A responses from:

- OCFS website (<https://ocfs.ny.gov/main/contracts/funding/>)
- New York State Contract Reporter (<https://www.nyscr.ny.gov>)



for joining the
Applicant Webinar

