

**Title: SOI # 1117 Graphic Design at Taberg Residential Center**

**Agency: Children & Family Services, NYS Office of  
Bureau of Contract Management**

**Contract Number: TBD**

**Contract term: 5 years beginning no earlier than 8/1/2023 and no later than  
10/1/2023**

**Date of issue: 4/21/2023**

**Due date/time: 5/19/2023 by 4:00 PM Eastern Time**

**Location: Taberg Residential Center  
10011 Taberg Florence Road, Taberg, NY 13471**

**County: Oneida**

### **Background**

The New York State Office of Children & Family Services (OCFS) announces a Solicitation of Interest (SOI) for qualified entities that can provide graphic design instruction and training to at-risk youth in a limited-secure residential facility. Youth should obtain the vital skills and knowledge that is needed to master industry standard photo editing software and equipment. The goal is to teach and train at-risk youth valuable graphic designing skills that can be used to obtain gainful employment when reintegrating back into the community.

Please see the **Eligibility Criteria** section for additional information.

This advertisement is public notice that OCFS is seeking to contract with organizations to train and teach at-risk youth the knowledge and skills that are required to master industry standard photo editing and software within our graphic designing enhancement program. Responders must also teach the necessary skills and methods for working with graphic designing supplies, materials, and equipment for production. Responders should cover a wide range of topic areas to appeal to a wide range and diverse group of participants and trainees. Topic areas offered in this program should include, but not be limited to, graphic design, print shop, photography, video creation/editing, and music production/audio engineering production. Offerors must be able to provide training for all topic areas. The desired outcome of this program is to build the capacity, knowledge and skillsets of the participants and trainees with hands-on trainings for all topic areas as needed. There is one (1) position available, and OCFS will make one (1) award.

Below is a description of the OCFS juvenile justice facility for which services are being sought:

Taberg Residential Center for Girls is a limited secure facility located at 10011 Taberg Florence Road, Taberg, NY 13471 in the central region of New York State. The youth

placed at this facility are female adjudicated juvenile delinquents generally between the ages of 13 and 18, placed with OCFS by the New York State Family Courts.

Please see the **Scope of Work** section for additional information.

The purpose of this SOI is to invite any eligible and interested entities that believe they can satisfy this program's needs to inform OCFS by a Letter of Interest (LOI). To be considered responsive, your organization's LOI should be received no later than the deadline specified on the first page of this announcement. Please see the **How to Respond** section for additional information and submission requirements.

This opportunity is authorized under [Section 163 of State Finance Law](#) as a Discretionary Purchase. OCFS intends to contract pursuant to its discretionary purchasing authority under State Finance Law Section 163(6), which authorizes purchases without a formal competitive process in certain circumstances. This funding opportunity is limited to purchases up to the Discretionary Buying Threshold from respondent organizations qualified as:

- New York State Small Business Enterprises (SBE)
- New York State certified Minority-Owned and/or Women-Owned Enterprises (MWBE)
- New York State certified Service-Disabled Veteran-Owned Businesses (SDVOB)

NYS-certified M/WBE and SDVOB are qualified pursuant to [Article 15-A of State Executive Law](#) and [Article 3 of Veterans' Services Law](#). In accordance with [Section 160\(8\) of State Finance Law](#) and [Article 4-B of Economic Development Law](#), SBE are defined as a small business concern that is domiciled in New York State, independently owned and operated, not dominant in its field, and employs 100 or less staff.

Primary respondents that are certified and/or qualify as a SBE, MWBE, or SDVOB should complete, sign, and submit the **Attachment 3 – Affirmation of Business Status** provided with this solicitation.

### **Scope of Work**

The Graphic Design Enhancement Program is designed to educate participants and trainees on the ever-changing digital world, as well as to provide hands-on experience and training with industry standard software and equipment. Generally, enhancement programs are conducted during afterschool hours during the weekdays, and scheduled as needed on weekends and holidays. The program should cover a wide range of topic areas to appeal to a wide range and diverse group of participants and trainees. Topic areas offered in this program should include graphic design, print shop, photography, video creation/editing, and music production/audio engineering production. The desired outcome of this program is to build the capacity, knowledge, and skillsets of the participants and trainees with hands-on trainings for all requested topic areas as needed. Offerors must be able to provide training for all topic and subtopic areas listed below:

- Graphic design including:
  - Adobe Photoshop, Illustrator, InDesign, HTML, and CSS.
  - create, edit and vectorize designs for digital prints.
- Print shop including:
  - performing sign making, digital print, sublimation print, ceramic mug print and design, wide format print/cut, vinyl and vinyl decal production.
  - Roland Printers and software.
- Video creation/editing including:
  - Adobe Premiere, Apple Final Cut Pro, Avid Media Composer, Davinci Resolve, Sony Vegas, Adobe After. Effects, EDS MAX, and Blender.
- Photography including:
  - various photography equipment (lens, camera body, lens adaptors).
  - photo editor/retouching, photo restoration.
  - technical photography aspects (ratios, apertures, dynamic range, optimal shutter speeds, etc.).

Selected contract awardee(s) will be required to obtain clearances through the New York Statewide Central Register of Child Abuse and Maltreatment (SCR), prior to services being provided. OCFS will work with the selected contract awardee(s) to obtain necessary clearances.

Programming will take place in our graphic design enhancement print shop, which is located on the Taberg Residential Center campus in the school building (Annex). The selected contract awardee will be required to undergo a screening/search process for each visit prior to entry into the limited-secure facility. Additionally, all electronic devices, phones, contraband, etc. are not permitted inside the facility.

The print shop is equipped with the necessary software and equipment that the participants and trainees will use to create and design multiple media platforms from start to finish. Offerors will be required to plan, create, design, and physically assemble the finished product of these various media platforms, as needed. All necessary materials and supplies needed to perform these services will be included and available at the print shop and provided by OCFS.

Contract awardee will be required to train and teach the Graphic Design Enhancement Program to youth, providing the requested services two (2) days each week. Each day/session will be conducted at Taberg Residential Center for Girls. Each day/session will include providing hands-on training with youth up to 5 hours per day/session, depending on facility status/schedule. It is anticipated the contract awardee will work approximately 40 hours per month. These hours will be divided over multiple weeks per month. Schedules must be approved by facility management and may vary weekly due to facility status/schedule needs. Hours spent driving to or from the facility are not included in this estimate and are not paid by OCFS.

Contract awardee must be able to express, train and teach the advanced techniques, planning, organizing, research, problem solving, time management, technology, color theory and teamwork skills needed for trainee to be a successful designer.

## **Eligibility Criteria**

Interested parties who meet the following criteria are eligible to respond:

- Agree to provide the services requested by this SOI in the **Scope of Work** section
- Be one of the following types of organizations:
  - NYS-certified Minority and Women-Owned Business Enterprise (MWBE)
  - NYS-certified Service-Disabled Veteran-Owned Business (SDVOB)
  - NYS Small Business Enterprises (SBE)
- Be eligible to do business with New York State
- Agree to provide an interview/demonstration
- Satisfactory reference checks
- Have at least 3 years' experience
  - Providing graphic design services
  - Working in print shop
  - Video creation/editing
  - Digital photography
  - Music production/audio engineering production
- Provide a resume that details how you meet all required work experience.
- Clearance from the New York State OCFS State Central Registry. (The request for clearance must be submitted as soon as it is feasible to do so, and approval must be obtained prior to beginning work under this contract.)

## **Funding Details**

Funding for this project is contingent upon the availability of funds in the state budget. Enhancement programs for DJJOY facilities are funded from the OCFS general fund. OCFS has one (1) available position with a total number of hours not to exceed 480 per year. It is anticipated the contract awardee will work approximately 40 hours per month. These hours are based on current resident population and should be performed as scheduled by the facility management. These hours will be divided over multiple weeks per month with the facility management approval. Actual hours worked are not guaranteed and may vary based upon facility need and the number of youths in our care at this facility.

Bid price must include any and all costs associated with providing and delivering the items as specified, including travel, licenses, insurance, administrative, customs, duties, charges and ancillary costs and be net F.O.B. destination, etc. Offerors will not be reimbursed for travel time or travel costs associated with commuting to or from the facility.

The facility point person/designee will develop a schedule for days and hours of implementation that the contract awardee is expected to provide their services. A binder will be established that contains all documentations for said program beginning with the vendor onboarding, schedules, description, expectations, sign-in sheet for everyone attending including staff, youth and the contract awardee. Binder must be readily available for review and audit by the necessary authorities (Home Office/designee; facility administration/designee). Contract awardee must provide full claiming documentation as described in Appendix C1 of the contract resulting from this solicitation before payment

is received.

### **Term of Contract**

The contract awarded in response to this solicitation will be for **five (5) years** as specified on the first page of this solicitation document. Funding is anticipated to be available for the first year of the contract. The award of a contract does not guarantee that funding will be available for subsequent years. Contractors may not begin providing services before the contract start date; OCFS has no obligation to pay for services rendered before the New York State Office of the State Comptroller and the Office of the Attorney General approve the contract.

### **How to Respond**

To be considered responsive, interested parties should complete and submit all required documents in conformance with the format and content requirements as explained. A response that does not provide all the information requested may be subject to rejection. The response should contain sufficient information to assure OCFS of its accuracy. The information provided should, wherever possible, verify that your organization meets the requirements in the **Eligibility Criteria** section of this solicitation.

**Responses must be emailed to [RFP@ocfs.ny.gov](mailto:RFP@ocfs.ny.gov) and should be received by the due date and time specified on the first page of this announcement.**

**Interested parties should complete and provide the following documents:**

- **Attachment 1 – Letter of Interest**
- **Attachment 2 – Submission Checklist**
- **Attachment 3 – Affirmation of Business Status**
- **Attachment 4 – References**
- **Resumes displaying offeror meets all experience qualifications listed in Scope of Work**

Additionally, each interested party may provide the following optional documents:

- [OCFS-2647, EO 177 Certification](#)
- [OCFS-4821, CMS User Authorization](#)
- [OCFS-3460, MWBE Equal Employment Opportunity \(EEO\) Policy Statement Form](#)
- [Vendor Responsibility Questionnaire](#)
- [OCFS-4822, Procurement Lobbying Act – Offeror Certification Form](#)
- [AC 3271-S, State Consultant Services – Contractor’s Planned Employment](#) (Form A)

The subject line of the email submission of your response should include the following information: **SOI # 1117 Graphic Design at Taberg Residential Center**. Additionally, please clearly identify the vendor’s name in the body of the email and in the filenames of attached documents to ensure your submission is processed efficiently. **Early submissions are encouraged as late responses may be subject to rejection.**

Please limit your Letter of Interest to a maximum of two (2) page(s), Arial 12-point font, single line spacing and one-inch margins. Please see the **Attachment 1 – Sample Letter of Interest** provided for your reference.

OCFS will provide a confirmation email that the submission has been received. OCFS will not be liable for any costs incurred by interested parties in the preparation of documents submitted in response to this solicitation. Vendors may modify, in writing, or withdraw the content of any submission at any time prior to the due date and time.

### **Questions**

Questions should be submitted via e-mail to [RFP@ocfs.ny.gov](mailto:RFP@ocfs.ny.gov) prior to the due date and time specified on the first page of this announcement. The subject line should include the following information: **SOI # 1117 Graphic Design at Taberg Residential Center**. Please submit your question(s) with adequate time for response. OCFS recommends allowing at least five (5) business days. **Late questions may not be addressed.**

Under the requirement of the Procurement Lobbying Act all communications regarding advertised projects are to be channeled only through the primary contact identified herein.

### **Evaluation Process**

An internal review by OCFS will confirm eligibility. This solicitation is not a guarantee or promise of funding. Available funding to support this initiative will be limited to the amount(s) appropriated in the enacted budget for this purpose and will be awarded to the interested organization deemed to best meet the eligibility requirements.

OCFS may require additional information from an organization before deciding whether the interested organization is eligible and can supply the requested services. If OCFS requests additional information, it must be provided within five (5) business days from request or as otherwise directed in the request.

Upon determination of eligibility, OCFS will notify the eligible organization of their status and the proposed award amount (if any) and request an interview. An award letter will be issued following a satisfactory interview then a work plan, budget with justifications, and other necessary documents will be completed and developed for the contract. If the interview is not satisfactory, OCFS will conduct another internal review of remaining bids to confirm eligibility. Upon determination of eligibility, OCFS will notify the eligible organization of their status and proposed award amount and request an interview. This process will be repeated until an eligible candidate performs a satisfactory interview.

### **OCFS Reserved Rights**

OCFS reserves the right to withdraw, amend or postpone this solicitation, without notice, and without liability, to any applicant, or other party, and may exercise these rights at any time. In addition, OCFS reserves the right to:

- place a monetary cap on the funding amount made in each contract award;
- change any of the schedule dates stated in the solicitation;

- make an award under this solicitation in whole or in part;
- disqualify any applicant whose conduct and/or LOI fails to conform to the requirements of this solicitation;
- reject any LOI if, in the sole discretion of OCFS, it determines the applicant is not a responsible vendor;
- request all applicants who submitted LOIs to present supplemental information clarifying their proposals either in writing or by formal presentation;
- direct all organizations who submitted LOIs to prepare modifications addressing solicitation amendments;
- make funding decisions that maximize compliance with and address the outcomes identified in this solicitation;
- fund only one portion, or selected activities, of the selected applicant's LOI and/or adopt all or part of the selected applicant's LOI based on federal and state requirements;
- eliminate any solicitation requirements unmet by all applicants, upon notice to all parties that submitted LOIs;
- waive procedural technicalities, or modify minor irregularities, in LOI received, after notification to the applicant involved;
- correct any arithmetic errors in any proposal, or make typographical corrections to LOIs, with the concurrence of the applicant;
- negotiate with the eligible applicant(s) prior to contract award;
- require that all LOIs be held valid for a minimum of 180 days from the closing date for receipt of applications, unless otherwise expressly provided for in writing;
- fund any or all of the LOIs received in response to this solicitation. However, issuance of this solicitation does not commit OCFS to fund any proposals. OCFS can reject any proposals submitted;
- use the LOI submitted in response to this solicitation as part of an approved contract. At the time of contract development, awardees may be asked to provide additional budget and program information for the final contract;
- utilize any and all ideas submitted in the LOI received where an award is ultimately made;
- make inquiries of third parties, including but not limited to applicant's references, regarding the applicant's experience or other matters deemed relevant by OCFS. By submitting an LOI in response to this solicitation, the applicant gives its consent to any inquiry made by OCFS;
- where applicable, 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 participants' confidentiality and recognize practical constraints of collecting this kind of information;
- when applicable, consider statewide distribution and regional distribution within New York City, including borough distribution methodology, in evaluating proposals; and
- reject any extraneous terms, alternate activities/work to be performed, added conditions, or exceptions stated by applicants within their LOI. This includes, but is not limited to, proposed changes to the standard terms and conditions of the resulting contract(s).

## **Contract Documents**

Interested parties must review the contract terms and conditions of the contract template provided below.

If applying, your organization must read, understand, and accept all provisions of Appendix A – Standard Clauses for NYS Contracts. Appendix A contains important information related to the contract to be entered into as a result of this announcement and will be incorporated, without change or amendment, into the contract entered into between OCFS and the selected organization(s). By submitting a response to this announcement, your organization agrees to comply with all the provisions of Appendix A. Please review the sample non-grant contract template, which includes the Appendix A, available at:

<https://ocfs.ny.gov/main/contracts/docs/Non-Grant-Contract-Template.pdf>.

In addition, the following documents may be required prior to contracting:

- [Vendor Responsibility Questionnaire](#) (if applicable)
- [Proof of Workers' Compensation Insurance](#) (if applicable)
- [Proof of Disability Benefits Coverage](#) (if applicable)
- [ST-220-CA Contractor Certification to Covered Agency](#) (if applicable)
- [ST-220-TD Contractor Certification](#) (if applicable, for reference only)
- [Appendix A-3, Federal Assurance and Certifications](#) (if applicable)
- [OCFS-4631, MWBE Utilization Plan Form](#) (if applicable)
- [OCFS-4629, Project Staffing Plan Form](#)
- [OCFS-3460, Equal Employment Opportunity \(EEO\) Policy Statement](#)

## **Diversity**

OCFS is committed to identifying, addressing and reducing disproportionality and to eliminating racial and ethnic disparities in our systems of care and custody. Authentic partnerships and joint decision-making with families and communities promote social justice and race equity in order to address disproportionality and disparities in the provision of services to children and families. OCFS strongly encourages qualified minority-owned, women-owned and veteran-owned businesses to submit a letter of interest in response to this announcement.

## **Contact Information**

### **Primary contact:**

Director of Contracts  
NYS Office of Children & Family Services  
52 Washington Street  
Room 202S – Procurement Unit  
Rensselaer, NY 12144  
[RFP@ocfs.ny.gov](mailto:RFP@ocfs.ny.gov)

### **Submit to contact:**

Director of Contracts  
Office of Children & Family Services  
52 Washington Street  
Room 202S – Procurement Unit  
Rensselaer, NY 12144  
[RFP@ocfs.ny.gov](mailto:RFP@ocfs.ny.gov)



## **Attachments**

Please see the following attachments to this announcement, which are available on the New York State Contract Reporter website at <https://www.nyscr.ny.gov> or the OCFS website at <https://ocfs.ny.gov/main/contracts/funding/>.

- **Attachment 1 – Letter of Interest\***
- **Attachment 2 – Submission Checklist\***
- **Attachment 3 – Affirmation of Business Status\***
- **Attachment 4 – References\***

\* Attachments marked with an asterisk **must** be completed and included with your response submission.