

Title: SOI # 1119 Silk Screening at Goshen Secure Center

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

Contract Number: TBD

Contract term: 5 years beginning no earlier than 10/1/2023 and no later than 12/1/2023

Date of issue: 6/21/2023

Due date/time: 7/21/2023 by 4:00 PM Eastern Time

Location: Goshen Secure Center, 97 Cross Rd, Goshen, NY 10924

County: Orange

Background

The New York State Office of Children & Family Services (OCFS) announces a Solicitation of Interest (SOI) for qualified entities that can provide silk screening instruction and training to at-risk youth residing at Goshen Secure Center. Youth should obtain the skills and knowledge needed to obtain a base level knowledge for silk screening. The goal is to teach and train at-risk youth valuable silk screening skills that can be used to obtain gainful employment when reintegrating 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 required to obtain a base level knowledge for silk screening within our enhancement program. Responders must teach the necessary skills and knowledge needed for trainees to learn the art of silk screening. Responders should be able to appeal to a wide range and diverse group of participants and trainees. The desired outcome of this program is to build the capacity, knowledge, and skillsets of the participants and trainees with hands-on trainings for the identified topic areas of silk screening as needed. There is one (1) position available, and OCFS will make one (1) award.

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

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

Goshen Secure Center is located at 97 Cross Road, Goshen, NY 10924. Goshen serves male youthful offenders/adolescent offenders (YO/AO) who were tried and convicted in adult criminal court. Depending on the sentence, youth may remain in OCFS custody up to twenty-one (21) years of age.

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 Business Enterprises (MWBE)
- New York State certified Service-Disabled Veteran-Owned Businesses (SDVOB)

NYS-certified MWBE 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 persons.

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 Silk Screening Enhancement Program is designed to educate participants and trainees, as well as to provide hands-on experience and training with industry standards, software, and equipment. The contract awardee will provide a program where an industry-recognized certificate for Silk Screening will be issued to trainees once the program is completed. The expectation is the certificate will help our at-risk youth obtain employment upon reintegration into the community. Generally, enhancement programs are conducted during afterschool hours Monday-Friday and scheduled as needed on weekends and holidays. The program should cover the below identified silk screening topic areas, and appeal to a wide range and diverse group of participants and trainees. The desired outcome of this program is to build the capacity, knowledge, and skillsets of participants and trainees with hands-on training of the requested topic areas as needed.

Offerors must be able to provide training for the topics listed below:

- Silk screening including production, creating design for digital print while using and displaying proficiency in adobe photoshop, illustrator, and InDesign. These programs will be used to enhance design creation during silk screening production.

- 3-Dimensional Printer proficiency use and applied in the production of digital print on clothing, paper, bedding, and similar articles, etc., using a wide format, print/cut, and other formats as needed.

The selected contract awardee 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 to obtain necessary clearances.

Programming will take place in Goshen Secure Center's silk screen enhancement workshop. The selected contract awardee will be required to undergo a metal detector screening/search process for each visit prior to entry into the facility. Additionally, all electronic devices, phones, contraband, etc. are not permitted inside the facility.

The silk screen workshop is equipped with the necessary software and equipment that participants and trainees will use to create, design, and print onto various items and products, as needed, from start to finish. All necessary materials and supplies needed to perform these services will be included and available at the workshop and provided by OCFS.

Contract awardee will be required to train and teach the Silk Screening Enhancement Program to youth, providing the requested services approximately eight (8) days each month. Each day/session will be conducted at Goshen Secure Center. Each day/session will include providing hands-on training directly to youth up to five (5) hours per day/session, depending on facility status/schedule and participant availability. 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 participants or trainees to be successful and issued a certification.

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-owned or 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
- Have at least three (3) years' experience teaching or providing instruction on:
 - Silk screening including use of:

- Adobe photoshop, illustrator, and InDesign
- Operating a 3-Dimensional Printer
 - Digital print on clothing, paper, bedding, similar articles, etc.
- Agree to obtain clearance from the New York State OCFS State Central Registry (SCR). (The request for clearance must be submitted as soon as it is feasible to do so, and approval must be obtained prior to providing services.)

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 documents, schedules, description, expectations, and sign-in sheet for everyone attending including staff, youth, and the contract awardee. Binder must be readily available for review and audit by the contract awardee for 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. The anticipated start date is 10/1/2023, and the anticipated end date is 9/30/2028. Funding is anticipated to be available for the first year of the contract. The award of a contract does not guarantee 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 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**
 - Must demonstrate that the offeror is an eligible entity
- **Attachment 4 – References**
 - Must result in satisfactory reference checks
- **Resume(s)**
 - Must demonstrate the offeror meets all experience qualifications and requirements listed in Scope of Work and Eligibility Criteria

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

- [OCFS-2647, EO 177 Certification](#)
- [OCFS-4821, CMS User Authorization](#)
- [OCFS-4629, Project Staffing Plan Form](#)
- [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 # 1119 Silk Screening at Goshen Secure 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 prior to the due date and time specified on the first page of this announcement. The subject line should include the following information: **SOI # 1119 Silk Screening at Goshen**. 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. If the applicant's reference check is unsatisfactory, that applicant might be rejected at the sole discretion of OCFS. OCFS also reserves the right to reject a candidate if their rejection is deemed to be in the best interest of the state. If the interview is not satisfactory, OCFS will conduct a subsequent review of remaining bids and repeat this process until an eligible candidate performs a satisfactory interview. Upon satisfactory interview an award letter will be issued, and a work plan and budget with justifications as well as other completed documents necessary will be developed for the contract.

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

Submit to contact:

Director of Contracts
NYS Office of Children & Family Services
52 Washington Street
Room 202S – Procurement Unit
Rensselaer, NY 12144
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.