



**Office of Children
and Family Services**

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Governor

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**New York State
Office of Children and Family Services
Division of Youth Development and Partnerships for Success**

Grant Procurement

REQUEST FOR PROPOSALS

**RFP # 1156
NYS Grants Gateway System # CFS01-CFPETV-2023**

**Chafee Funds Program – Beyond Foster Care (CFP-B) &
Education Training Voucher (ETV) Programs**

Issued: 12/22/2023

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1.0 GENERAL INFORMATION/CALENDAR OF EVENTS

The New York State (NYS) Office of Children and Family Services (OCFS) has released this Request For Proposals (RFP) to solicit competitive proposals for a vendor to develop two websites that will each have an online application: one website to support the Chafee Funds Program – Beyond Foster Care (CFP-B) and another website to support the Education Training Voucher program (ETV). CFP-B and ETV are federally funded and, generally, disseminate limited financial assistance to youth ages 18-23 (CFP-B) and ages 17-23 (ETV) who are aging out of foster care or formerly in foster care. Refer to **Sections 2.1** and **4.1** for more specific information regarding the target population of these programs. The portals being sought via this RFP will provide the ability for eligible young adults to apply for the programs, as well as the ability to transfer funds to colleges/universities, vocational programs, and eligible young adults via electronic transfer, paper check, and/or the use of a cash card.

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 RFP@ocfs.ny.gov or via hard copy mailed to:

Director of Contracts
Questions for RFP # 1156 CFP-B & ETV Programs
NYS Office of Children and Family Services
Bureau of Contract Management
52 Washington Street
Room 202S – Procurement Unit
Rensselaer, NY 12144

1.2 Calendar of Events

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EVENT	DATE
Issuance of Request for Proposals	12/22/2023
Deadline for Submission of Written Questions	1/12/2024 by 5:00 PM Eastern Time
Responses to Written Questions Published (<i>on or about</i>)	1/29/2024
Deadline for Submission of Proposals	2/21/2024 by 4:00 PM Eastern Time
<i>Anticipated</i> Notification of Award (not earlier than)	4/8/2024
<i>Transition Period (if a new contractor is awarded)</i>	8/1/2024 - 10/31/2024
<i>Anticipated</i> Contract Start Date (not earlier than)	11/1/2024

1.3 Bidder's Conference

Not applicable.

1.4 Submission of Written Questions

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

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

1.5 **Deadline for Prequalification in the Grants Gateway**

Not-for-profit applicants are strongly encouraged to prequalify 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** for more information.

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

1.6 **Submission of Proposals**

All proposals must be submitted electronically through Grants Gateway. Please refer to **SECTION 5.0 PROPOSAL CONTENT AND SUBMISSION** for further information. Before submitting a proposal, bidders should prequalify if not a Government Entity. See **SECTION 3.0 MINIMUM QUALIFICATIONS TO PROPOSE AND PREQUALIFICATION PROCESS** for further information.

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

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

1.7 **OCFS Reserved Rights**

OCFS reserves the right to:

1. place a monetary cap on the funding amount made in each contract award;

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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;

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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 timeframes 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 in Grants Gateway, the NYS Contract Reporter, and on the OCFS website. Potential offerers that were sent the original bid notice via email will receive an email from the Procurement Unit regarding the clarifications or modifications. All other individuals will have to check the NYS Contract Reporter or the OCFS website for any changes and check the posted Q&As.

2.0 EXECUTIVE OVERVIEW

2.1 Introduction/Description of Program Objectives and Background

The purpose of this RFP is to obtain one vendor to provide and administer, via two separate web-based portals, all eligibility aspects (except foster care status determinations) of the CFP-B and ETV to disburse financial assistance to eligible members of the public.

Component 1: Chafee Funds Program – Beyond Foster Care (CFP-B)

The Foster Care Independence Act was signed into law on December 14, 1999, and replaced the former Independent Living Initiative Provisions authorized under Title IV-E of the Federal Social Security Act. The law requires the provision of financial, housing, counseling, employment, education, and other appropriate support and services to youth who have left foster care because they attained 18 years of age, and made the John H. Chafee Foster Care Independence Program (CFCIP) funds available to support such services. OCFS receives an annual (Federal Fiscal Year) federal grant for the John H. Chafee Foster Care Program for Successful Transition to Adulthood and will use a portion of this grant to continue the statewide CFP-B program.

On September 29, 2014, the Preventing Sex Trafficking and Strengthening Families Act [the Act] (P.L. 113-183) was signed into law. One of the primary purposes of the Act was to improve the safety, permanency, and well-being

outcomes of children, youth, and young adults involved with the child welfare system. Connecting youth to additional financial resources, such as the CFP-B, will assist youth as they transition out of foster care.

CFP-B provides young adults aging out of foster care with a direct cash award(s) to assist them with housing, employment, transportation, technology, and other independent living supports or services as they transition to self-sufficiency. Eligible young adults are those who have been discharged or remain in foster care at age 21 up to age 23. Additionally, based on funding availability, the program may also serve individuals who are discharged from foster care at age 18 or older.

The CFP-B must be supported by a web-based application portal for eligible young adults to apply for financial awards, with the ability to subsequently distribute payments in the form of electronic transfer of funds, paper checks, and/or cash cards. The application portal must be able to produce payment data to include type of payment, amount of payments, and dates of disbursements. OCFS will continue to review the applications and determine each applicant's foster care status and eligibility to receive a direct cash award.

Component 2: Education Training Voucher (ETV) Program

The Promoting Safe and Stable Families Amendments of 2001, Public Law 107-133, were signed into law on January 17, 2002. Title II, Section 201, of the amendments, entitled "Education and Training Vouchers for Youths Aging Out of Foster Care," amended section 477 of Title IV-E of the Social Security Act, targeting additional resources specifically to meet the education and vocational or training needs of youth. The vouchers awarded to youth under the ETV program may be available to pay for the cost of attendance at an institution of higher education as defined in 20 U.S.C. §§ 1001 and 1002 and shall not exceed the lesser of \$5,000 per year or the total cost of attendance as defined in 20 U.S.C. § 1087ii (see 42 U.S.C. § 677(i)(4)).

The Education Training Voucher (ETV) program is intended to help youth who are aging out of foster care and youth formerly in foster care transition to self-sufficiency and receive the education, training, and services necessary to obtain employment. OCFS receives a federal grant to administer the ETV program. Eligible youth may receive an ETV award of up to \$5,000 a year to assist with their post-secondary education and/or vocational training. ETV will provide financial assistance to individuals who were in foster care at age 14 or older, or adopted or entered into a Kinship Guardian Agreement at age 16 or older. Eligible students must apply for ETV prior to age 21 and may continue to receive funds up to age 23, subject to available funding.

The ETV program must be supported by a web-based application portal for eligible young adults to apply for financial awards, while also possessing the ability to distribute financial assistance in the form of electronic payment, paper checks, and/or cash cards towards their post-secondary education or vocational training. The application portal must be able to produce payment

data to include type of payment, amount of payments, and dates of disbursements. OCFS will continue to review the applications and determine each applicant's foster care status and eligibility to receive an ETV award.

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 many children and families involved with the child welfare and juvenile justice systems in NYS are disproportionately Black and Latino, and many are poor. For the blind and visually impaired service area, Black and Latino adults are underrepresented in the receipt of services from the legally blind and visually impaired service network. In response, 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 NYS 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 where 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 partnerships 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 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 every applicant and community are requested to consider in the design of their program and scope of services identified in their application for OCFS funding include, but are not limited to the following:

- Providing service strategies, approaches, and linguistic capacities that promote the delivery of services that are culturally competent and reflective of the population and community to be served
- Collecting and analyzing data relevant to disproportionality and service provision

- Strategically locating services within communities to promote better access to service delivery in high-need areas
- Promoting cross-agency dialogue and partnership regarding service planning to address disproportionality (including, but not limited to, social services, mental health, health, education, housing, substance abuse, probation agencies, and community-based providers)
- **Disproportionate Minority Representation (DMR) in the Child Welfare and Juvenile Justice Systems**

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

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

2.3 Purpose and Funding Availability

This RFP is funded by the federal grant, John H. Chafee Foster Care Program for Successful Transition to Adulthood (CFCP), which provides an allocation to OCFS. Available funding for CFP-B is expected to be approximately \$1,100,000 per year and ETV is estimated to be \$2,500,000 per year, which includes both the operating expenses of the awarded contractor and the payments made to colleges/universities, vocational programs, and eligible youth under these programs. It is the intention of OCFS to make one award from this procurement for the provision and administration of both programs via two separate online portals. Applicants are encouraged to keep their proposed operating costs as low as possible to remain competitive.

Federal awarding agencies have certain responsibilities related to the federal awards they make. Code of Federal Regulations (CFR) Title 2 [§200.210](#) of the "Pre-federal Award Requirements and the Contents of Federal Awards," of the Office of Management and Budget (OMB) Uniform Guidance (2014) provides the federal award information that must be provided to each subrecipient of a federal award. OCFS has determined that awardees under this procurement are deemed Subrecipients as outlined in 2 CFR §200.330 for the purpose of carrying out a portion of a Federal award. OCFS is providing this information to assist the awardee meeting the contract provisions for non-federal entities, [Appendix II to 2 CFR Part 200](#).

Requests for advance payments on federally funded contracts must be made in accordance with [2 CFR Part 200](#) and in particular with 2 CFR section 200.305 and other applicable laws, rules, and regulations. Requests for advance payments on federally funded contracts must be made in writing on the Federal Fund Advance Request form (OCFS-3900), pursuant to the process established by OCFS. OCFS will review and a determination will be made upon the contractor's submission of all required information. OCFS will recoup advance payments on federally funded contracts by crediting subsequent claims, so the advance payment is recouped in full as soon as administratively feasible and in no event later than the third quarter of the contract period and in accordance with 2 CFR Part 200 and any other applicable laws, rules, and regulations and in accordance with the Federal Fund Advance Request Form (OCFS-3900).

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

2.4 Term of Contract

There will be one award resulting in two separate contracts (one for each component) made to the selected offerer to administer these programs. The term of the contracts will be for five years if the selected awardee is the current contractor, or five years and three months if the selected awardee is not the current contractor. A transition period is anticipated to be from 8/1/2024 to 10/31/2024 if the selected awardee is a new contractor. During the transition period, the current contractor will continue to administer all aspects of program operation and the new contractor will work on startup activities. The anticipated start date of the operational period is November 1, 2024, and the anticipated end date of the contracts is October 31, 2029.

Funding is currently anticipated to be available for the first year of the contracts, and the award of multiyear contracts does not guarantee funding will be available for subsequent years. The awarded contractor may not begin to provide services before the contract start date; OCFS has no obligation to pay for services rendered before that time. Payments cannot be made before the formal execution of a contract and approval by the Office of the State Comptroller (OSC).

3.0 MINIMUM QUALIFICATIONS TO PROPOSE AND PREQUALIFICATION PROCESS

3.1 Minimum Qualifications

- All not-for-profit organizations that meet the requirements stated below are eligible to submit proposals in response to this procurement.

Note: For-profit organizations, individuals, and government entities are **not** eligible to apply.

- The offerer must be [registered and eligible to do business in NYS](#) with a [Statewide Financial System \(SFS\) vendor ID](#).
- Eligible offerers must have developed and administered one or more online web-based portal(s) providing application processing available to the public, with the capacity to accommodate at least 5,000 total online applications. This must be evidenced by references, screenshots of any existing application portals, website links, and reporting data, as demonstrated via the completion and provision of **Attachment 3 – Program Experience** and **Attachment 4 – References**.
- The offerer must have a minimum of two years of experience operating one or more online web-based portal(s) providing application processing, electronic transfer of funds, and physical transfer of funds. This may include direct deposit, paper checks, and/or cash cards, either disbursed directly or through a subcontractor. This must be demonstrated by the completion and provision of **Attachment 3 – Program Experience**.
- Be prequalified, if not exempt, on the application deadline (preferred) **OR** be prequalified within 30 days of the award letter date if selected for funding. OCFS, in its sole discretion, reserves the right to extend this deadline if it is determined to be in the State’s best interest to do so. (See **Section 3.2** for additional information.)

3.2 Prequalification Process

Important Note:

After 12/15/2023, prequalification documentation will no longer be accepted in the NYS Grants Gateway. Those wishing to file prequalification documentation after 12/15/2023 must wait until 1/16/2024. Beginning on 1/16/2024 all prequalification documentation is expected to be submitted in Statewide Financial System (SFS) Grants Management. The prequalification requirement stated in Section 3.1 Minimum Qualifications takes this system transition into account.

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

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

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

3.2.1 Register for the Grants Gateway

- On the Grants Management website, download a copy of the [Registration Form for Administrators](#). A signed, notarized original form must be sent to the Division of Budget at the address provided in the instructions. You will be provided with a username and password allowing you to access the Grants Gateway.
- If you have previously registered and do not know your username, email grantsgateway@its.ny.gov. If you do not know your password, click the [Forgot Password](#) link from the main log in page and follow the prompts.

3.2.2 Complete Your Prequalification Application

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

- Specific questions about the prequalification process should be directed to the agency contact listed in **Section 1.1 Procurement Contact**, or to the Grants Gateway Team at grantsgateway@its.ny.gov.

3.2.3 Submit Your Prequalification Application

- After completing your prequalification application, click the “Submit Document Vault” link located below the “Required Documents” section to submit your prequalification application for state agency review. Once submitted, the status of the document vault will change to “In Review.”
- If expedited review of your prequalification application is desired, please send an email request to the agency contact listed in **Section 1.1 Procurement Contact** and identify your organization by including your Grants Gateway Document Vault (GDV) number, organization name, Federal EIN, and SFS Vendor ID. It is recommended that you submit this request for expedited review before the Recommended Deadline to Prequalify in the Grants Gateway noted in **Section 1.2 Calendar of Events**.
- Your document vault will be assigned to a prequalification specialist for review. If your prequalification specialist requests modifications, you will receive an email notification from the Grants Gateway and the status of your document vault will change to “Modifications Requested.”
- Requests for modifications should be addressed by the vendor and resubmitted for review without delay. The status of the document vault must change back to “In Review” for modifications to be reviewed and approved by a prequalification specialist.
- Once your prequalification application has been approved, you will receive a Grants Gateway notification that you are now prequalified to do business with New York State. The status of the document vault should be “Document Vault Prequalified.”

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

3.3 Vendor Responsibility Requirements

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

information provided by the bidder, online, through the NYS VendRep System Questionnaire or through a paper copy of the Vendor Responsibility Questionnaire. OCFS will review the information provided before making an award.

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

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

To access or enroll in the VendRep System or update your existing online questionnaire, click [Online Questionnaire](#). Questionnaires in the VendRep System that have been completed in the last six months in response to contracts or bid announcements do not need to be updated. If the vendor is using the hard copy questionnaire, then it also has to be current within six months of the due date of the proposal.

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

Vendors are also encouraged to have subcontractors file the required Vendor Responsibility Questionnaire online through the 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 New York State Vendor Identification Number when enrolling. To request a Vendor Identification Number or for direct VendRep System user assistance, contact the OSC Help Desk at 866-370-4672 or 518-408-4672 or by email at itservicedesk@osc.ny.gov.

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

4.0 PROGRAM REQUIREMENTS

4.1 Desired Outcomes and Program Requirements

OCFS is seeking proposals that are responsive to the desired outcomes identified in the RFP and that 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 the programs administered through this RFP.

Members of the public receiving services under the CFP-B and ETV must have been in foster care on or after their 14th birthday and otherwise eligible for services under the John H. Chafee Foster Care Program for Successful Transition to Adulthood (the Chafee Program).

The following program guidelines must be reflected in your proposal and require that the offerer:

- Will administer CFP-B and ETV programs by creating two websites, each with an application system that will securely collect and store information that can be compiled, queried, analyzed, and archived. The offerer will create two URL's that will be public-facing.
- Will develop and maintain the webpages and application portals in accordance with OCFS and Office of Information Technology standards to be secure, accessible, and mobile friendly. The webpages and application portals will have 24/7 access for applicants (with the exception of previously scheduled maintenance periods approved by OCFS) for the duration of the contract term. The offerer will collect and maintain the information required by OCFS (via youth direct entry and uploaded documents. For ETV portal only, the portal must provide colleges, universities, and vocational programs the functionality to upload required documents). Data points to be collected are listed below under Required Outcomes in this section.
- Will maintain a general information page for CFP-B and ETV programs on each respective website, with 24/7 access (with the exception of previously scheduled maintenance periods approved by OCFS) providing CFP-B and ETV program and application guidance information. Young adults interested in applying will be directed to view guidelines, complete the required online application, and if necessary, receive technical assistance from the offerer to help the applicant with uploading documents, saving, password reset, and/or completing information.
- Provide language access assistance in Spanish and additional languages as needed, using a translation feature or applications in the respective languages needed.
- Will serve a population of young adults who have experience in foster care.
- Will verify all applicants meet the age criteria and have completed the necessary portions of the application to warrant an award.
- Will follow up with young adults via email, text, phone, paper mail, and/or social media as needed, to obtain additional information necessary to process the award.
- Will disburse all funding to eligible young adults and to colleges/universities and vocational programs by the end of the contract period as directed by

OCFS and in compliance with federal and state laws, rules, regulations, policies, priorities, and practices. Disbursement will be electronic transfer of funds and physical transfer of funds. This may include direct deposit, paper checks, and/or cash cards.

- Provide young adults with regular access to their pending applications before submission.
- Provide each qualifying young adult with an electronic copy of their award letter and replacement copies provided upon request.
- Design their system to allow OCFS program coordinators to have access to the online portals. Each OCFS user must be assigned a unique username and password. The access must allow OCFS users to view and export, the information detailed below in the list of typical reports/data points.
- Develop online application portals and online application forms for program participants to apply for CFP-B and ETV.

The following program requirements and timeline apply to Component 2: Education Training Voucher (ETV) Program:

- Ensure applicants can apply online annually;
- Verify student's enrollment and attendance at an institution of higher education;
- Obtain all financial aid information from the post-secondary or vocational education institution. (The information will include confirmation information that the FAFSA has been completed, all tuition costs and fees, Pell grant award amount(s), TAP award amounts(s), other scholarships, outstanding student loans, student attendance (full-time/part-time) records, number of completed/outstanding credits, housing location and costs (on or off campus), meal plans and costs, etc.);
- Obtain transcripts from the student or post-secondary or vocational institution to determine whether the student is making satisfactory progress towards the completion of the program;
- Monitor student progress (Youth selected for and receiving ETV awards must make satisfactory progress toward the completion of the post-secondary educational or vocational training program to remain eligible for an ETV award. Satisfactory progress is determined by the individual educational institution's standards for satisfactory academic progress. The information is to be provided by student or school per semester.);
- Send emails to youth reminding them they must reapply every year for ETV funds;

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- Fully liquidate (spend and claim) ETV funds by September 30 of each year of any resulting contract; and
- Priority order of selection for eligible ETV participants can be found in 23-OCFS-INF-03.

Required Outcomes:

- Provide timely processing of CFP-B and ETV applications and disbursement of funding to eligible young adults in accordance with OCFS determination and NYS requirements, including technical assistance to youth as needed from the offerer to help the applicant with uploading documents, saving, password reset, and/or completing information.
- Provide accurate fiscal reports and supporting documentation.
- Provide timely claiming and reporting on data points determined by OCFS.

Reports must include but are not limited to the following data points:

- Total number of applicants
- Total number of eligible applicants
- Total number of ineligible applicants
- Total number of first time and previous program applicants
- Applicant demographics (i.e., gender, race, ethnicity, etc.)
- Foster care information (placement type, county that had custody of the applicant)
- Education enrollment and attending status including higher education institutions
- Employment status
- Health insurance information
- Housing information
- Financial management information
- Incarceration information
- Identification documents
- Food insecurity data
- Information on applicants who are parenting
- Program strengths and improvements
- Narrative information from applicant
- Applicant award amounts
- Any other data elements determined by OCFS

Applicants may subcontract for web-based application development, information system hosting, programming/applications for electronic fund distribution, or other reasonable technical needs the applicant cannot provide in-house. For those applicants who propose subcontracting, it is required to identify subcontracting agencies in the application submitted to OCFS. Applicants who plan to subcontract are required to state in the application the specific components of the scope of work to be performed through

subcontracts. Applicants must be the prime contractor (lead organization), which will be the primary contact for OCFS, and will have total responsibility for all contract activities, including those performed by subcontractors. If requested by OCFS, the contractor agrees not to enter into any subcontracts, or revisions to subcontracts, in excess of \$100,000 for the performance of the obligations contained herein until it has received the prior written permission of the State, which shall have the right to review and approve each and every subcontract in excess of \$100,000 before giving written permission to the contractor to enter into the subcontract. All subcontractors must be approved by OCFS prior to beginning work.

If a transition period is required because a new contractor is selected for award from this procurement, the current contractor will continue to administer all aspects of program operations under their current contract through October 31, 2024 and the new contractor will work on startup activities to be prepared to administer the programs on the operational period start date, which is anticipated to be on November 1, 2024. The new contractor will need to be able to receive a transfer of all program data required to administer the programs from the outgoing contractor in a format acceptable to OCFS and the new contractor.

At the end of the operational period for the contract resulting from this RFP, if not reawarded, the outgoing contractor will be required to cooperate with any successor contractor and provide all program data required to administer the programs in a format acceptable to OCFS and the successor contractor.

Application Development or System Requirements

The selected offerer's system must meet the following requirements:

- Be comprehensive and include the capability to request, receive, maintain, and report on all data required to make eligibility and funding determinations, track status of applications, and include all functionality required to process applications.
- The system must be automated to support administration of the program and have automated application forms.
- The system must support online applications. Applicants must be able to apply for the programs using the online application form developed by the contractor.
- The system must allow OCFS program coordinators to have access to the online portal.
- The access must allow Each OCFS user must be assigned a unique user name and password.

- The online application must be available beginning on November 1, 2024.
- The online application must have the capacity to accommodate at least 5,000 total online applicants.
- The online application must allow for the applicants and educational institutions to upload documents, sign electronically, have unique username and password for applicants and higher education institutions.
- The online application must have the capacity to collect the data points listed above in **Section 4.1** and ability to aggregate data by applicant's county of residence at time of application submission.

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 NYS 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

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

The purpose of the Work Plan is to provide a clear description of what requested project funds will pay for, the expected outcomes for the proposed project services and the programmatic rationale for the proposed project budget. The Work Plan must be in compliance with all applicable state and federal laws, rules and regulations and be responsive to the desired outcomes identified in **Section 4.1 Desired Outcomes and Program Requirements** 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.

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

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

The Work Plan consists of the following sections:

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

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

Guidelines for Each Section

A. Community/Target Population

The “target population” is the intended recipient of project services for whom proposed project outcomes will be achieved and those for whom you want to affect some level of change in their status. The proposal must clearly demonstrate the offerer’s knowledge of the demographics, linguistic requirements, issues, and service needs of the population to be served by the proposed project. The offerer must also be able to identify community partners.

- Describe your organization's knowledge of and experience with the target population, including recognition of the particular needs of this population.
- Describe the planning activities conducted that contributed to the development of the proposal.
- Identify resources that were reviewed or consulted to develop your proposal. Resources should include past projects specific to the target population and lessons learned.
- Identify community agency partners essential to meeting the needs of the target population that include and are not limited to: local departments of social services (LDSS), voluntary agencies, local service providers, foster parents, adoptive parents, Court-Appointed Special Advocates (CASA) workers, attorneys for children, colleges/universities, and vocational programs.
- Describe how the project will conduct outreach and engage young adults who are potential candidates and the ultimate recipients of the proposed services. Outreach should include communication to LDSS and voluntary agencies, colleges/universities, and vocational programs to promote awareness of the CFP-B and ETV portals. In addition, outreach should also include the use of social media and/or other appropriate vehicles to reach young people.
- Describe the project's communication methods to keep recipients informed of the application process, outstanding documents needed to process applications, award status, and any additional follow-up necessary.

B. Objectives, Tasks, and Performance Measures

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

"Objectives" are the desired benefits or changes for the specified population following their interaction with a program. They are the expected results of program intervention. Objectives may relate to knowledge, skills, attitudes, behaviors, or conditions. Objectives are broad, often long term, and are more general than tasks.

Program objectives must be consistent with the desired RFP objectives and address identified problems, conditions, needs, and behaviors of the specified population. Before program implementation, OCFS may further refine successful applicants' performance objectives.

- Describe your ability to provide, administer, and maintain one or more online portal(s) as well as disburse CFP-B and ETV funding.
- Describe your method for progressing applications from submission to final determination. Include how you will maintain confidentiality of records in accordance with state and federal laws. In addition, describe how you will perform all necessary work to ensure full operation of the CFP-B and ETV programs by the Anticipated Contract Start Date in **Section 1.2.**
- Describe your method of timely delivery of funds to young adults, colleges/universities, and vocational programs, and of informing them of such awards in accordance with applicable state and federal laws, rules, regulations, guidelines, and policies. Include the ability to perform electronic payments, direct deposit, paper checks, and cash cards.
- Explain how you will generate accurate fiscal reports for CFP-B and ETV programs that includes matching recipient information with awards disbursed.

C. Proposed Project Description

This section describes the specific service model, services, and activities to be conducted by the project.

- Discuss how the proposal addresses the current status and needs of the specified population by providing awards to assist young adults aging out of foster care with education, housing, food insecurity, transportation, technology, and any other needs or challenges they might be facing.
- Explain how you will develop, maintain, and meet the system requirements for two web-based applications for CFP-B and ETV that have the ability to collect and archive applications, and analyze compiled data. Include how you will verify all applicants have completed the necessary portions of the application in order to be assessed for an award. Address the availability of language access for the application and instructions. In addition, describe how you will disburse all funds in a timely manner while also preventing duplicate payments.
- Discuss how the project will interface with OCFS by allowing individual access to OCFS administrative reviewers to confirm foster care status and eligibility for the programs. Explain how OCFS reviewers will have individual online access to award amounts and case identification numbers (CINs).

- Explain how you will maintain a general information page with 24/7 access (with the exception of previously scheduled maintenance approved by OCFS) providing program information viewable by youth, the public, private agencies, colleges/universities, vocational programs, and other stakeholders. Include how youth interested in applying will be directed to view guidelines and complete the required online application. In addition, describe how you will maintain communication with applicants through email, text, phone, paper mail, and social media, as applicable.
- Discuss how the vendor will obtain ongoing input from users and remain responsive to feedback and technical support requests.

D. Project Staff

This section provides a comprehensive overview of the proposed project's staffing pattern, staff qualifications, staff development, and project supervision. When a program is in operation, an adequate number of qualified staff must be on duty to administer and maintain the program.

- Describe the staffing plan and how it includes sufficient staff to review and process applications for completeness including age, identifying documents, and any college/university or vocational program forms. Please note: OCFS verifies foster care eligibility. Include a description of the project manager's experience (or qualifications for the position if a new hire,) working with similar web-based applications. Upload a staffing chart and job descriptions to the "**Program Specific Questions**" section of your grant application.
- Cultural competence and awareness are considered important factors. Discuss what training will be conducted to uplift diversity and cultural responsiveness in project staff.
- Explain how all staff (including the project manager, frontline staff, and fiscal personnel) will be paid under administrative functions from allocated project funds. Describe how there will be sufficient staff to maintain ongoing contact with the young adults, disburse funds, and maintain the application portals.

E. Organization

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

- Describe any experience your organization has working with current or former foster care youth or other population(s) in providing awards through electronic and other means. Include types of electronic payments offered and experience establishing and maintaining a web-

based application available 24/7 (with the exception of maintenance periods) to the specified population and assigned reviewers.

- Describe your organization’s ability to submit timely and accurate fiscal reports and supporting documentation in compliance with state and federal reporting.
- Identify the key people in the organization who are primarily responsible for delivering the program and reaching the performance objectives. Please describe them in terms of capacity including knowledge, skills, expertise, professional credentials, and commitment. Identify any staff who have experience working with entities that can provide electronic disbursement of funds, paper checks, and gift/cash cards.
- If you require key partners as part of this proposal, specify the organization names, describe the services the partners will provide, and provide a copy of any applicable agreements, subcontracts, or Memoranda of Understanding (MOUs), if available, to “**Program Specific Questions**”. (Reminder: If necessary, the offerer may work with a third-party vendor to disburse electronic funds and establish and maintain a web-based application). If you do not require any key partners, please explain how this proposal will be carried out in-house with the expertise and resources at your disposal.

F. System Requirements

- Provide a summary of how the offerer intends to meet the proposed system requirements based on previous experience. The following components must be summarized in the response:
 - The application process from development, including software licenses required and application platform utilized; receipt of application; gathering, maintaining, and reporting on data, application status, funding, review process, and quality assurance.

5.2 Proposed Budget

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

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

Each application must contain two separate proposed budgets that will include the operational costs for both Component 1 (CFP-B) and Component 2 (ETV). Direct payments to the public are not to be reflected in the proposed budgets. Two separate budgets to be submitted are as follows:

1. A transition and startup period budget for the period of August 1, 2024, through October 31, 2024. The transition period budget will identify all the applicant's operating expenses and startup costs to develop, build, implement, administer, and maintain the proposed CFP-B and ETV web-based application systems. Budget must include all software and maintenance costs required for both OCFS staff use as well as contractor staff and program participants.

Note: This budget must include all costs for the transition and startup period for both Component 1 and Component 2. The contractor currently providing these services should submit all start up and transition costs as though they were implementing all systems/services for the first time.

2. An annual budget for the period of November 1, 2024, through October 31, 2025 (used for all subsequent contract periods) containing all the applicant's operating expenses to perform the duties in **Section 4.0** of this RFP including the requirement to administer and maintain both CFP-B and ETV web-based application systems after the transition period to process applications, and make direct payments. Budget must include all software and maintenance costs required for both OCFS staff use as well as contractor staff and program participants.

Note: This budget must include all operating expenses for the annual period for both Component 1 and Component 2.

It will be assumed the post-implementation annual budgets will remain the same.

All budgets submitted by applicants must indicate the amounts of funding required for operating expenses for each component. An estimated \$1,100,000 in funding is available per year for Component 1 and an estimated \$2,500,000 is available for Component 2. It is the objective of OCFS to maximize grant dollars allocated to direct payments made to the public. Therefore, operating expenses requested in applicant's budgets are encouraged to be kept as low as possible to remain competitive.

Applicant's cost scores will be calculated based upon the amounts of their requested operating expenses using the following formulas:

Transition Period Budget: $\text{Lowest Operating Expense Cost Proposal Received} / \text{Operating Expense of the Proposal Being Scored} \times 5 = \text{Cost Points Awarded}$.

Annual Operating Budget: $\text{Lowest Operating Expense Cost Proposal Received} / \text{Operating Expense of the Proposal Being Scored} \times 15 = \text{Cost Points Awarded}$.

Applicants requesting lower amounts of funding to develop, build, implement, and/or administer the proposed web-based application system and run the

program by processing applications and making direct payments will receive better cost scores than applicants who request greater amounts of funding for the same services.

Follow these instructions carefully as you complete the budget. The budget for this project must be in compliance with all applicable state and federal laws, rules and regulations. Use the following directions to briefly describe the expenses included in each budget category. The detail requested is essential to expedite the contract process. Accuracy and completeness are critical.

Ensure the following:

- The cost of items is described in the budget narrative and for every line item of expense, the specific calculations for determining the total cost of each item is included in the narrative.
- All items covered by OCFS funds are directly related to the provision of services indicated in the proposal.
- All expenses are incurred *within* the contract period.
- All shared costs are prorated and the basis of the proration explained.
- Reimbursement for travel, lodging, and mileage costs do not exceed the state rates currently in effect.
- All amounts listed on the budget summary form reconcile with the relevant budget narrative information.
- The total Grant Funds requested agrees with the total amount requested in the OCFS Grant Funds Column of the Budget Template.

Non-Allowable Costs

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

- 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, unless directed as associated with the project.
- Entertainment costs, including social activities for program applicants/recipients and staff, unless directly associated with the project.
- Costs for dues, attendance at conferences, or meetings of professional organizations, unless attendance is necessary in connection with the project.

Local Match

Not Applicable.

A. Personal Services

1. Personal Services - Personnel

Personal Services (Salaries):

- List only staff titles included in the funded project.
- List the percentage of time each title will spend on this project.
- The percentage of time an employee (title) is engaged in this project (or projects) cannot exceed 100%.
- List the base (annual) salary for each staff title. The base salary should reflect the employee's (title's) actual annual salary. The annual salary should be consistent across all projects that the employee's time is charged to.
- Applicants are encouraged to ensure employees are fairly compensated with a salary comparable to a living wage. Please refer to the NYS Department of Labor's "Occupational Wages" guidance at <https://dol.ny.gov/occupational-wages-0> and the US Bureau of Labor Statistics at <https://www.bls.gov/ooh/community-and-social-service/health-educators.htm>.
- If a title has both administrative and programmatic responsibilities, show the title on two lines, one for programmatic responsibilities with associated percentage of time and one for administrative responsibilities with associated percentage of time. Identify administrative positions in the "Personal Narrative." The percentage of time for the position cannot exceed 100%.
- If the proposed project is currently operational, provide information on the percentage of salary increases, if any, included in the requested budget. Justification for raises must be provided. If you anticipate cost of living or merit raises during the contract year, include the increases in the base annual salary charged to the project and note the effective date of the raise.

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

2. Personal Services – Fringe Benefits

Fringe benefits should be budgeted in line with your organization's policy. The total fringe benefits chargeable to this contract should not exceed the current approved fringe rate, which can be found on the 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, NYS Unemployment Insurance-SUI; NYS Disability Insurance and Worker’s Compensation). These can be listed on the extra lines under “Personal Services.” Be sure to clearly identify “Fringe.”

B. Non-Personal Services (NPS)

Use of MWBE/SDVOBs for Discretionary Purchases

In compliance with [Article 15-A](#) of the New York State Executive Law and Article 3 of Veterans Service Law, contractors are required to spend 30% of their overall discretionary budget through a New York State-certified Minority- or Women-owned Business Enterprise (MWBE) and 6% with Service-Disabled Veteran-Owned Businesses (SDVOB) unless stated otherwise. As your organization develops its NPS budget for this contract, you must identify the discretionary purchases subject to the MWBE/SDVOB goals (See **Section 7.10** and **Section 7.11** for more information.) The following NPS budget categories are subject to review for goals:

NPS Budget Category	MWBE/SDVOB Goal
1. Contractual/Consultant	Discretionary expenses in this category subject to goals.
2. Travel	Travel expenses are Non-discretionary and exempt. Please note: if/when placed under this category Transportation (i.e., chartering of buses), is subject to goals.
3. Equipment	Discretionary expenses in this category subject to goals.
4. Supplies	Discretionary expenses in this category subject to goals.
5. Other Expenses	
a. Space/Property (Own)	Non-discretionary – exempt.
b. Utilities	Non-discretionary – exempt.
c. Operating Expenses	Discretionary expenses in this category subject to goals.
d. Printing Services	Discretionary expenses in this category subject to goals.
e. Other Expenses/Miscellaneous	Discretionary expenses in this category subject to goals
f. Administrative Expense	Non-discretionary – exempt.

*if MWBE/SDVOB are not going to be utilized, you should include enough detail in the applicable Budget Narrative section(s) to show why that spending category line should not be considered discretionary and counted toward your goals (i.e., 'There are no MWBE/SDVOB vendors for this commodity/service in our area.' 'We have established contracts with vendor xxx for this commodity/service.' etc.). The OCFS Contract Compliance Unit may reach out to you for further details/explanations and will require justification and information documenting good-faith efforts.

NPS Budget Categories

All budget items to be purchased during the contract period must be for commodities that are in direct support of services related to the project, or for contractual/consultant services to be rendered during the contract period that directly support the project.

1. Contractual/Consultant Services

This category includes costs for institutions, individuals, or organizations external to the agency.

- Specify the services to be provided and indicate how the cost was determined.
- Delineate between administrative and program cost.
- If an award is made, the contractor must get prior written approval from OCFS for any agreement, or series of agreements, with a single subcontractor that exceeds \$50,000 or 50% of the total contract value during the contract term. The contractor must receive such approval before executing the subcontract agreement, implementing any activity under its term, or expending contract funds under its term. Prior approval is also required for any cost or term amendment to approved subcontracts or as otherwise requested by OCFS. All subcontract agreements, regardless of dollar value, must be submitted to OCFS before claim for services is submitted.
- For office or other program space rental or lease include copy of rental or lease agreement and method of cost allocation of space.
- For equipment rentals:
 - Clearly describe item(s).
 - Include model # and specifications, if possible.
 - Indicate term and rate of rental.
 - Provide a justification for the rental of all equipment by giving a brief description of the program-related need supported by grant funds.
- Vehicle lease for participant travel, when such travel has been approved by OCFS, must be programmatically justified. A copy of the lease agreement must be provided to OCFS before claim payment. Also, the OCFS share of travel expense must be based

upon state guidelines; payment cannot exceed the state rates currently in effect.

- Explain the purpose of the travel.
- Number of participants.
- Estimated miles.
- Frequency of travel (e.g., per day, per week).
- Be as clear as possible in explanation of need and cost.
- Show the percentage of time the vehicle will be used by the project, and only include requested funds for this percentage.
- If a subcontractor or consultant expense is more than \$15,000, three written bids are required. If you are unable to obtain three written bids, a justification as to price reasonableness is required. If other than the lowest bidder was selected, please provide justification.
- If the consultant/contractor is reimbursed at an hourly rate, the hourly rate and the number of hours must be calculated accurately and be included in the budget narrative.
- Indicate whether consultant's rate includes travel and lodging.

2. Travel

- Travel costs include the following: air, train, bus and taxi fare; personal auto, parking fees, tolls, lodging and meals. Conference fees or outside training costs for staff to attend that are an integral and essential part of this particular program and necessary in connection with the project to be funded.
- Explain which staff will be traveling and the destination, purpose and frequency of travel.
- For local/day travel and extended travel, list the following for each trip: destination, length of stay, purpose, number of travelers, mode of transportation and its cost, meals and lodging costs.
- Includes staff travel only.
 - Consultant travel should be shown under the "Contractual/Consultant Services" category.
 - Client travel should be shown under the "Other Expenses" category.
- Reimbursement for travel, lodging and mileage costs will not exceed the state rates then in effect.

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

3. Equipment

This section is used to itemize the purchase of equipment.

- Equipment is defined as tangible personal property having a useful life of more than one year and an acquisition value of \$1,000 or more per unit.
- Obtain three written bids for any single item. If a bidder other than the low bidder is selected, a statement must be submitted explaining why that vendor was selected.
- Any budget requests for equipment purchase using grant funds must be fully explained and justified by program need. Note that equipment purchases are generally not allowed for a contract with a term of 12 months or less.
- Delineate between administrative and program costs.
- If the item is to be used by more than one program, the cost must be prorated.
- Explain the program function and need for each item. Be as specific as possible.
- Clearly describe each item, including type and cost.
- Vehicles cannot be purchased. They may be leased if required for program operation. If vehicles are leased, the costs must be listed under the “contractual/Consultant Services” section of the budget.

Equipment Narrative: Give a brief description of the program-related equipment supported by grant funds. Include basis of allocation of costs between programs, if applicable.

4. Supplies

- List major supply items (used for office, program, janitorial, etc.)
- Supplies are defined as tangible personal property (including computers, computer equipment, tables, etc.) having an acquisition value of less than \$5,000 per unit. Obtain three written bids for any single item costing over \$2,500. Obtain three written or verbal quotes for any single item costing \$2,500 or less. If a bidder other than the low bidder is selected, a statement must be submitted explaining why that vendor was selected.
- Delineate between administrative and program items.
- Describe items to be purchased and provide details showing how estimated costs were developed.
- Justify these costs in terms of number of staff and programmatic functions, and how the request relates to service provision.

5. Other Expenses

“Other Expenses” are costs that do not fall under the previous budget categories. Examples are occupancy costs for owned buildings, utilities,

operation expenses, printing services, allowable administrative overhead, and other miscellaneous expenses.

a. Space/Property (Own)

If the contractor owns the building, they must charge occupancy costs rather than rental costs. Occupancy costs must be true costs made to a third party; for example, mortgage payment (exclusive of property/school taxes), cleaning costs, snow removal and general maintenance.

- Provide description of space.
- Provide justification.
- Provide itemization of total costs.
- Provide method of cost allocation of space.

Space/Property (Own) Narrative: Provide a detailed explanation of all space and property costs supported by grant funds.

b. Utilities

Provide a budget line for each utility cost. This may include electric, heat, telephone, other communication services and internet.

Utilities Narrative: Provide a detailed explanation of all utility costs and how costs here are allocated to this grant.

c. Operating Expenses

This section is used to itemize costs associated with the operation of the program, including but not limited to, insurance, bonding, photocopying and advertising. Provide a budget line for each item.

Operating Expenses Narrative: Provide a detailed explanation of each operating expense and how costs are allocated to this grant.

d. Printing Services

- All agencies and subcontractors must make reasonable efforts to secure the lowest responsible bidder for printing services.
- In instances where the cost of a printing job exceeds \$5,000, documentation of three telephone bids is required showing that the lowest cost source has been used. This information must be provided with the *payment* claim. The state strongly encourages the participation and utilization of MWBE and SDVOB printing firms.
- Program materials to be printed using these funds must be preapproved by OCFS.

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

e. Miscellaneous Expenses

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

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

f. Administrative Expense

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

A. For Federally Funded Awards

For federally funded contracts (includes any contract supported in whole or in part with federal funds):

- OCFS will reimburse the federally approved indirect cost rate for federally funded contracts up to any statutory caps required by the funding streams and in accordance with the terms and conditions of the federal award. A copy of the federally approved indirect cost agreement, with narrative, addendum, and an expiration date must be submitted as part of the proposal.
- If your agency does not have a federally approved indirect cost agreement, and your agency is a non-federal entity that has never received a negotiated indirect cost rate, except for a governmental department or agency unit that receives more than \$35 million in direct federal funding, you may elect to charge a de minimis rate of 10% of modified total direct costs

(MTDC). Please see federal regulations at [2 CFR 200.414\(f\)](#) for the applicable legal requirements for this option.

- MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.
- Use of a federally approved indirect cost rate, or the de minimis rate, as described above, if applicable, must be in accordance with all applicable federal rules to include [2 CFR Part 200](#).

All costs claimed under the contract must be directly attributable to the project. State Finance Law and Generally Accepted Accounting Principles require that any expense incurred over more than one funding source or program must be charged proportionately, and the method of allocation must be documented.

B. For State-Funded Awards

Not applicable.

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

5.3 Key Concepts

Please refer to **Sections 2.1, 2.3, and 4.1**.

5.4 Proposal Content

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

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

PASSWORD PROTECTED OR SECURED DOCUMENTS. ENSURE ALL PASSWORDS ARE REMOVED BEFORE UPLOADING IN THE GRANTS GATEWAY.

Eligibility Questions

Unless specified otherwise, required documents must be uploaded as attachments in the “**Program Specific Questions**” section of the Grants Gateway as part of your response to applicable questions. If there are

insufficient upload slots, it is permissible to submit additional uploads to the “**Grantee Document Folder**”. Please ensure all uploads are clearly identified and labeled.

Please review and respond to Eligibility Questions carefully. See **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?	<input type="checkbox"/> Yes <input type="checkbox"/> No *
1b.	Are you registered and eligible to do business in New York State (NYS) with a Statewide Financial System (SFS) vendor ID?	<input type="checkbox"/> Yes <input type="checkbox"/> No *
1c.	Have you developed and administered one or more online web-based portal(s) providing application processing available to the public, with the capacity to accommodate at least 5,000 total online applications as evidenced by references, screenshots of any existing application portals, website links, and reporting data? This must be demonstrated by uploading Attachment 3 – Program Experience and Attachment 4 – References to the “ Pre-Submission Uploads ” section of your application. <u>Please Note:</u> Omissions or ambiguity in applicant’s submissions will not be decided in the applicant’s favor.	<input type="checkbox"/> Yes <input type="checkbox"/> No *
1d.	Do you have a minimum of two years of experience operating one or more online web-based portal(s) providing application processing, electronic transfer of funds, and physical transfer of funds? This may include direct deposit, paper checks, and/or cash cards, either disbursed directly or through a subcontractor. (Upload Attachment 3 - Program Experience to the “ Pre-Submission Uploads ” section of your application.)	<input type="checkbox"/> Yes <input type="checkbox"/> No *
1e.	Are you prequalified, if not exempt, on the application deadline (preferred) OR do you agree to be prequalified within 30 days of the award letter date if selected for funding? (See Section 3.2 Prequalification Process.)	<input type="checkbox"/> Yes <input type="checkbox"/> No * <input type="checkbox"/> N/A

*** A “No” response to any Eligibility Questions in this section or failure to submit the required documentation with your application may result in disqualification of your application.**

Administrative Questions

No.	Question	Response
2. Primary Contact Information		
The primary contact should be the applicant’s executive director or other authorized individual who will receive official written and electronic notifications from OCFS regarding this procurement.		
2a.	Provide the PREFIX (Mr./Ms./Dr./etc.) of the primary contact.	Text Field
2b.	Provide the FIRST and LAST NAME of the primary contact.	Text Field
2c.	Provide the JOB TITLE of the primary contact.	Text Field
2d.	Provide the STREET ADDRESS of the primary contact.	Text Field
2e.	Provide the CITY of the primary contact.	Text Field
2f.	Provide the STATE of the primary contact.	Text Field
2g.	Provide the ZIP CODE of the primary contact.	Text Field
2h.	Provide the PHONE NUMBER of the primary contact.	Text Field
2i.	Provide the EMAIL ADDRESS of the primary contact.	Text Field
3. Second Contact Information		
The second contact is another authorized individual who will receive official electronic notifications from OCFS regarding this procurement.		
3a.	Provide the FIRST and LAST NAME of the second contact.	Text Field
3b.	Provide the JOB TITLE of the second contact.	Text Field
3c.	Provide the PHONE NUMBER of the second contact.	Text Field
3d.	Provide the EMAIL ADDRESS of the second contact.	Text Field
4. Third Contact Information		
The third contact is another authorized individual who will receive official electronic notifications from OCFS regarding this procurement.		
4a.	Provide the FIRST and LAST NAME of the third contact.	Text Field
4b.	Provide the JOB TITLE of the third contact.	Text Field
4c.	Provide the PHONE NUMBER of the third contact.	Text Field
4d.	Provide the EMAIL ADDRESS of the third contact.	Text Field
5. Fourth Contact Information		
The fourth contact is another authorized individual who will receive official electronic notifications from OCFS regarding this procurement.		
5a.	Provide the FIRST and LAST NAME of the fourth contact.	Text Field
5b.	Provide the JOB TITLE of the fourth contact.	Text Field
5c.	Provide the PHONE NUMBER of the fourth contact.	Text Field
5d.	Provide the EMAIL ADDRESS of the fourth contact.	Text Field
6. Fifth Contact Information		

The fifth contact is another authorized individual who will receive official electronic notifications from OCFS regarding this procurement.		
6a.	Provide the FIRST and LAST NAME of the fifth contact.	Text Field
6b.	Provide the JOB TITLE of the fifth contact.	Text Field
6c.	Provide the PHONE NUMBER of the fifth contact.	Text Field
6d.	Provide the EMAIL ADDRESS of the fifth contact.	Text Field
7. Administrative Questions		
7a.	Have you completed the Vendor Responsibility Questionnaire and has it been recently certified? (If applicable. See Section 3.3 Vendor Responsibility Requirements.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7b.	Is your Charities Registration current? (If applicable. See Section 7.5 Charities Registration.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7c.	Do you certify under penalty of perjury that, by submission of this bid, each bidder and each person signing on behalf of any bidder, and in the case of a joint bid each party thereto as to its own organization, has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees, and that such policy does, at a minimum, meet the requirements of section two hundred one-g of the labor law? Please note that a bid will not be considered for award nor will any award be made to a bidder who is not able to make this certification in compliance with State Finance Law section 139-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 Section 7.16 State Finance Law §139-l; Statement on Sexual Harassment in Bids.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7d.	Do you certify that, by submission of this application, your organization is not a Russian or Russia supporting entity, as those terms are defined in Executive Order No. 14 dated February 27, 2022?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7e.	Do you certify that, by submission of this application, your organization is not conducting business operations in Russia, as those terms are defined in Executive Order No. 16 dated March 17, 2022?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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7f.	Do you certify that no organization staff members that would provide these services are currently or have ever been a NYS agency employee OR the applicant has disclosed this information? If applicable, the applicant has uploaded with their proposal a signed statement with the NYS employee name(s) and the NYS agency(ies) they work for or previously worked for.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7g.	Do you understand that OCFS recommends submitting your proposal well in advance of the Deadline for Submission of Proposals ? Waiting until the last day to submit your application is NOT RECOMMENDED. (See Section 1.2 Calendar of Events and Section 5.5 Proposal Submittal Process .)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7h.	Do you understand that a “No” response to any Eligibility Questions MAY RESULT IN THE DISQUALIFICATION OF YOUR APPLICATION? Please review your responses to these questions carefully. (See Section 3.1 Minimum Qualifications and Section 5.4 Proposal Content .)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7i.	Do you understand that failure to upload and submit the required documentation outlined in Section 3.1 Minimum Qualifications with your online application OR failure to meet the following documentation requirements of a summary of any prior online application systems with a description of those systems WILL RESULT IN THE DISQUALIFICATION OF YOUR APPLICATION? (See Section 3.1 Minimum Qualifications and Section 5.4 Proposal Content .)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7j.	Do you understand that specific grantee user roles are needed in order to submit proposals in the Grants Gateway? OCFS recommends contacting the Grants Gateway Help Desk for assistance with grantee user credentials when starting an application. (See Section 5.5 Proposal Submittal Process .)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7k.	Do you understand that all questions in the Grants Gateway will only allow ONE document to be uploaded per question? Multiple documents should be combined into ONE SINGLE FILE no larger than 10MB in size. If this is not possible, it is permissible to submit additional uploads to the “ Grantee Document Folder ”. Please ensure all uploads are clearly identified and labeled (in both the document filename <u>and</u> on the document itself) with the applicable question number.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7l.	Do you understand that you MUST NOT UPLOAD PASSWORD PROTECTED OR SECURED DOCUMENTS ? ENSURE ALL PASSWORDS ARE REMOVED BEFORE UPLOADING IN THE GRANTS GATEWAY. If an uploaded document cannot be	<input type="checkbox"/> Yes <input type="checkbox"/> No

	viewed, and it is for a minimum qualification, THE PROPOSAL WILL BE DISQUALIFIED. If other uploaded documents cannot be viewed, THE PROPOSAL MAY LOSE POINTS during the scoring process. (See Section 5.4 Proposal Content.)	
7m.	Have you DOUBLE CHECKED all documents uploaded to your proposal? Uploads may be located in the “ Program Specific Questions ”, “ Pre-Submission Uploads ”, and “ Grantee Document Folder ” sections of your online application. APPLICANTS ARE RESPONSIBLE FOR VERIFYING ALL UPLOADED DOCUMENTS are complete, correct, viewable, and comply with the requirements of the RFP. OCFS recommends performing this verification before submitting your application. Your verification may include, but is not limited to: signatures, dates, required fields, confirming all pages are included, text is legible, scanner artifacts, necessary information, etc. If an uploaded document does not meet the requirements of the RFP, and it is for a minimum qualification, THE PROPOSAL WILL BE DISQUALIFIED. For other uploaded 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
7n.	Please provide the NY Statewide Financial System (SFS) Vendor ID of the organization applying for this grant.	Text Field
7o.	Please provide the Federal Employer Identification Number (FEIN) of the organization applying for this grant.	Text Field
7p.	Please provide the Data Universal Numbering System (DUNS) number of the organization applying for this grant (if available).	Text Field
7q.	Provide your organization’s Unique Entity Identifier (UEI) created in SAM.gov by entities doing business with the federal government (if applicable).	Text Field

Work Plan Questions (Up to 80 points)

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

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

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If any responses to individual questions exceed the 4000-character limit, please enter "See Attached Upload" in the text field for the response to that question, attach and upload your complete and clearly labeled response (in both the document filename and on the document itself) to the “**Grantee Document Folder**” in your online application.

No.	Question	Max. Points
A. Community/Target Population (up to 20 points)		
A1.	Describe your organization’s knowledge of and experience with the target population, including recognition of the particular needs of this population.	4
A2.	Describe the planning activities conducted that contributed to the development of the proposal.	2
A3.	Identify resources that were reviewed or consulted to develop your proposal. Resources should include past projects specific to the target population and lessons learned.	2
A4.	Identify community agency partners essential to meeting the needs of the target population that include and are not limited to: local departments of social services (LDSS), voluntary agencies, local service providers, foster parents, adoptive parents, Court-Appointed Special Advocates (CASA) workers, attorneys for children, colleges/universities, and vocational programs.	4
A5.	Describe how the project will conduct outreach and engage young adults who are potential candidates and the ultimate recipients of the proposed services. Outreach should include communication to LDSS and voluntary agencies, colleges/universities, and vocational programs to promote awareness of the CFP-B and ETV portals. In addition, outreach should also include the use of social media and/or other appropriate vehicles to reach young people.	4
A6.	Describe the project’s communication methods to keep recipients informed of the application process, outstanding documents needed to process applications, award status, and any additional follow-up necessary.	4
B. Objectives, Tasks, and Performance Measures (up to 10 points)		
B1.	Describe your ability to provide, administer, and maintain one or more online portal(s) as well as disburse CFP-B and ETV funding.	4
B2.	Describe your method for progressing applications from submission to final determination. Include how you will maintain confidentiality of records in accordance with state and federal laws. In addition, describe how you will perform all necessary work to ensure full operation of the CFP-B and ETV programs by the Anticipated Contract Start Date in Section 1.2.	2

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B3.	Describe your method of timely delivery of funds to young adults, colleges/universities, and vocational programs, and of informing them of such awards in accordance with applicable state and federal laws, rules, regulations, guidelines, and policies. Include the ability to perform electronic payments, direct deposit, paper checks, and cash cards.	2
B4.	Explain how you will generate accurate fiscal reports for CFP-B and ETV programs that includes matching recipient information with awards disbursed.	2
C. Proposed Project Description (up to 10 points)		
C1.	Discuss how the proposal addresses the current status and needs of the specified population by providing awards to assist young adults aging out of foster care with education, housing, food insecurity, transportation, technology, and any other needs or challenges they might be facing.	2
C2.	Explain how you will develop, maintain, and meet the system requirements for two web-based applications for CFP-B and ETV that have the ability to collect and archive applications, and analyze compiled data. Include how you will verify all applicants have completed the necessary portions of the application in order to be assessed for an award. Address the availability of language access for the application and instructions. In addition, describe how you will disburse all funds in a timely manner while also preventing duplicate payments.	2
C3.	Discuss how the project will interface with OCFS by allowing individual access to OCFS administrative reviewers to confirm foster care status and eligibility for the programs. Explain how OCFS reviewers will have individual online access to award amounts and case identification numbers (CINs).	2
C4.	Explain how you will maintain a general information page with 24/7 access (with the exception of previously scheduled maintenance approved by OCFS) providing program information viewable by youth, the public, private agencies, colleges/universities, vocational programs, and other stakeholders. Include how youth interested in applying will be directed to view guidelines and complete the required online application. In addition, describe how you will maintain communication with applicants through email, text, phone, paper mail, and social media, as applicable.	2
C5.	Discuss how the vendor will obtain ongoing input from users and remain responsive to feedback and technical support requests.	2
D. Project Staff (up to 10 points)		
D1.	Describe the staffing plan and how it includes sufficient staff to review and process applications for completeness including age, identifying documents, and any college/university or vocational program forms. Please note: OCFS verifies foster	4

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	care eligibility. Include a description of the project manager's experience (or qualifications for the position if a new hire,) working with similar web-based applications. Upload a staffing chart and job descriptions to the " Program Specific Questions " section of your grant application.	
D2.	Cultural competence and awareness are considered important factors. Discuss what training will be conducted to uplift diversity and cultural responsiveness in project staff.	2
D3.	Explain how all staff (including the project manager, frontline staff, and fiscal personnel) will be paid under administrative functions from allocated project funds. Describe how there will be sufficient staff to maintain ongoing contact with the young adults, disburse funds, and maintain the application portals.	4
E. Organization (up to 10 points)		
E1.	Describe any experience your organization has working with current or former foster care youth or other population(s) in providing awards through electronic and other means. Include types of electronic payments offered and experience establishing and maintaining a web-based application available 24/7 (with the exception of maintenance periods) to the specified population and assigned reviewers.	4
E2.	Describe your organization's ability to submit timely and accurate fiscal reports and supporting documentation in compliance with state and federal reporting.	2
E3.	Identify the key people in the organization who are primarily responsible for delivering the program and reaching the performance objectives. Please describe them in terms of capacity, including knowledge, skills, expertise, professional credentials, and commitment. Identify any staff who have experience working with entities that can provide electronic disbursement of funds, paper checks, and gift/cash cards.	2
E4.	If you require key partners as part of this proposal, specify the organization names, describe the services the partners will provide, and upload a copy of any applicable agreements, subcontracts, or Memoranda of Understanding (MOUs), if available, to " Program Specific Questions ". (Reminder: If necessary, the offerer may work with a third-party vendor to disburse electronic funds and establish and maintain a web-based application). If you do not require any key partners, please explain how this proposal will be carried out in-house with the expertise and resources at your disposal.	2
F. System Requirements (up to 20 points)		
F1.	Provide a summary of how the offerer intends to meet the proposed system requirements based on previous experience. The following components must be summarized in the response: the application process from development, including software licenses required and application platform utilized; receipt of application; gathering, maintaining, and	20

	reporting on data, application status, funding, review process, and quality assurance.	
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Budget Questions (Up to 20 points)

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

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

Each application should contain two proposed budgets that will include the costs for both Component 1 (CFP-B) and Component 2 (ETV). Refer to **Section 5.2** for more information.

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

No.	Question	Max. Points
G. Budget Section (Up to 20 points)		
G1.	Complete and upload an Attachment 1 – Budget Template for the transition period of August 1, 2024 – October 31, 2024, for all operating expenses <u>and</u> startup costs to develop, implement, administer, and maintain the web-based CFP-B and ETV application systems. This includes all software and maintenance costs for both OCFS staff use, contractor staff, and program participants. The contractor currently providing these services should submit all startup and transition costs as though they were implementing all systems/services for the first time. Direct payments made to the public, including colleges/ universities and vocational programs, are <u>not</u> to be reflected in this budget.	5
G2.	Complete and upload an Attachment 1 – Budget Template for the first-year contract period of November 1, 2024 – October 31, 2025, for all operating expenses to administer and maintain the CFP-B and ETV web-based application systems after the transition period. This includes all software and maintenance costs for both OCFS staff use, contractor staff, and program participants. Direct payments made to the public, including colleges/ universities and vocational programs, are <u>not</u> to be reflected in this budget.	15

G3.	Did you upload the two separate required budgets into the Grants Gateway in accordance with the requirements of Section 5.2 Proposed Budget ? The budget template can be found in the “ Pre-Submission Uploads ” section of the RFP in the Grants Gateway. The completed operating budgets must be uploaded as attachments in the “ Pre-Submission Uploads ” section of your application.	<input type="checkbox"/> Yes <input type="checkbox"/> No
G4.	Is your first proposed budget for transition period of August 1, 2024 – October 31, 2024, and does it include all operating expenses <u>and</u> startup costs to develop, implement, administer, and maintain the web-based CFP-B and ETV application systems, including all software and maintenance costs? Please note: Direct payments to the public, including colleges/universities and vocational programs, are <u>not</u> to be reflected in this budget.	<input type="checkbox"/> Yes <input type="checkbox"/> No
G5.	Is your second proposed budget for a one-year period consisting of November 1, 2024 – October 31, 2025, and does it include all operating expenses to administer and maintain the web-based CFP-B and ETV application systems implemented in the transition period, process applications, and make direct payments? Does the budget include all software and maintenance costs required for both OCFS staff system use as well as contractor staff and program participants? Please note: Direct payments to the public, including colleges/universities and vocational programs, are <u>not</u> to be reflected in this budget.	<input type="checkbox"/> Yes <input type="checkbox"/> No
G6.	Please indicate the annual dollar amount in OCFS funds being requested for the transition period budget of August 1, 2024 – October 31, 2024. Enter the nearest whole number.	Number Field
G7.	Please indicate the annual dollar amount in OCFS funds being requested for the first-year budget period of November 1, 2024 – October 31, 2025. It will be assumed the post-implementation annual budgets will remain the same. Enter the nearest whole number.	Number Field

5.5 Proposal Submittal Process

How to Submit a Proposal

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

Note: Only users logged in with the following roles can submit the application for review: (1) Grantee Contract Signatory; and, (2) Grantee

System Administrator. Proposals must be submitted online via the Grants Gateway by the Deadline for Submission of Proposals indicated in Section 1.2 Calendar of Events.

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

To start an application, follow these steps:

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

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

Important Note Regarding Proposal Submission

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

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

Helpful Links

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

- NYS Grants Gateway System: <https://grantsgateway.ny.gov>
- Grants Management Website: <https://grantsmanagement.ny.gov/>

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

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

6.0 MINIMUM CRITERIA/EVALUATION PROCESS

6.1 Minimum Criteria (Pass/Fail Review Criteria)

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

6.2 Evaluation Process

OCFS will evaluate each proposal based on the “best value” concept. “Best value” means the basis for awarding contracts for services is the offer which optimizes quality, cost, and efficiency among responsive and responsible offerers.

Applications will be evaluated and scored by trained reviewers using a structured, pre-approved evaluation instrument. The final score will be based on the average of the reviewer scores. Applications that receive a minimum average score of 65 points or more will be considered for funding. The single award recommendation will be based on the highest scoring application ranked by final average score.

In the event a funding decision encounters a tie between two or more proposals, the applicant who scores higher in **Section 5.4.F System Requirements** will be awarded. If the proposals remain tied, the tied applicant who proposes the lowest cost will be awarded.

The technical component of this solicitation (evaluation of the workplan questions) will be weighted 80% of the proposal’s overall score. The point

spread indicated in **Section 5.4 Proposal Content, Work Plan Questions** will be used.

The cost component of this solicitation (evaluation of the budgets) will be weighted 20% of the proposal's overall score. The formulas indicated in **Section 5.2 Proposed Budget** will be used to determine cost scores. Direct payments made to eligible members of the public, including colleges/universities and vocational programs, are not considered to be part of the applicant's operating expenses and will be removed from applicant's cost proposals if included by the applicant.

This RFP is to provide these services to all of New York state, including New York City.

Applicants may submit one proposal in response to this RFP. If the number of allowable proposals per offerer is exceeded, then OCFS will only review the first application received from an offerer.

It is anticipated that one statewide award will be made in response to this RFP. This award will result in two contracts: one for CFP-B and one for ETV.

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

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

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

https://www.charitiesnys.com/RegistrySearch/search_charities.jsp

7.6 Federal Requirements (if federally funded)

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

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

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

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

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

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

7.8 Iran Divestment Act

By submitting a bid in response to this solicitation or by assuming the responsibility of a contract awarded hereunder, bidder/contractor (or any assignee) certifies that it is not on the "Prohibited Entities List," as defined by the *Entities Determined To Be Non-Responsive Bidders/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 (SFS)

Recipients of grant awards must also be registered in the NY 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

OCFS strongly encourages MWBE participation. A contractor on any contract resulting from this procurement is encouraged to provide opportunities for meaningful participation by MWBE as subcontractors and

suppliers for expenses incurred during the contract term whenever possible. The directory of MWBE can be viewed at: <https://ny.newnycontracts.com>.

7.10.3 Contract Compliance

In accordance with 5 NYCRR § 142.13, the respondent further acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in a contract resulting from this RFP, such finding constitutes a breach of contract and OCFS may withhold payment as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBE had the contractor achieved the contractual MWBE goals; and (2) all sums actually paid to MWBE for work performed or materials supplied under the contract.

By submitting a bid or proposal, a respondent agrees to demonstrate its good-faith efforts to achieve the applicable MWBE participation goals by submitting evidence thereof through the New York State contract System (NYSCS), which can be accessed at <https://ny.newnycontracts.com>, provided, however, that a respondent may arrange to provide such evidence via a nonelectronic method by contacting OCFS.

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

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

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

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

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

- a) If a respondent fails to submit an MWBE Utilization Plan;

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

The successful respondent will be required to attempt to use, in good faith, any MBE or WBE identified within its approved MWBE Utilization Plan, during the performance of the contract. Requests for a partial or total waiver of established goal requirements made subsequent to contract award may be made at any time during the term of the contract to OCFS, but MUST be made before the submission of a request for final payment on the contract.

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

7.10.4 Equal Employment Opportunity (EEO) Requirements

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

The respondent will be required to submit [OCFS-3460, Minority- and Women-owned Business Enterprises \(MWBE\) and Equal Employment Opportunity Policy Statement](#), as referenced in **Section 1.6 Submission of Proposals**, to OCFS with its bid or proposal.

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

Pursuant to [Executive Order No. 162](#), non-grant contractors and subcontractors will also be required to report the gross wages paid to each

of their employees for the work performed by such employees on the contract utilizing the Workforce Utilization Report on a quarterly basis.

Further, pursuant to [Article 15](#) of the Executive Law (the Human Rights Law), all other state and federal statutory and constitutional non-discrimination provisions, the contractor and subcontractors will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

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

7.11 Service-Disabled Veteran-Owned Business (SDVOB)

[The Service-Disabled Veteran-Owned Business Act](#), signed into law by Governor Andrew M. Cuomo on May 12, 2014, allows eligible veteran business owners to become certified as a New York State Service-Disabled Veteran-Owned Business (SDVOB) in order to increase the participation of such businesses in New York State's contracting opportunities. The SDVOB Act, which is codified under [Article 3 of Veterans' Services Law](#), acknowledges that SDVOBs strongly contribute to the economies of the state and the nation. Therefore, consistent with its Master Goal Plan, OCFS has an established agency goal of 6% and 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 practicable, 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 NYS to maximize opportunities for the participation of NYS 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 NYS Empire State Development (ESD) business enterprises, including certified MWBE; or

- Contacted ESD to obtain listings of NYS business enterprises and MWBE; or
 - Placed notices for subcontractors and suppliers in newspapers, journals or other trade publications distributed in NYS; or
 - Participated in 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 NYS residents of employment opportunities by listing any such positions with the Community Services Division of the NYS Department of Labor, providing for such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The agency agrees to document these efforts and to provide said documentation to OCFS upon request.
 5. Offerers located in a foreign country are notified that the State may assign or otherwise transfer offset credits to third parties located in NYS, and the 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.
 6. Offerers are hereby notified that State agencies and authorities are prohibited from entering into contracts with businesses whose principal place of business is in a “discriminatory jurisdiction.” This is defined as a state or political subdivision that employs a preference or price distorting mechanism to the detriment of or otherwise discriminates against a NYS business enterprise in the procurement of commodities and services by the same or a non-governmental entity influenced by the same. A list of discriminatory jurisdictions is maintained by Commissioner of the New York State ESD.

7.13 Executive Order Numbers 14 and 16

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

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

Executive Orders 14 and 16 include the following definitions:

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

By submission of a response to this solicitation the 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 Contract**, determines that adherence to net neutrality principles for a particular purpose is not in the best interests of the state. Nothing in this provision supersedes any obligation or authorization a provider of broadband Internet access service may have to address the needs of emergency communications or law enforcement, public safety, or national security authorities, consistent with or as permitted by applicable law, or limits the provider’s ability to do so. As used herein, “net neutrality” means that contractor will not block, throttle, or prioritize internet content or applications or require that end users pay different or higher rates to access specific types of content or application. For the purposes of this contract, the prohibition against blocking or throttling of internet content or applications does not apply to reasonable network management practices.

7.15 Executive Order Number 177

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

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

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

7.17 Other Requirements

7.17.1 Office of Information Technology Services

Prior to award selection, this RFP and all responses thereto may be subject to review by the NYS Office of Information Technology Services.

7.17.2 Federal Funds

OCFS will use federal dollars to fund all or part of this project. The federal funding requirements will be included as of any contract that results from this RFP. A copy of the **Attachment A-2 Federal Assurances and Certifications** with a completed and signed certification must be returned with the bidder’s proposal.

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 serves as the primary outlet for state agencies to post upcoming and available funding opportunities.

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

Legal Documents: Legally required application/contract components.

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

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

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

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

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

Program Budget: Definition of program expenditures and funding sources.

Program Description: Detailed explanation of the means (service model, plan or approach) the provider will use to achieve its performance targets and outcomes. This should include a description of the program's core features (i.e., the kinds of

services provided, their intensity and duration, the essential elements, theoretical approach, delivery strategies, involvement of target population in planning, etc.).

Project Work Plan: Steps necessary to implement a program.

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

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

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

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

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

10.0 PROGRAM-SPECIFIC REQUIREMENTS AND FORMS

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

Attachment 1 – Budget Template*

Attachment 2 – Workplan Template (reference document)

Attachment 3 – Program Experience*

Attachment 4 – References*

Attachment A1-B – Program Specific Terms and Conditions (ETV)

Attachment A1-B – Program Specific Terms and Conditions (CFP-B)

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