



**Office of Children  
and Family Services**

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**New York State  
Office of Children and Family Services**

**Grant Procurement**

**REQUEST FOR PROPOSALS**  
**RFP# - 2017-25**  
**New York State Volunteer Generation Fund**  
**Issued: 12/28/2017**

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## 1.0 GENERAL INFORMATION/CALENDAR OF EVENTS

The New York State Commission on National and Community Service (hereafter “the Commission”) seeks applicants for its 2018 Volunteer Generation Fund (hereafter “VGF”) grant opportunity. The Commission is a governor-appointed commission. It is a diverse, non-partisan body of, among others, representatives of business, labor, education, government, human service agencies and community-based organizations. The Commission directs national service policy for the state and directly administers funding awarded by the Corporation for National & Community Service (hereafter “the Corporation”) to support New York State AmeriCorps and Volunteer Generation Fund programs.

The Commission, while independent, is hosted by the New York State Office of Children and Family Services (hereafter “OCFS”) for ease of administration. OCFS provides valuable and critical support to the Commission and is the designated state agency for purposes of issuing the Commission’s Requests for Proposals (hereafter “RFP”) and administering grant contracts. Therefore, within this RFP you will see instances of documents, forms and other information requested by OCFS. While the Commission supports the mission and priorities of OCFS, applicants should prepare their proposals to address the specific parameters of this RFP. Applicants must, however, submit all documents and forms requested by OCFS and, if awarded a grant, applicants must agree to comply with all federal, New York State and OCFS contract and reporting procedures. OCFS is not responsible for the review or evaluation of applicants to this RFP. All decisions made to either approve or not approve an application for funding, or any other actions by New York State regarding applications submitted in response to this RFP, are at the discretion of the Commission.

New York’s Volunteer Generation Fund program receives funding from the Corporation and New York State. The Commission will accept applications for VGF funding from interested non-profit and municipal organizations that aim to alleviate short- and long-term hunger in the State of New York. Successful applicants will act as “flagship” organizations that commit to building capacity for recruiting, training, placing and/or managing volunteers within their organizations and within non-profit organizations in their communities. Applicants must identify how they will utilize volunteers to address these issues and must articulate how the volunteers they recruit, train and/or manage will make a demonstrable impact in their communities.

**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, prior to the deadline for submission of 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 RFP unit or the director's designee(s) at OCFS via email (preferred) to [RFP@ocfs.ny.gov](mailto:RFP@ocfs.ny.gov) or via hard copy, mailed to:

Questions for RFP# - 2017-25, Volunteer Generation Fund  
 New York State Office of Children and Family Services  
 52 Washington Street  
 Room 202S – RFP Unit  
 Rensselaer, NY 12144

### 1.2 Calendar of Events

<b>RFP (2017-25 – VOLUNTEER GENERATION FUND)</b>	
<b>EVENT</b>	<b>DATE</b>
Issuance of Request for Proposals	<b>12/28/2017</b>
Informational Meeting/Technical Assistance Sessions/Bidders Conference ( <i>optional</i> )	<b>1/10/2018 10:00 A.M. ET</b>
<b>Deadline for Submission of Written Questions</b>	<b>1/12/2018 5:00 P.M. ET</b>
Responses to Written Questions Posted in GGS, OCFS Website and Contract Reporter (Anticipated)	<b>1/17/2018-1/19/2018</b>
<b>Recommended Deadline to Prequalify in GGS</b>	<b>1/12/2018</b>
<b>Deadline for Submission of Proposals</b>	<b>1/26/2018 4:00 p.m. ET</b>
Interviews/Site Visits, ( <i>optional</i> ) (not earlier than the week of)	<b>N/A</b>
<b>Anticipated</b> Notification of Award (not earlier than)	<b>2/7/18</b>
<b>Anticipated</b> Contract Start Date (not earlier than)	<b>3/1/2018</b>

### 1.3 Informational Meeting/Technical Assistance Session

The Commission is committed to providing the most current application information available and will rely primarily on the New Yorkers Volunteer website ([www.NewYorkersVolunteer.ny.gov](http://www.NewYorkersVolunteer.ny.gov)) to keep applicants abreast of changes. Applicants are encouraged to monitor this website frequently for

training and technical assistance resources, updates to the application process, and other information. In addition, all updates to this RFP will also be posted to the OCFS website at <http://ocfs.ny.gov/main/bcm/rfp.asp>, the NYS Contract Reporter website at <https://www.nyscr.ny.gov/login.cfm>, and the NYS Grants Gateway at [https://grantsgateway.ny.gov/IntelliGrants\\_NYSGG/module/nysgg/goportal.aspx](https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx).

### **VGf Technical Assistance Conference Call**

The Commission will convene an informational conference call on the date and time indicated under “Informational Meeting/Technical Assistance Sessions/Bidders Conference” in Section 1.2: Calendar of Events. This technical assistance session will address any bidder questions or requests for clarification for this RFP.

The conference call number is 1-844-633-8697; participant code: #95155221.

## **1.4 Submission of Written Questions**

All questions and requests for clarification, or to report errors or omissions in the procurement process, of this RFP should cite the particular RFP section and paragraph number and must be submitted via email (preferred) at [RFP@ocfs.ny.gov](mailto:RFP@ocfs.ny.gov), or by hard copy mail 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 New York State Grants Gateway System (“GGs” or “Grants Gateway”) the NYS Contract Reporter and the OCFS website on the date specified in **Section 1.2 Calendar of Events**.

To view the comprehensive list of questions and responses that are posted to the Gateway, follow the instructions listed below.

- Log onto the Grant Opportunity Portal by clicking the icon that says “Click Here for the Grants Gateway.” Click on “Grant Opportunity.”
- Then click the icon for “Questions and Answers Link or Upload.”
- When you click the link, you will be directed to either a link that will take you to an internet location where the questions can be found, or the questions will be available there to download.

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

Not-for-profit applicants are strongly encouraged to prequalify in the Grants Gateway by the date specified in the table in **Section 1.2 Calendar of Events**, and **MUST** prequalify by the date of submission. Please refer to **Section 3 MINIMUM QUALIFICATIONS TO PROPOSE AND PREQUALIFICATION PROCESS**.

**Note:** Government entities are not required to prequalify in Grants Gateway, but must register to submit an application.

## **1.6 Submission of Proposals**

All proposals must be submitted electronically through Grants Gateway. Please refer to **Section 5 PROPOSAL CONTENT AND SUBMISSION** for further information. Prior to submitting a proposal, bidders must pre-qualify. (See **Section 3 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. [MacBride Fair Employment Principles in Northern Ireland \(OCFS-2633\)](#)
- B. [Non-Collusive Bidding Certification Required by Section 139d of the State Finance Law \(OCFS-2634\)](#)
- C. [Attachment A-2 \(Federal Assurances\)](#)
- D. For complete application and contract requirements for the Minority-and-Women-Owned Business Enterprises (MWBE) and Equal Employment Opportunity (EEO) requirements, refer to **Section 7.10 Mandatory Contracting Requirements (MWBE and EEO) – Requirements and Procedures**. The following are forms to be completed and submitted with your Administrative Application:
  - [Project Staffing Plan Form \(OCFS-4629\)](#)
  - [MWBE Equal Employment Opportunity \(EEO\) Policy Statement Form \(OCFS-3460\)](#)
  - [MWBE Utilization Plan Form \(OCFS-4631\)](#)
- E. For complete application and contract requirements for the New York State Service-Disabled Veteran-Owned Business (SDVOB) Act, please refer to **Section 7.11 Service-Disabled Veteran-Owner Business (SDVOB)** and complete the following attachment: [Attachment-Use of Service-Disabled Veteran-Owned Business Enterprises in Contract Performance](#)
- F. Letters of support and/or MOU from all identified partner organizations (**see Section 4.1 Desired Outcomes and Program Requirements**)

## **1.7 OCFS Reserved Rights**

OCFS reserves the right to:

1. place a monetary cap on the funding amount made in each contract award;
2. change any of the schedule dates stated in this RFP prior to 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 application 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 prior to 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) prior to contract award;
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 applications, unless otherwise expressly provided for in writing;
20. fund any or all 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 and 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, bidders 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. prior to 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, the OCFS website, and the Commission website, [www.newyorkersvolunteer.ny.gov](http://www.newyorkersvolunteer.ny.gov). Potential offerers that were sent the original bid notice via email will receive an email from the RFP 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 Qs and As;
30. OCFS reserves the right to cancel this RFP, in whole or in part, at any time and to reject any and all proposals when appropriate in the best interests of the state; and,
31. OCFS Reserves the right to make adjustments to the funding amount requested based on program need and based on the total dollar value of the applications submitted.

## **2.0 EXECUTIVE OVERVIEW**

### **2.1 Introduction/Description of Program Objectives and Background**

New York State is a national leader in the fight against poverty. However, according to a [2016 report by the United States Department of Agriculture \(USDA\)](#), nearly one million households in New York are still plagued by food insecurity on a regular basis, despite intensive statewide efforts to reverse poverty's impact.

During the last three-year VGF cycle, 8,764 New Yorkers volunteered their time preparing and distributing meals to hungry families. Over the next three years, the Commission intends to direct more volunteer efforts toward eliminating the root causes of food insecurity, so that fewer families struggle with hunger.

Governor Andrew M. Cuomo has made anti-poverty and anti-hunger efforts a priority, and he has governed under the principle of ensuring equal opportunities for all New Yorkers. Governor Cuomo's creation of the New York State Council on Hunger and Food Policy demonstrates this commitment, and in his 2017 State of the State address, Governor Cuomo vowed to make New York "...a place of equal rights and equal opportunity regardless of who you are and regardless of where you come from."

Over the past seven years, the Commission has generated thousands of new volunteers to combat hunger and poverty throughout the state. The Commission is eager to build on these successes to address the urgent issue of hunger and food insecurity in New York, and throughout the duration of this VGF cycle, the Commission will draw upon the knowledge and expertise of the New York State Council on Hunger and Food Policy for guidance.

To address these issues, the Commission seeks to engage volunteers in combating hunger in New York State. The Commission encourages applicants to consider strategies for addressing the root causes of hunger, such as lack of employment, transportation, or financial literacy. In addition, the Commission recognizes the need to build capacity among volunteer organizations throughout New York.

Many nonprofit organizations in New York report that they do not have the staff, financial resources or expertise to run high-quality volunteer programs (Siena College Research Institute, 2012). Therefore, all VGF-funded flagship organizations in New York will be expected to build volunteer management capacity of the nonprofit partners identified in their applications. Funded nonprofits must commit to providing capacity-building support and mentoring to their partner organizations in the areas of recruiting, managing and retaining volunteers.

**NOTE: In response to this RFP, applicants must address the program objectives listed in Section 2.0: EXECUTIVE OVERVIEW and follow the instructions included in Section 5.0: PROPOSAL CONTENT AND SUBMISSION.**

## **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 that many children and families who are involved with the child welfare and juvenile justice systems in New York State 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 to this situation, 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 New York State 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 re-entering 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 partnership 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 that black and Latino children and families continue to comprise 75 percent of the state's children in foster care and about 85 percent of the juvenile justice placements. OCFS views this RFP as an opportunity to heighten public awareness of the issue of disproportionality and to begin to promote policies and practices that will gradually reduce it.

Specific areas that 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 (hereafter “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 New York State can be found through the following link: [Disproportionate Minority Representation \(DMR\)](#).

### **2.3 Purpose and Funding Availability**

The Commission is seeking to fund flagship organizations from communities across New York State that seek to positively impact hungry citizens and families by engaging volunteers. Awards will range between \$70,000 and \$90,000 per year for up to three years. (Continuation funding each year depends on funding availability and performance.) The awards will be split between state and federal funding and the percentages will be determined at a later point of time.

Grants will be made according to the following criteria:

- Responsiveness to the RFP instructions
- Demonstration of need in the community served, related to the proposed programming that will impact that need
- Demonstration of capacity to monitor and evaluate the performance of partner organizations, as described above

Grantees are required to match federal funds at a minimum of 20 percent each year. Matching requirements can be met with cash and/or in-kind support. Please see budget instructions to calculate the correct minimum match.

Grantees may use other federal funding as sources of match. However, applicants should use caution when using other federal funds as match. Prior to submitting an application, an applicant who intends to use other federal funds as match must discuss their intention with the other federal source of funds. That discussion must be documented and written permission from the other federal agency whose funds an applicant intends to use must be obtained.

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

## **2.4 Term of Contract**

The contracts awarded in response to this RFP will be for no more than 36 months, consisting of three 12-month contract periods that are programmatically and fiscally independent with a start date for the initial 12-month period of no earlier than March 1, 2018 and an end date no later than February 28, 2019. Contractors may not begin to provide services prior to the contract start date; OCFS has no obligation to pay for services rendered prior to that time.

Applicants that receive awards of federal funding under this RFP will be subject to applicable federal laws, rules and regulations.

## **3.0 MINIMUM QUALIFICATIONS TO PROPOSE AND PREQUALIFICATION PROCESS**

### **3.1 Minimum Qualifications**

Local and statewide not-for-profit and municipal organizations are eligible to apply for this opportunity. The following organizations are eligible to apply to the Commission for funding through this RFP: Private not-for-profit corporations, local governments, educational institutions, labor organizations, community-based organizations including but not limited to secular and faith-based, with a chapter, office or similar entity operating solely in New York State; partnerships or consortia consisting of the aforementioned, so long as a single applicant entity is defined. Applicants that have never received funding through the Commission are encouraged to apply for funding under this notice.

**For Not-for-Profit applicants: OCFS will only contract with not-for-profit organizations whose governing board (board of directors) includes a minimum of three (3) members.**

### **3.2 Prequalification Process**

New York State has instituted key reform initiatives to the grant contract process that require not-for-profit organizations to register in the New York State Grants Gateway System (GGS) and complete the Vendor Prequalification process for proposals to be evaluated. Not-for-profit organizations will only have to prequalify once every three years, with the responsibility to keep their information current throughout the three-year period.

**Proposals received from not-for-profit applicants that are not prequalified in the Grants Gateway on the proposal due date and time**

**listed in Section 1.2 Calendar of Events will be disqualified from further consideration.**

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

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The [Vendor Prequalification Manual](#) on the [Grants Reform 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 Reform website, download a copy of the [Registration Form for Administrator](#). 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](mailto: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 Reform Team at [grantsgateway@its.ny.gov](mailto: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 your prequalification reviewer has questions or requests changes, you will receive email notification from the GGS.
- Once your “Prequalification Application” has been approved, you will receive a GGS notification that you are now prequalified to do business with New York State.

**Vendors are strongly encouraged to begin this process as soon as possible and at the latest by the date specified in Section 1.2 Calendar of Events to participate in this opportunity.**

### **3.3 Vendor Responsibility Requirements**

Section 163(9)(f) of the New York State Finance Law requires that a state agency make a determination that a bidder is responsible prior to awarding that bidder a state contract. Vendor responsibility will be determined based on the information provided by the bidder, on-line, through the New York State 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 such determination can be revisited at any point up to the final approval of the contract by the New York State 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 New York State 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 [On-line 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 hardcopy notarized 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 New York State VendRep System. These subcontractors are required to submit a questionnaire when the value of the subcontract is \$100,000 or more.

Prior to 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 assignment of a Vendor Identification Number or for direct VendRep System user assistance, the OSC Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at [ciohelpdesk@osc.state.ny.us](mailto:ciohelpdesk@osc.state.ny.us).

The New York State 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 re-enter 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 On-Line 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 GGS. 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**

Applicants must identify a strategy for combating hunger and/or food insecurity in New York State and include a clear, concise needs statement, citing research to document need in their communities. Applicants must also demonstrate adequate financial systems, experience with performance measurement and evaluation, staff capacity and supervision, board involvement and investment, and prequalification under the New York State Grants Gateway system.

Applicants must identify at least three community partners that will work toward the goal of eliminating hunger and/or expanding access to nutritious food. At least one of those partners must demonstrate the capacity to recruit skilled volunteers, who will dedicate their time specifically toward addressing the root causes of hunger, such as lack of employment, transportation, or financial literacy. Applicants must provide at least one example of an activity or service that they, or one of their partner organizations, plan(s) to execute that will address the root causes of hunger. All applicants must articulate how the volunteers they recruit, train, place, and manage will make a demonstrable impact in their communities.

To ensure greater success of the capacity-building component of the VGF program, applicants must identify at least three goals related to building the capacities of their partner organizations. Applicants are advised to survey partner organizations prior to applying about their needs for volunteer assistance, and should state how they will address those needs. Applicants must clearly identify their partner organizations within their application, and must demonstrate how each partner nonprofit plans to engage volunteers in an effective manner. Applicants must work with the Commission to formulate units of measure to demonstrate success.

In sum, applicants must select, design, and articulate a strategy for combating hunger and food insecurity in New York State. Applicants are

required to identify their partner organizations and their partners' expertise in the chosen focus area, and must provide letters of support or Memoranda of Understanding (MOU) from those organizations. Applicants must also demonstrate how they will build volunteer management capacity in their partner organizations, through the development of materials, training sessions, and one-to-one consulting skills. Applicants must explain how they will measure results.

The Commission will work with the VGF grantees to create a common measurement tool. All sub grantees will be required to utilize the same tool and gather data at regular intervals throughout the grant period. This data will be aggregated by the Commission and submitted to the Corporation for National and Community Service, our federal funder.

Additionally, funded organizations must commit to leading at least three national/state day-of-service events each year (National Hunger Awareness Day on June 6<sup>th</sup>, I Love My Park Day on the first Saturday of May, and either Martin Luther King Jr. Day of Service and/or September 11<sup>th</sup> Day of Service and Remembrance). Funded organizations will be encouraged to collaborate with other national service organizations in their respective regions to maximize impact. The Commission may provide direction for those service days on a statewide level. Applicants should explain in some detail the activities that the days of service will involve, how they will advance the missions of their partner organizations, and the overall goal of combating hunger, including how outreach will be conducted to recruit volunteers who are not formally placed with partner organizations.

A high-scoring application will include the following:

1. Identification of three partner organizations with expertise in the subject matter identified as a focus, accompanied by either letters of support and/or MOU from each organization. At least one partner organization identified must have expertise in addressing the root causes of hunger.
2. Identification of partner organizations' capacity building and volunteer management needs, including at least three explicit goals from each organization of how this application seeks to meet those needs.
3. Identification of at least one planned evidence-based component that addresses the root causes of hunger.
4. Demonstration of at least one of the partner organizations' ability to recruit skilled volunteers, defined as individuals who have prior experience assisting various populations with activities that address the root causes of hunger (e.g., lack of employment, transportation, or financial literacy).

5. An outline of volunteer management strategy showing how the applicant will identify, place, and manage volunteers in partner organizations.
6. An outline of the strategy or strategies showing how the applicant will assist and train its partners in developing capacity in the areas of volunteer recruitment, management, and enrichment, and a clear acknowledgment by the partner organizations that they have agreed to accept such assistance, including a clearly identified capacity building goal for each identified partner organization.
7. Commitment to participate in at least three Day of Service events, working with the Commission and the applicant's designated partner organizations.
8. Demonstration of staff expertise in the areas of volunteer management, and capacity building in volunteer organizations.
9. A detailed explanation of a measurement strategy for the following: development of capacity, effective volunteer engagement, and program area results (i.e., impact of activities).
10. Evidence of the applicant's prior experience with developing materials, training sessions, and one-to-one consulting skills.

The Commission will identify applicants that have demonstrated the ability to provide volunteer services focused on a specific need in alignment with New York State priorities. Additionally, applicants may earn up to 10 bonus points, which will be determined by the level of need in the communities to be served. **(Bonus point details can be found in Sections 5.4 Proposal Content and 6.2 Evaluation Process.)**

All applicants must demonstrate adequate financial systems, experience with performance measurement and evaluation, staff capacity and supervision, board involvement and investment, and prequalification under the New York State Grants Gateway System.

Through these criteria, as well as the demonstration of organizational capacity and budgetary adequacy, the Commission will identify applicants that have clearly demonstrated the ability to provide volunteer services focused on a specific need in alignment with New York State priorities.

#### **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 New York State Enterprise IT Policy NYS-P08-005, Accessibility Web-Based Information and Applications, and New York State 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 New York State 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 your proposal and how to prepare your proposal to assist you with your application. Please refer to **Section 5.5 Proposal Submittal Process** for specific instructions on how to submit your application. For purposes of this RFP, the term *proposal* includes all aspects of the application, including narrative, performance measures, logic model, etc. The application will be attached to any contract awarded through this RFP, and will serve as the “Work Plan” in any OCFS contract awarded.

The purpose of the application 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 proposal must be responsive to the desired outcomes identified in **Section 4.1 Desired Outcomes and Program Requirements** of the RFP and should provide value to the OCFS mission. OCFS expects that 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.

Prior to entering their responses to the application in the GGS, applicants should create a word document from the proposal template available in GGS and use it in preparing proposed responses to questions on the proposal (see **Section 5.4 Proposal Content.**) To use the proposal 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 GSS 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 Needs Statement
- B. Capacity Building and Performance Measures
- C. Proposed Project Description
- D. Organizational Capacity
- E. Budget Adequacy

Your proposal will be rated based on your organization's responses to the above sections. Please be sure to address all 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. RFPs that include the applicants' ability to receive additional bonus points will state such in **Section 6.2 Evaluation Process**.

### **Guidelines for Each Section**

#### **A. Community Needs Statement**

Provide a clear and concise needs statement within the applicant's community, with cited research. The application must clearly demonstrate the applicant's knowledge of the demographics, issues and service needs of the community to be served by the proposed project. Describe planning activities that were conducted that contributed to the development of the application. Identify resources that were reviewed or consulted to develop your application, i.e. local plans, goals and/or statewide needs assessment(s) that were used to develop the application. Include trends that support the demand for the proposed project services, identify demographic data, and social and economic changes that may be of significance to the target community to receive project services. Discuss how the proposed project relates to the overall needs of the community.

Provide a description of how the community was involved in planning for the proposed project. Identify at least three community partner organizations that will assist with implementation of the project, and describe community readiness to receive project services.

Describe the target population (individual, community, families, children, etc.): Who is the intended recipient of project services? For whom will proposed project outcomes be achieved? This section must describe the characteristics of the target population to be involved in the program, the geographic area or community to be served, and discuss why the client group is targeted to receive services. The target population represents the individuals and/or families who are the ultimate recipient of the proposed services, and those for whom you want to affect some level of change.

## **B. Capacity Building and Performance Measures**

The Logic Model template format (Attachment B), can be found in the pre-submission uploads folder of the Grants Gateway System. Please use this template by filling in your organization's strategy for meeting the annual targets listed below.

Applicants are required to meet the four capacity building Performance Measures and one hunger alleviation Performance Measure listed below relative to the VGF Grant. Please demonstrate how your organization will meet the targets outlined below:

### **Annual Targets and Flagship Responsibilities:**

1. Each flagship organization will be expected to provide capacity building services to at least three anti-hunger partner organizations annually.
2. Each flagship organization will be responsible for ensuring that at least two out of three of their partner organizations implement three or more effective volunteer management practices as a result of capacity building services each year.
3. Each flagship organization will be responsible for managing at least 300 community volunteers through anti-hunger partner organizations throughout New York State annually.
4. Each flagship organization will be responsible for facilitating at least 2,500 hours of service by community volunteers at partner organizations each year.
5. Each flagship organization will be responsible for ensuring that at least 8,333 individuals annually receive support, services, education and/or referrals to alleviate long-term hunger throughout New York State.

Funded organizations will be expected to recruit, place and track volunteer activity. All VGF recruited volunteers and partner organizations will manage their volunteer time and report to the Commission. Funded organizations and partner organizations will be required to track the activity of the VGF volunteers independent of other volunteers serving with their organizations, preventing any duplication in reporting of volunteers/volunteer activity funded through other initiatives. Funded organizations will conduct pre/post-tests designed to demonstrate the increased capacity of partner organizations in at least three volunteer management practices. The test has been designed by the Commission and is currently utilized throughout the state. Pre-assessment must take place prior to any capacity building activities.



For evaluation purposes, steps may be taken by the Commission and/or by OCFS prior to program implementation to further refine performance objectives of successful applicants. Applicants will be required to collect and maintain information such as: volunteer names, relevant demographic information including location of residence, method of recruitment, participation in orientation and/or training activities, planned and actual role, assignment or activities, start and end dates of service and hours served related to the program's anti-poverty focus. Volunteers must be unduplicated from those recruited/supported by other federal and/or national service programs.

### **C. Proposed Project Description**

Provide a proposed subject matter focus of combating hunger in New York State. Describe the specific service model, services and activities to be conducted by the project. Discuss how the proposed model will address the current status of the target population. Discuss what specific services, core features or essential elements will be funded by the proposed project. Include sufficient detail to demonstrate that the design and delivery of the program is likely to result in attainment of the performance objectives.

Outline a recruitment strategy or strategies showing how the applicant will identify and place volunteers in partner organizations. Identify plans for outreach, collaboration and coordination in and with the community. Describe the characteristics of the prototype volunteer you will seek for these positions.

Outline a strategy demonstrating how the applicant will provide assistance to its partners in developing capacity in the areas of volunteer recruitment, management, and enrichment, and include a clear acknowledgement by the partners that they have agreed to accept this assistance. Describe the role the partner organizations had in the design of the program and why this approach is the best way to achieve the expected objectives.

Discuss how the applicant will obtain ongoing input regarding customer satisfaction with project services from partner agencies and the community.

Identify partner organizations with expertise in combating hunger and the root causes of hunger. Provide a plan to provide volunteer management capacity building to a minimum of three organizations with anti-hunger focus, at least one of which must have expertise in addressing the root causes of hunger, e.g., financial illiteracy and lack of employment skills. What volunteer management practices will you employ? How will you track whether partner agencies have increased their knowledge or enhanced their volunteer management practices? Please confirm: 1) the applicant organization will utilize the Commission-designed volunteer management pre/post assessment tool, 2) the pre-assessment will be administered before any capacity-building services are provided, and 3) that post-

assessment will be conducted following any capacity-building services.

Provide a detailed plan to develop a “Day of Service” on the June 6<sup>th</sup> National Hunger Awareness Day, working with the applicant’s designated partner organizations to address needs related to alleviating hunger. Applicants are also required to affirm that they will recruit for, plan activities for and otherwise participate in Commission-sponsored day-of-service events, including I Love My Park Day, September 11 Day of Recognition and Service, and/or Martin Luther King Jr. “Day of Service.”

#### **D. Organizational Capacity**

Demonstrate the applicant’s success in recruiting, training, placing and managing volunteers, accompanied by data (if available) demonstrating excellent retention rates, volunteer satisfaction, placement organization satisfaction, and value of volunteers recruited to the placement organizations. Describe past accomplishments, special characteristics and resources of your organization that are predictive of your success in achieving the stated performance objectives. Describe how the management of your agency supports the application for this program.

Demonstrate staff expertise in the areas of volunteer management and capacity building in volunteer organizations. Identify the key people in the organization who will be primarily responsible for delivering the program and reaching the performance objectives. Please describe them in terms of capacity including knowledge, skills, expertise, and professional credentials. Describe the history of your organization, experience working with or in the target population, and provide evidence that your organization has the capacity and any required licenses to successfully manage the project. Indicate steps that will be taken to ensure readiness to implement the program on a timely basis.

Provide evidence of the organization’s ability to hire and maintain staff, what activities the organization has initiated to accommodate cultural and linguistic requirements of the community, and how the organization will promote effective coordination with other key partners and service providers in the community to maintain this program. An organizational chart is needed that shows how this program fits into the organization’s goals and mission. Your application must also include letters of support or Memoranda of Understanding (MOU) from those organizations. Please be sure this document is current in the Grants Gateway Document Vault. (see **Section 3.2.2 Complete Your Prequalification Application**). Include any affiliations with other community groups.

Describe the title and role of staff to be hired by the project, required staff qualifications, how staff orientation and training will be provided; and how supervision of staff will be provided. Cultural competence and awareness are critical. Consider whether the staffing pattern for the proposed project is representative of the community, cultures and languages of persons

targeted to receive services. Discuss what activities will be conducted to instill diversity and cultural responsiveness in project services. State whether resumes are required. When completing the budget, identify by title and number all staff to be assigned to this program and whether they will be paid with requested project funds. Indicate staff responsibilities. Confirm that all staff members on the program budget will undergo complete Criminal Background Checks as required by the Commission and the Corporation for National and Community Service. For guidance, see <http://www.nationalservice.gov/resources/criminal-history-check>

## **5.2 Proposed Budget**

Proposal budgets must demonstrate a clear relationship between funds requested and the program activities and objectives. The application budget must include sufficient funds to operate the program successfully. The award amount must be a minimum of \$70,000 and a maximum of \$90,000, and requires a minimum 20 percent match. **(Please refer to Section 2.3 Purpose and Funding Availability for instructions regarding federal funding)**. The size of each budget depends on the scope of the project proposed and must be directly related to the program design.

To complete the budget in the GGS, 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.

### **Budget Check:**

- The cost of items is described in the budget narrative, and for every line item of expense, include in the narrative the specific calculations for determining the total cost of each item.
- All items covered through federal or state funds must be directly related to the provision of services indicated in the proposal.
- All expenses must be incurred within the contract period.
- All shared costs are prorated.
- Reimbursement for travel, lodging, and mileage costs will not exceed the state rates then in effect.
- All amounts listed on the budget summary form reconcile with the relevant budget narrative information.
- The total of ‘Grant Funds’ agrees with the amount requested on the Application Face Page.

### **Non-Allowable Costs:**

The following items cannot be included as federal or state 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 application 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
- Entertainment costs, including social activities for program 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:

- There is a required local share match of 20 Percent of the grant award.
- The local share match may be reflected in any budget category – It does not need to be in the same category as the required OCFS funds.
- The local match can be cash or in-kind.
- To calculate the 20 percent match: federal \$ request/80% = cost of total program. Total – federal \$ = match required.
- If you are requesting \$60,000 (which represents 80% or .8).  $\$60,000/.8 = \$75,000$ .  $\$75,000 =$  the total cost of the program. Minimum match would be \$15,000
- If you are requesting  $\$70,000/.8 = \$87,500$ .  $\$87,500$  is the total cost of the program.  $\$17,500$  is the required match.

## Summary of Personnel Costs\*

### Project Staff Salaries

- List only staff positions included in this project.
- List the percentage of time each staff will spend on this project
  - Percentage of time an employee is engaged in this project (or projects) cannot exceed 100%.
- List the base (annual) salary for each staff position.
  - The base salary should reflect the employee's actual annual salary. The annual salary should be consistent across all projects that the employee's time is charged to.
  - Salaries charged to the project are generally calculated as a percentage of annual salary (total cost salary = annual salary x % of time to be spent on this project). In certain instances, it is allowable to use an hourly rate or per day rate. In such cases, show the complete calculation (e.g., hours X rate) under base salary.
  - If a position has both Administrative and Programmatic responsibilities, show the position on two lines; one for Programmatic responsibilities with associated % of time and one for Administrative responsibilities with associated % of time. Identify Administrative positions in the Personal Narrative.
- List total fringe cost for all personnel.
- If the proposed project is currently operational provide information on the percentage of salary increases, if any, included in the requested budget. Justification must be provided for raises.
- If you anticipate cost of living or merit raises during the contract year, include the increases in the base annual salary charged to project, and note the effective date of the raise.

### Fringe

- List the fringe rate(s) and the positions to which the rate(s) apply.  
The Total Fringe Benefits chargeable to this contract should not exceed the current approved fringe rate, which can be found on the NYS Office of the State Comptroller's web-site at <http://www.osc.state.ny.us/agencies/guide/MyWebHelp/Content/VII/9.htm>
- A higher rate may be considered with justification; any such justification must be included with your application.
- Provide a complete list of benefits used to calculate rate(s); (i.e., 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".

Position/Title	Annual Salary	% of Time	Salary x % of Time**	Fed/State Share	Grantee Share	Total Cost
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
<b>1. Personnel Total</b>						\$0
<b>2. Fringe Benefits Total</b>	<i>Enter Rate:</i>					\$0
<b>3. Total Personal Services Costs</b>						\$0

## Personnel Narrative

Attach a description of the role/responsibility of each position included in the "Summary of Personnel Costs" Section on the previous page. Resumes of key project staff should be included as an addendum to the Project Narrative Section.

Position Title:

Enter Role/Responsibility Below

Position Title:

Enter Role/Responsibility Below

Position Title:

Enter Role/Responsibility Below

Position Title:

Enter Role/Responsibility Below

## Travel

- Includes staff travel only.
- Consultant travel should be shown under the Subcontractor/Consultant 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.
- The state bases travel reimbursements on the latest approved policies and rates set forth by the NYS Office of the State Comptroller (OSC).

Approved mileage rates are updated on the OSC web page: <http://www.osc.state.ny.us/agencies/travel/travel.htm>

- Travel costs include the following: air travel, train, personal auto, bus, taxi, parking fees, thruway tolls, lodging, and meals.
- 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 cost, meals and lodging costs.
- Any conferences or trainings to be attended need to be an integral and essential part of this particular program and necessary and in connection with the project to be funded.
- All out-of-state travel must be pre-approved by the state.

Item	Fed/State Share	Grantee Share	Total Costs
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
<b>Total Travel Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Enter Budget Narrative Below:**

## Equipment

- Equipment is defined as tangible personal property having a useful life of two (2) years or more and an acquisition value of \$5,000 or more per unit.
- Equipment may be purchased or rented whichever is more economical. Equipment rental should be shown under the “Contractual/Consultant” category.
- Cars or vans 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” section of the budget.
- 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 12-month contracts.
- Itemize any equipment to be purchased by type and cost.
  - Explain the program function and need for all items. Be as specific as possible.
  - Clearly describe the item and itemize the cost. If the item is to be used by more than one program, the cost must be pro-rated.
  - Delineate between “Administrative” and “Program” items.

Item	Fed/State Share	Grantee Share	Total Costs
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
<b>Total Equipment Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Enter Budget Narrative Below:**



## Supplies

- Supplies are those items consumed during the term of this contract.
- Describe items to be purchased and provide details showing how estimated costs were developed.
- List major supply items (office, program, janitorial, etc.).
  - Justify these costs in terms of number of staff and programmatic functions, and how the request relates to service provision.
  - Delineate between “Administrative” and “Program” items.

Item	Fed/State Share	Grantee Share	Total Costs
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
<b>Total Supplies Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Enter Budget Narrative Below:**

## Contractual and Consultant Costs

- This category includes costs for institutions, individuals, or organizations external to the agency.
- Justify the need and/or purpose for the contractual/consultant services in the narrative.
- Include expenses for equipment rental/lease agreements.
- Specify the services to be provided and indicate how the cost was determined.
- Delineate between “Administrative” and “Program” items.
- Indicate whether consultant’s rate includes travel and lodging.  
The OCFS share of travel expense must be based upon state guidelines; payment cannot exceed the state rates then in effect. Refer to: <http://www.osc.state.ny.us/agencies/travel/travel.htm>
- If the consultant/contractor is reimbursed at an hourly rate, the hourly rate and the number of hours must calculate accurately and be included in the budget narrative.

Item	Fed/State Share	Grantee Share	Total Costs
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
<b>Total Contractual/Consultant Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Enter Budget Narrative Below:**

## Training Expenses

- All proposed expenses relative to training volunteer generation program staff.
- Justify the need to training expenses.
- Specify the services to be provided and how the cost was determined.

Item	Fed/State Share	Grantee Share	Total Costs
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
<b>Total Training Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Enter Budget Narrative Below:

**Evaluation Expenses**

- All proposed evaluation expenses must be included.

Item	Fed/State Share	Grantee Share	Total Costs
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
<b>Total Evaluation Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Enter Budget Narrative Below:

## Other Program Operating Expenses

- Food/refreshments are not an allowable expense 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 utilities, telephone and communication, shipping, delivery and messenger services, insurance, reprint permissions, reproduction, photocopying and printing costs, audio-visual and print production costs, materials, development costs, advertising costs for recruiting new hires, books, journals, periodicals, computer time, library services, audio-visual services, keypunch services, facility rental, and off-site rental.
  - 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.

Item	Fed/State Share	Grantee Share	Total Costs
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
<b>Total Other Program Operating Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Enter Budget Narrative Below:**

## Administrative Expenses

- Administrative costs are general or centralized expenses of the overall administrative of an organization that receives Corporation funds. Administrative costs do not include particular project costs. Cost may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's overall indirect cost rate. An organization may choose one of two methods to calculate allowable administrative/indirect expenses: The Corporation's fixed percentage method or the federally approved indirect costs rate method. Regardless of the option chosen, the Corporation's share of administrative costs is limited to 5 percent of the total Corporation funds actually expended under this grant.

Item	Fed/State Share	Grantee Share	Total Costs
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
<b>Total Other Program Operating Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Enter Budget Narrative Below:

<b>BUDGET SUMMARY</b>	
AGENCY NAME:	
CONTRACTOR NAME:	
PERIOD OF BUDGET:	

The purpose of this form is to document the budget for the proposed project. Indicate the amount of funds being requested to support the proposed project under "State Funds."

Expense Category	Fed/State Share	Grantee Share	Total Project Cost
1	2	3	4
<b>A. Personnel Services</b>			
1. Project Staff Salaries			
2. Fringe Benefits			
3. Total Personnel Services (Add Lines 1 & 2)			
<b>B. Non-Personnel Services</b>			
4. Travel			
5. Equipment			
6. Supplies			
7. Contractual and Consultant Services			
8. Training			
9. Evaluation			
10. Total Non-Personnel Services (Add Lines 3 through 9)			
<b>C. Administrative Costs</b>			
<b>D. Project Total (Add Line 3 + Line 10 + Line C)</b>			
		<b>Grantee Share</b>	
		*Use calculation below	

**\*Grantee Match Calculation** = Federal \$ request/80% = cost of total program. Total – federal \$ = match required.

**Total costs** entered for each budget category above must reflect totals from previous Budget Sections.

**Grantee Share** refers to all funds other than this grant award, including in-kind contributions to support the project as described in the narrative section of the application. The type and amount of in-kind contributions should be specifically identified under the appropriate budget section. Total amount of the in-kind portion of local share should be entered in parenthesis next to "Local Share Project Total" space.

**State Funds** are the funds you are requesting through this application.

**Budget Narrative:** Complete the narrative section for each part of the budget. Instructions are included on the following application budget pages.

**Note:** All items in the budget must be consistent with the goals and objectives of the project narrative. Additional budget narrative pages may be attached as necessary.

**(\*Please note that this form is for reference purposes only. A separate form will be included in the Grants Gateway for your completion.)**

### 5.3 Key Concepts

**Empire State Poverty Reduction Initiative (ESPRI)** – A statewide anti-poverty program targeting 16 named communities: Albany, Binghamton, Elmira, Hempstead, Newburgh, Oneonta, Troy, Syracuse, Buffalo, Rochester, Watertown, Utica, Oswego, Jamestown, Bronx, and Niagara Falls.

**Food Desert** – A region with limited access to affordable and nutritious food. The USDA defines a food desert as a region where the availability of nutritious food is located greater than one mile from the population center (urban) or greater than ten miles from the population center (rural). For more details, visit the linked USDA Economic Research Service Atlas: <https://www.ers.usda.gov/data-products/food-access-research-atlas/go-to-the-atlas>

**Root causes of hunger** – For the purposes of this RFP, the phrase “root causes of hunger” refers to economic or socioeconomic catalysts of long-term hunger, such as lack of employment, financial illiteracy, transportation challenges, etc.

**Skilled Volunteers** – Individuals who have prior experience assisting various populations with activities that address the root causes of hunger (e.g., employability, literacy, education, etc.).

### 5.4 Proposal Content

Your proposal will consist of responses to the following questions in the GGS.

#### Administrative Questions

No.	Question	Max. Points
1	Are you prequalified in Grants Gateway (see <b>Section 3.2 Prequalification Process</b> )?	0
2	Have you completed the Vendor Responsibility Questionnaire and has it been recently certified (see <b>Section 3.3 Vendor Responsibility Requirements</b> )?	0
3	Have you provided the name, mailing address, phone number, and email address of the executive director of your organization who should receive notification of award/non-award?	0
4	Have you provided the name, title, mailing address, phone number, and email address of any other individual in your organization who should receive notification of award/non-award?	0
5	Did you upload to the “Pre-Submission Uploads” section of your application all required attachments or agreements?	0



## Work Plan Questions

No.	Question	Max. Points
6	Community Needs Statement: Provide a clear and concise need statement with cited research. This statement must clearly demonstrate the applicant's knowledge of the demographics, issues and service needs of the community to be served by the proposed project. Statement should be in accordance with <b>Section 5.1.A: Technical Proposal Content/Workplan - Community Needs Statement.</b>	15
7	Capacity Building and Performance Measure: Complete the logic model template (RFP Attachment B) and upload it to the "Pre-Submission Uploads" section of your application. The targets included should be specific, measurable, achievable, reasonable and timely (SMART), and in accordance with <b>Section 5.1.B: Technical Proposal Content/Workplan - Capacity Building and Performance Measures.</b>	20
8	Proposed Project Description: The workplan provided should focus on combatting hunger in New York State and should describe the specific service model, services, and activities you will conduct. Proposed Project Description should be in accordance with <b>Section 5.1.C Technical Proposal Content/Workplan - Proposed Project Description.</b>	40
9	Organizational Capacity: Demonstrate your organization's ability to recruit, train, place and manage volunteers, and identify at least three organizations with expertise in combatting hunger that you will work with on this project, in accordance with <b>Section 5.1.D: Technical Proposal Content/Workplan - Organizational Capacity.</b> Your application must include letters of support or Memoranda of Understanding (MOU) from those organizations.	5
	<b><i>BONUS POINTS (Note: Applicant can only qualify for one of the three bonus point categories below.)</i></b>	
10	<b>A total of five</b> bonus points will be awarded to applicants that propose to serve an ESPRI (see <b>Section 5.3 Key Concepts</b> ) city or cities; <b>and/or</b> , a county or counties with a poverty index of 14 percent or more, as indicated by the following linked index: <a href="https://www.indexmundi.com/facts/united-states/quick-facts/new-york/percent-of-people-of-all-ages-in-poverty#chart">https://www.indexmundi.com/facts/united-states/quick-facts/new-york/percent-of-people-of-all-ages-in-poverty#chart</a> .  <b>OR</b>	5
11	<b>A total of seven</b> bonus points will be awarded to applicants that propose to serve an ESPRI city or cities <b>and/or</b> county or counties with a poverty index of 14 percent or more (as determined by the index referenced in the above paragraph), <b>AND</b> is/are considered rural by the United States Department of Housing and Urban Development (HUD) HudExchange, as indicated in the following linked index: <a href="https://www.hudexchange.info/resources/documents/FY2010ListofRuralCounties.pdf">https://www.hudexchange.info/resources/documents/FY2010ListofRuralCounties.pdf</a> .  <b>OR</b>	7
12	<b>A total of ten</b> bonus points will be awarded to applicants that propose to serve an ESPRI city or cities <b>and/or</b> a county or counties with a poverty index of 14 percent or more <b>AND</b> is/are considered by the United States Department of Agriculture (USDA) to be food deserts, as indicated by the linked USDA Economic Research Service Atlas: <a href="https://www.ers.usda.gov/data-products/food-access-research-atlas/go-to-the-atlas">https://www.ers.usda.gov/data-products/food-access-research-atlas/go-to-the-atlas</a> .	10

## Budget Questions

No.	Question	Max. Points
13	Submit a budget that reflects realistic and necessary expenses and that includes justifiable and allowable costs only. Budget should be in accordance with <b>Section 5.2 Proposed Budget</b> .	20

**Please Note:** To complete the RFP Attachment B – Logic Model, and the Budget in the GGS, you must do the following:

1. Download the documents from the “Pre-Submissions Upload” section in your grant application.
2. Complete the documents and convert them to a PDF.
3. Upload (attach) your completed documents to the “Pre-Submission Uploads” section of your grant application.

### **5.5 Proposal Submittal Process**

#### **How to Submit a Proposal**

To access the online proposal and other required documents such as the attachments, you must be registered and logged into the NYS Grants Gateway system in the user role of either a “Grantee” or a “Grantee Contract Signatory.” For tutorials (training videos) on using the Grants Gateway, refer to: <https://grantsreform.ny.gov/youtube>.

**Note:** Only users logged in with the following roles can submit the application for review: (1) Grantee Contract Signatory; and, (2) Grantee System Administrator. Applications must be submitted online via the Grants Gateway by the date and time indicated in Section 1.2 Calendar of Events of this RFP.

Please visit the Grants Reform website at the following web address: <http://grantsreform.ny.gov/grantees> and select “Quick Start Guide: Applications” from the Grants Gateway menu for information on the process.

To find the Request for Proposal, log into the Grants Gateway and from the Welcome Page, click “Browse Now!” under “Browse,” then do one of the following:

- Click the link for the opportunity; or
- Search for the opportunity by selecting the Office of Children and Family Services as the funding agency and pressing the “Search” button.

Once you locate the solicitation you are looking for, click on the name of that Grant Opportunity, and you will be taken to a summary page called *Grant*

*Opportunity Portal – Grant Opportunity Profile.* You will see a brief description of the opportunity, a link to “View Grant Opportunity” (lower left of screen), or the option to click a link that will take you to the opportunity on an external website (upper middle of screen). Please note that even though you have access to the PDF of the RFP, all responses to the RFP must be answered in the GGS.

Please note:

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

### 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** on Communication on page one of this RFP.

Grants Reform Videos (includes a document vault tutorial and an application tutorial) are available on YouTube:  
<http://www.youtube.com/channel/UCYnWskVc7B3ajjOVfOHL6UA>

**Grants Gateway Help Desk: 518-474-5595**

Agate Technical Support Help Desk  
Phone: 1-800-820-1890  
Hours: Monday thru Friday 8am to 8pm  
Email: [helpdesk@agatesoftware.com](mailto:helpdesk@agatesoftware.com)  
(Technical questions)

Grants Team email: [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov)  
(Proposal completion, policy, and registration questions)

<https://grantsgateway.ny.gov/>

## **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**

If a proposal meets the minimum criteria, it will be reviewed and scored by at least two readers selected by the Commission. Prior to beginning any review, each reviewer will sign a Conflict of Interest (COI) Disclosure & Confidentiality Agreement Form for each application read. These readers will review the proposal as a team and will be asked to agree on a consensus score sheet that will be used to rank proposals. The score sheet will align with the outline and points values specified in this RFP. If, and only if, the readers cannot come to consensus, an additional reader may be asked to review the proposal and to work with the original readers to submit a consensus score sheet.

Applicant scores will be charted and rank-ordered by score, from the highest scoring application to the lowest. All applications and the completed scoring chart are presented to the Commission for review, and the Commission will then determine which applications will receive Volunteer Generation Funding.

The Commission's funding decisions will be based on the highest scoring applications. In the event of a tie between two or more applications the Commission reserves the right to fund the application requesting the lesser total amount.

***Applications will be rated by a Review Team using the following criteria and points values:***

1. Community Needs Statement (15 points)

Up to 15 points will be awarded based on the applicant's demonstration of knowledge of demographics, issues, and service needs of the community to be served by the proposed project, as well as local involvement. See section **5.1.A Technical Proposal Content/Workplan – Community Needs Statement** for specific instructions.

2. Capacity building and anti-hunger performance measures (20 points)

Up to 20 points will be awarded based on the quality of the logic models, whether they accurately reflect the Proposed Project Description and whether the targets are specific, measurable, achievable, reasonable and timely. See section **5.1.B Technical Proposal Content/Workplan – Capacity Building and Performance Measures** for specific instructions.

3. Proposed Project Description (40 points)

Up to 40 points will be awarded based on the applicant's demonstration of a recruitment strategy or strategies that will result in the identification and placement of qualified volunteers, increased capacity in community partner organizations, a plan to participate in at least three national/state days of service, and a plan to address the root causes of hunger (e.g., financial literacy and lack of employment skills). See section **5.1.C Technical Proposal Content/Workplan – Proposed Project Description** for specific instructions.

#### 4. Organizational Capacity (5 points)

Up to 5 points will be awarded based on the applicant's identification of relevant partner organizations, demonstration of success in recruiting, training, placing and managing volunteers, and demonstration of staff expertise in volunteer management and capacity building. See section **5.1.D Technical Proposal Content/Workplan – Organizational Capacity** for specific instructions.

The Commission anticipates making multiple awards pursuant to this solicitation. Awards will be made based on the criteria outlined in this RFP.

#### 5. Budget (20 points)

Proposal budgets must demonstrate a clear relationship between funds requested and the program activities and objectives. The proposal budget must include sufficient funds to operate the program successfully and meet all match requirements.

### **Bonus Points**

The Commission is committed to fostering a volunteer network across the state of volunteers from a variety of backgrounds that serve diverse and high-need populations. To achieve this objective, the Commission will award the following bonus points to the final proposal score:

**Note:** Applicant can only qualify for **one** of the three bonus point categories below.

- **Tier 1 - A total of five** bonus points for:
  - Applicants that propose to serve an ESPRI city or cities (see **Section 5.3 Key Terms**);  
**And/Or**
  - A county or counties with a poverty index of 14 percent or more, as indicated by the following linked index: <https://www.indexmundi.com/facts/united-states/quick-facts/new-york/percent-of-people-of-all-ages-in-poverty#chart>.
  
- **Tier 2 - A total of seven** bonus points for:
  - Applicants that propose to serve an ESPRI city or cities  
**And/Or**
  - A county or counties with a poverty index of 14 percent or more (as determined by the index referenced in the above paragraph)

**AND**

  - Is/are considered rural by the United States Department of Housing and Urban Development (HUD) HudExchange, as indicated in the following linked index:

<https://www.hudexchange.info/resources/documents/FY2010ListofRuralCounties.pdf>.

- **Tier 3 - A total of ten** bonus points for:
  - Applicants that propose to serve an ESPRI city or cities  
**And/Or**
  - A county or counties with a poverty index of 14 percent or more (as determined by the index referenced in the above paragraph)
  
- AND**
- Is/are considered by the United States Department of Agriculture (USDA) to be a food desert, as indicated by the linked USDA Economic Research Service Atlas:  
<https://www.ers.usda.gov/data-products/food-access-research-atlas/go-to-the-atlas>.

### **6.3 Bonus Points: RECC**

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 the associate commissioner for financial management of OCFS or his or her designee.
8. "Decision after appeal" shall mean the decision on the appeal of a formal protest by the executive deputy commissioner of OCFS 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 fifteen calendar days of release of the written, electronic notice from OCFS that the offerer's proposal did not result in an award.
2. OCFS, upon receipt of a timely written request from the unsuccessful offerer, will schedule the debriefing to occur within a reasonable period of time following the receipt of such request. 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 that their future proposals, bids or offers could 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.

#### A. Submission of Bid or Award Protests

Formal protests concerning a pending contract award must be received within five (5) business days after the protesting party knows or should have known of the facts that constitute the basis of the formal protest. 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).

In addition, where a debriefing was requested, a bidder may file a protest within five business days from the debriefing (in addition to the original 10-day window from notice of award).

#### B. Review and Formal Protest Determination

1. Formal protests must be filed with the OCFS associate commissioner for financial management. Any protests filed with the OCFS program division responsible for the procurement will be forwarded to the associate commissioner for financial management. Copies of all formal protests will be provided by the associate commissioner for financial management to the OCFS Division of Legal Affairs and other necessary parties within OCFS, as determined by the associate commissioner for financial management.
2. 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.
3. 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 associate commissioner for financial management or the associate 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.
4. The OCFS associate commissioner for financial management 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 executive deputy



commissioner, shall be sent to the protesting party or its agent within thirty (30) business days of receipt of the formal protest, except that upon notice to the protesting party such period may be extended by OCFS. The formal protest determination will be recorded and included in the procurement record, or otherwise forwarded to the OSC.

#### C. Appeal of Formal Protest Determination

1. If the protesting party is not satisfied with the formal protest determination, the protesting party **must** submit a written notice of appeal to the executive deputy commissioner of OCFS no more than fifteen (15) business days after the date the formal protest determination is sent to the protesting party.
2. The executive deputy commissioner or his or her designee shall hear and make a decision after appeal on all appeals.
3. An appeal may not introduce new facts unless responding to facts or issues unknown to the protesting party prior to the formal protest determination.
4. The regulations expressly provide that the protester's reply to the public contracting entity's answer is the last formal submission allowed as of right and BOC is not obligated to consider or address additional/supplement findings (Section 24.4 [f]). In the case of an appeal, the regulations continue the old rule of not providing for a protester's reply (since the protester already had an opportunity to voice the issues during the agency level protest) but do not permit a protester to reply in the event the successful bidder is protesting the agency's decision to uphold the agency level protest (Section 24.4 [c][3]).
5. Rather than requiring an affirmation that the relevant parties have been copied, the regulations allow proof of delivery of various submission either by a showing that an electronic copy has been provided (via cc on an email to the parties) or by attaching to the protest an affirmation in writing.
6. In the case of a protest related to a multiple award procurement, the protest must be filed before BOC acts on any such contract award related to that procurement. The purpose of this provision is to avoid the need to formally process a protest where BOC has already approved one or more of the multiple awards. Where there are multiple successful bidders, they only need to be copied if BOC directs the protester to do so (Section 24.4 [b][3], [c][2] and [e][3]; Sections 24.5 [b][3] and [c][2]).

#### D. Reservation of Rights and Responsibilities of OCFS

1. 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.

2. 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.
  3. 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 prior to issuance of a formal protest decision.
  4. 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 prior to 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.
    - a. 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 prior to 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).
    - b. If a formal protest determination or decision after appeal is made after the transmittal of the procurement record and contract(s) to OSC, but prior to 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.
- All records related to formal protests and appeals shall be retained for at least one (1) 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 ten business days of the date the protesting party received OCFS's 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, 11<sup>th</sup> 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 timeframes. Awardees must be available and prepared to respond within the required timeframes. 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 work begins or payments are made. This RFP includes all relevant contract terms and conditions, which can be found in **Section 8 CONTRACT DOCUMENTS**. Upon contract award and completion of negotiations, OCFS will send successful awardees the complete contract for development and signature prior to 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. In the event that 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.**

#### **A. 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 four forms:  
<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 Fund; or
- **Form SI-12** - *Certificate of Workers' Compensation Self-Insurance*; or **Form GSI-105.2** *Certificate of Participation in Workers' Compensation Group Self-Insurance*; or
- **CE-200** - *Certificate of Attestation of Exemption* from NYS Workers' Compensation and/or Disability Benefits Coverage.

## **B. 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 these three forms:  
<http://www.wcb.ny.gov/content/main/forms/AllForms.jsp>

- **Form DB-120.1** - *Certificate of Disability Benefits Insurance*; or
- **Form DB-155** - *Certificate of Disability Benefits Self-Insurance*; or
- **CE-200** - *Certificate of Attestation of Exemption* from New York State Workers' Compensation and/or Disability Benefits Coverage.

## **7.4 Contractor Employee and Volunteer Background/Confidentiality Non-Disclosure Agreement Forms (if applicable)**

OCFS is responsible for maintaining the safety of the youth in its care. New York State law requires that any client identifiable information be kept confidential. Any contractor who will provide goods and/or services to a residential facility or programs operated by OCFS must require all of its employees and volunteers who will have the potential for regular and substantial contact with youth in the care or custody of the commissioner of OCFS to complete and sign the [Confidentiality Non-Disclosure Agreement \(OCFS-4715\)](#) and [Contractor Employee and Volunteer Background Certification \(OCFS-4716\)](#) forms. These forms must be completed before any such employees and/or volunteers are permitted access to youth in the care or custody of OCFS, and/or any financial and/or client identifiable information concerning such youth. **The forms should be completed after the bidder has been awarded funding, during the contract development, and only if applicable.** For additional information see

Attachment A-1, **Section 3b. Confidentiality and Protection of Human Subjects**, located in **Section 8.0 CONTRACT DOCUMENTS – Attachment A-1, Agency Specific Terms and Conditions**.

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

Not-for-profit vendors must be registered with the New York State 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 charities registration information, contact: [https://www.charitiesnys.com/RegistrySearch/search\\_charities.jsp](https://www.charitiesnys.com/RegistrySearch/search_charities.jsp)

### **7.6 Federal Requirements**

See Attachment A-2, *Federally Funded Grants*, which is located in the Master Contract for Grants, that is referenced in **Section 8 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 New York State 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 e-pay program must match exactly the contractor 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:

<http://osc.state.ny.us/vendors/epayments.htm>

## **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 prior to 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**

Recipients of grant awards must also be registered in the New York Statewide Financial System (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: [http://www.osc.state.ny.us/vendor\\_management/index.htm](http://www.osc.state.ny.us/vendor_management/index.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. For more information and details regarding required forms, see [Appendix MWBE](#).

#### **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 Minority- and Women-Owned Business Enterprises (“MWBEs”) and the employment of minority group members and women in the performance of OCFS contracts.

#### **7.10.2 MWBE Business Participation Opportunities – OCFS Established Goals**

A. For purposes of this solicitation, OCFS hereby establishes an overall goal of 30 percent for MWBE participation, 15 percent for New York State-certified Minority-owned Business Enterprise (“MBE”) participation and 15 percent for New York State-certified Women-owned Business Enterprise (“WBE”) participation (based on the current availability of MBEs and WBEs), however, strict adherence to the suggested 15 percent MBE and 15 percent WBE utilization goal is not required as long as the overall goal of 30 percent is met. A contractor (“Contractor”) on any contract resulting from this procurement (“Contract”) must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors and suppliers in the performance of the Contract. To that end, by submitting a response to this RFP, the respondent agrees that OCFS may withhold payment pursuant to any Contract awarded as a result of this RFP pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>. [Click on the Click on the MWBE Directory on the right hand side](#). For guidance on how OCFS will evaluate a Contractor’s “good faith efforts,” refer to 5 NYCRR § 142.8.

The respondent understands that only sums paid to MWBEs for the performance of a commercially useful function, as that term is defined in 5 NYCRR § 140.1, may be applied towards the achievement of the applicable MWBE participation goal. The portion of a contract with an MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be 25 percent of the total value of the contract.

### 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 MWBEs had the Contractor achieved the contractual MWBE goals; and (2) all sums actually paid to MWBEs 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 viewed at <https://ny.newnycontracts.com>, provided, however, that a respondent may arrange to provide such evidence via a non-electronic 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 with their bid or proposal. Any modifications or changes to an accepted MWBE Utilization Plan after the Contract award and during the term of the Contract must be reported on a revised MWBE Utilization Plan and submitted to OCFS for review and approval.

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 the notice of deficiency within seven (7) business days of receipt by submitting to the OCFS a written remedy in response to the notice of deficiency, to [MWBEINFO@ocfs.ny.gov](mailto:MWBEINFO@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 (5) 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
- d) If OCFS determines that the respondent has failed to document good faith efforts

The successful respondent will be required to attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the Contract. Requests for a partial or total waiver of established goal requirements made subsequent to the Contract Award may be made at any time during the term of the Contract to OCFS, but must be made no later than prior to the submission of a request for final payment on the Contract.

The successful respondent will be required to submit a quarterly M/WBE Contractor Compliance & Payment Report to OCFS, by the 10<sup>th</sup> 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 submission of a bid or proposal in response to this solicitation, the respondent agrees with all of the terms and conditions of Appendix A – Standard Clauses for All New York State Contracts including Clause 12 - Equal Employment Opportunities for Minorities and Women OR Authority equivalent to Appendix A. 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, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim 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 a Minority and Women-owned Business Enterprise and Equal Employment Opportunity Policy Statement, Form # 4, 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 a Workforce Utilization Report, in such format as shall be required by OCFS on a Quarterly basis during the term of the Contract.

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 sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (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) to increase the participation of such businesses in New York State's contracting opportunities. The SDVOB Act, which is codified under Article 17-B of the Executive Law, acknowledges that SDVOBs strongly contribute to the economies of the state and the nation. Therefore, and consistent with its Master Goal Plan, OCFS strongly encourages vendors who contract with OCFS to consider the utilization of certified SDVOBs that are responsible and responsive for at least six (6) percent 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 practical, and consistent with the legal requirements of the State Finance Law and the Executive Law. Certified SDVOBs may be readily identified through the directory of certified businesses at: [https://ogs.ny.gov/Veterans/Docs/CertifiedNYS\\_SDVOB.pdf](https://ogs.ny.gov/Veterans/Docs/CertifiedNYS_SDVOB.pdf).

For additional information relating to the use of certified SDVOBs in contract performance, and participation by SDVOBs with respect to state contracts through Set Asides, please refer to the following:

- [Use of Service-Disabled Veteran-Owned Business Enterprises in Contract Performance](#)
- [Participation by Service-Disabled Veterans with Respect to State Contracts Through Set Asides](#)
- <https://ogs.ny.gov/Veterans/docs/Guidelines.pdf>

## **7.12 Omnibus Procurement Act**

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; and has
2. documented their efforts to encourage the participation of New York state business enterprises as suppliers and subcontractors by showing that they have:
  - Solicited bids, in a timely and adequate manner, from ESD business enterprises, including certified minority/women-owned businesses; or
  - Contacted ESD to obtain listings of New York State business enterprises and MWBEs; or
  - Placed notices for subcontractors and suppliers in newspapers, journals or other trade publications distributed in New York State, or
  - Participated in bidder 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 New York State residents of employment opportunities by listing any such positions with the Community Services Division of the New York State 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. Bidders located in a foreign country are notified that the state may assign or otherwise transfer offset credits to third parties located in New York State, and the bidders shall be obligated to cooperate with the state in any and all respects in making such assignment or transfer, including, but not limited to, executing any and 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. Bidders are hereby notified that state agencies and authorities are prohibited from entering into contracts with businesses whose principle place of business is located in a “discriminatory jurisdiction.” Discriminatory jurisdiction is defined as a state or political subdivision which employs a preference or price distorting mechanism to the detriment of or otherwise discriminates against a New York State business enterprise in the procurement of commodities and services by the same or a nongovernmental entity influenced by the same. A list of discriminatory jurisdictions is maintained by Commissioner of the New York State Empire State Development Corporation.

## 8.0 CONTRACT DOCUMENTS

The contract documents consist of the documents listed below.

1. Face Page
2. Signatory Page
3. NYS Standard Terms and Conditions (State of New York Master Contract for Grants)
4. Master Contract for Grants Attachment A-1 (Agency-Specific Terms and Conditions)
5. Master Contract for Grants Attachment A-2 (Federally Funded Grants)
6. Master Contract for Grants Attachment B: Budget and Instructions
7. Master Contract for Grants Attachment C: Work Plan
8. Master Contract for Grants Attachment D: Payment and Reporting Schedule
9. [Minority- and Women-Owned Business Enterprises \(MWBE\) Appendix](#)

NYS Standard Terms and Conditions (State of New York Master Contract for Grants) is located in the **NYS Grants Gateway System (GGS)** at the following link:  
[http://www.grantsreform.ny.gov/sites/default/files/docs/nys\\_master\\_contract\\_for\\_grants\\_8\\_14.pdf](http://www.grantsreform.ny.gov/sites/default/files/docs/nys_master_contract_for_grants_8_14.pdf)

## 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 Proposal:** 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**

All applicants are required to submit either letters of support and/or MOU from all identified partner organizations. Letters and/or MOU should be submitted to the “Pre-Submission Uploads” section of your application.

**All applications must be submitted in the grants gateway by the date and time indicated in Section 1.2 Calendar of Events.**

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

### **ATTACHMENTS**

- RFP Attachment A – Application Cover Page – Agreement
- RFP Attachment B – Logic Model Template