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Release Date: 2/2/2016

Request for Proposals

Targeted Supplemental Nutrition Assistance Program  
(T-SNAP) Outreach II

Submission Deadline:  
4/15/2016

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## **I. Important Information**

This page contains information regarding the Targeted Supplemental Nutrition Assistance Outreach Program (T-SNAP) Request for Proposals (RFP) that is essential for any prospective applicant. Since the T-SNAP RFP is released through the New York State (NYS) Grants Gateway system, the traditional manner of submitting hard copy applications to the Office of Temporary and Disability Assistance (OTDA) is no longer permitted. As a result, OTDA has tailored the design of the RFP to assist applicants in navigating and submitting proposals through the Grants Gateway system correctly. The T-SNAP RFP is categorized into four sections listed below:

1. Part A: RFP Summary Information;
2. Part B: Application Instructions;
3. Part C: Upload of Required Documents; and,
4. Part D: Printed Version of Grants Gateway Application.

### **A. RFP Summary Information**

This section of the RFP is the traditional 20-30 pages explaining the requirements of the RFP. This section details the timelines, summary, program and contract information, proposal requirements, and other important procurement information.

### **B. Application Instructions**

All agencies submitting a proposal for this procurement must use the NYS Grants Gateway system at [www.grantsgateway.ny.gov](http://www.grantsgateway.ny.gov) . Because this is a new system and many organizations may not have experience navigating and using the system, we have included this section to assist applicants in utilizing the system efficiently.

### **C. Upload of Required Documents**

This section will list all documents and forms that must be submitted with the application. Where there is a document requested, a link is provided so the applicant can download, complete, and upload the form as required. Forms should not be uploaded as PDF.

### **D. Printed Version of Gateway Application**

This section will contain a complete copy of the application questions contained in the Grants Gateway system.

### **E. Prequalification Requirement**

Pursuant to the NYS Division of Budget Bulletin H-1032, dated June 7, 2013, NYS has instituted key reform initiatives to the grant contract process which requires not-for-profits to register in the Grants Gateway and complete the Vendor Prequalification process for proposals to be evaluated. Information on these initiatives can be found on the Grants Reform Website at <https://www.grantsreform.ny.gov>.

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, which details the requirements, and an online tutorial are available to walk applicants through the process.

### **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 please e-mail [grantsreform@budget.ny.gov](mailto:grantsreform@budget.ny.gov). If you do not know your Password, please click the Forgot Password link from the main log in page and follow the prompts.

### **2. Complete your Prequalification Application**

- Log in to the Grants Gateway. If this is your first time logging in, you will be prompted to change your password at the bottom of your 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 grants. This page should be completed in its entirety before you 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 Request for Proposal.
- Specific questions about the prequalification process should be referred to your agency representative or to the Grants reform Team at [grantsreform@budget.ny.gov](mailto:grantsreform@budget.ny.gov).

### **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 e-mail notification from the Gateway system.
- Once your Prequalification Application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State.

#### **4. Other Helpful Information**

- There is a Grantee Application Tutorial Video available. After logging into Grants Gateway, click the 'Training Materials' tab at the top of the screen.
- Helpdesk information: Monday thru Friday 8 am to 8 pm  
Phone: 1-800-820-1890 Email: [helpdesk@agatesoftware.com](mailto:helpdesk@agatesoftware.com)

## **Part A: RFP Summary Information**

### **II. Timelines and Proposal Submission**

#### **A. Questions Concerning this Request For Proposals (RFP)**

Organizations may submit typed questions via electronic mail, fax, or by hard copy mail to the address provided below. Questions regarding the RFP will be accepted until 5:00 p.m. March 1, 2016. No telephone inquiries will be accepted. Answers to all questions received by this date will be posted on the NYS Grants Gateway (<https://www.grantsgateway.ny.gov>) and on the NYS OTDA website at [www.otda.ny.gov](http://www.otda.ny.gov) not later than March 18, 2016. Prospective bidders may obtain a hard copy of the questions and answers upon request.

New York State Office of Temporary and Disability Assistance  
Center for Employment and Economic Supports  
Attn: Lisa Irving  
40 North Pearl Street, 11th Floor  
Albany, NY 12243  
Fax: (518) 474-5281  
E-mail: [Lisa.Irving@otda.ny.gov](mailto:Lisa.Irving@otda.ny.gov)

#### **B. Notice of Intent to Bid**

Organizations intending to submit a proposal in response to this RFP are kindly asked to submit the “Notice of Intent to Bid” form by February 29, 2016. This form, including completion and forwarding instructions, are included in Part C in order to assist OTDA in preparing for proposal review.

#### **C. Proposal Submission and Due Date**

All proposals must be submitted via the NYS Grants Gateway at [www.grantsgateway.ny.gov](http://www.grantsgateway.ny.gov) and be received no later than 3:00 pm April 15<sup>th</sup>, 2016. Once the deadline has passed, the Grants Gateway system will no longer accept applications. Eligible applicants should complete and submit all answers to questions and submit any forms required by the RFP. Failure to submit all required forms and answer all required questions may adversely affect the proposal’s competitive score or make the proposal ineligible. OTDA is not responsible for any third party error in the submission of proposals.

#### **D. RFP Timetable**

- RFP Release Date – February 8, 2016
- Notice of Intent to Bid – February 29, 2016
- Deadline Date for Questions – March 1, 2016
- Responses to Questions Posted – March 18, 2016

- Proposal Due Date –April 15, 2016
- Date of Notification of Award –June 1, 2016
- Project Start Date - October 1, 2016

### **E. Agency Rights**

OTDA reserves the right to:

- amend the specifications of this RFP, prior to application opening;
- negotiate with applicants the requirements of this RFP regarding the scope of work to serve the best interests of the State;
- seek clarifications and revisions of applications;
- use applicant information obtained through site visits, management interviews and reports, state investigation of an applicant’s qualifications, experience, ability, or financial standing, and any material submitted by the applicant in response to the agency request for clarifying information, in the course of evaluation and/or selection under this RFP;
- conduct contract negotiations with the next responsible applicant should OTDA be unsuccessful in negotiating with a selected applicant;
- award grants based on geographic or regional considerations to serve the best interests of the State, including awarding contracts to bidders that score fewer points than others in order to ensure all geographical areas of the state are covered; and,
- refrain from making awards under this RFP and determine that a new solicitation is necessary.

## **III. Summary of the RFP**

### **A. Purpose**

The purpose of the T-SNAP Outreach RFP is to secure the services of eligible organizations to develop and implement innovative ways to connect potentially eligible individuals with SNAP benefits. Although in the past few years the SNAP Program has experienced significant growth in participation, some categories of low-income people who are eligible for the SNAP program do not participate and thus forgo nutrition assistance that could stretch their food dollars at the grocery store. This RFP also seeks outreach to geographic areas of the State that have not previously been served with SNAP Outreach activities or which are underserved. The goals of SNAP Outreach are to help people make an informed decision about whether to apply for the program, and ultimately to increase participation by eligible individuals and families. Findings show that, in addition to the general low-income audience, there are distinct groups that are significantly under-represented in accessing SNAP benefits. This outreach RFP is focused particularly on reaching the newly unemployed, working poor, elderly, legal immigrants, and those who do not apply for the program because they believe that they are likely to receive only a small monthly allotment.

## **B. Available Funds/Award Amounts**

Up to \$3,500,000 in Federal SNAP funds will be combined with \$3,500,000 in eligible non-Federal funds identified by applicant organizations to support approved programs to conduct SNAP Outreach for a 12-month period. Funding for subsequent periods will be based upon performance and funding contribution/availability. To be considered for an award, an applying organization must identify at least \$150,000 in allowable dedicated non-Federal funding for SNAP Outreach to draw down an equal amount of Federal reimbursement funding to make up a gross outreach program budget. Half of the total funds to be awarded are expected to be awarded to service providers located in New York City.

In NYC, OTDA reserves the right to adjust the amount of individual awards based on the quantity and quality of all proposals submitted. Therefore, if there is more than one viable applicant in NYC, no one applicant may receive more than 60% of the Federal funding available for awards in NYC. An exception to this guideline may be made if the Federal funding available for awards in NYC requested from other applicants do not total at least 40% of the available funds for NYC. For proposals seeking to serve areas outside of New York City, OTDA is limiting the number of awardees to one per county. Applicants are encouraged to submit proposals using a regional based approach in an effort to maximize service areas and efficiencies. OTDA reserves the right to make additional awards in excess of the amount listed above.

Selected contractors will receive reimbursement based on the submission of expenditure claims which will reflect 100% of approved, reasonable and necessary costs and will be reimbursed for 50% of those expenditures.

In the event the amount requested by selected organizations exceeds the amount available, OTDA will reduce the award amounts to stay within the overall funding limits. Necessary award reductions may be achieved by a proportionate decrease across selected proposals.

All Federal SNAP Outreach funds are dependent upon approval from the U.S. Department of Agriculture (USDA) of the NYS SNAP Outreach plan and the continued availability of Federal funding for state SNAP Outreach activities. Catalog of Federal Domestic Assistance number: 10.561.

## **C. Contract Period and Terms**

It is expected that contracts from this Request for Proposals will be multiyear contracts in effect for up to five (5) years, from October 1, 2016 – September 30, 2021. Funding for the initial and any subsequent period is contingent on the continued availability of state appropriation authority, Federal SNAP Outreach funding and satisfactory performance of the contractor.

## **D. Eligible Applicants**

Organizations eligible to apply under this initiative are limited to non-profit organizations that can provide the required local funding from eligible non-governmental sources. To be eligible to participate in the process, an agency must be a 501(c)(3), tax-exempt organization

incorporated for a purpose sufficiently broad enough to include providing services or other assistance to economically or socially disadvantaged individuals or families. Preferred applicants will be entities with experience working with food and nutrition programs serving low-income food-insecure populations. To be eligible to apply for these funds, an applicant organization must have non-profit status, be compliant with the requirements of the NYS Office of the Attorney General, Charities Bureau, and have their vendor responsibility profile available on the NYS Office of the State Comptroller Vendrep system at (<http://www.osc.state.ny.us/vendrep/index.htm>). If an applicant organization is unable to use the online system, a hardcopy of the vendor responsibility questionnaire (attachment B4) must be submitted to OTDA upon receiving a contract as a result of this RFP. All non-profits are subject to the Prequalification Requirement in Grants Gateway.

## **IV. Program and Contract Information**

### **A. Program Description**

Food insecurity, where there is limited or uncertain availability of food for an active, healthy life, is strongly associated with income and many American households experience food insecurity at times during the year, meaning that their access to adequate food is limited by a lack of money and other material resources to produce or obtain food. Food insecurity increases the risk for poor nutrition especially among children and older adults increasing the risk for major health and developmental problems. For example, pregnant women who are undernourished are more likely to deliver prematurely and to give birth to infants with lower birth weights, increasing the infants risk for poor health. Children from food insecure households are more likely to suffer health, mental and developmental problems that can negatively impact their growth and ability to learn. And, older adults in food-insecure households are at a greater risk for poor nutrition increasing their risk for chronic disease, depression, and/or limitations in activities of daily living.

The Supplemental Nutrition Assistance Program (SNAP) is the nation's first line of defense against hunger and food insecurity. SNAP benefits are intended to increase the access of eligible low-income households to food and a nutritious diet—thereby improving their food security, health, and well-being. However, both the State and Federal government have determined that special outreach efforts are necessary for the SNAP program to ensure that all eligible residents are aware of the availability of the SNAP program to reduce food insecurity and hunger and are able to easily access the program.

The purpose of this initiative is to encourage non-profit agencies to design outreach strategies and to develop innovative approaches to reaching and guiding potentially eligible consumers through the application process for SNAP benefits. While NYS's existing outreach efforts, along with significant access and technology improvements, have been successful in increasing the number of SNAP households statewide to record high numbers, participation among the elderly and immigrant populations, as well as, working families with children, could be further improved. The goals of SNAP Outreach are to help people make an informed

decision about whether to apply for the program, and ultimately to increase participation by eligible individuals and families, especially for those traditionally underserved populations.

**B. Allowable SNAP Outreach Activities**

**Allowed Activities with Federal Funds**

The following chart outlines specific allowable activities under the Federal and NYS SNAP Outreach Program which a contractor may be eligible for 50% reimbursement contingent upon Federal approval, the availability of Federal funds, and state appropriation authority.

Allowable Activity	Example
Eligibility pre-screening	Use of a paper or electronic tool, such as MyBenefits, to inform potential applicants that they may be eligible and potentially how much they could receive
Application assistance	Assistance completing applications, including delivery of the application to the local SNAP office
Assistance obtaining application verification documents	Informing potential clients which documents may be needed and making copies of verification documents
Information dissemination in locations where low-income people gather, including farmers markets, churches, community centers	Distribution of information at the employers of low-wage workers
Outreach exhibit or booth at community event or farmer’s market	Set up and staffing of outreach booth at the annual community fair.
Conducting outreach workshops with community organizations at their locations	SNAP Outreach fair at a senior center.
Toll-Free information line to provide information to potential clients	A Statewide 1-800 information number for potential clients to connect to their local office
Development of printed educational or informational materials for clients	Development and printing of a brochure outlining the benefits of participation in the SNAP program
Use or customization of USDA Food and Nutrition Service (FNS) outreach materials for clients	Hiring a graphic designer to customize and print the FNS posters with the phone number of the local office.
Training or train-the-trainer programs for SNAP Outreach workers	Training of local community partners to run outreach seminars by the primary outreach contractor
Translation of materials and bilingual accommodation to convey eligibility requirements and assist persons with limited English proficiency during the application process	Translation of an outreach envelope into the predominant non-English language in the community
Program access activities	Reminder calls to enrolled clients regarding their recertification responsibilities.

### **C. Prohibited SNAP Outreach Activities Regardless of Source of Funding**

Federal funding is banned from being used for television, radio, or billboard advertisements that are designed to promote SNAP benefits and enrollment. Federal funding is also banned from being used for any agreements with foreign governments designed to promote SNAP. Funding under this grant cannot be used to support lobbying efforts at the Federal, State, or local level. In addition, certain SNAP Outreach activities are prohibited regardless of the source of funding:

- Interfering during the certification interview or at other times to campaign on behalf of specific applicants or recipients, however, outreach workers may be present to provide support or help explain complicated terms; and,
- Recruitment of individuals to participate in the SNAP Program. Recruitment is defined as an activity intended to persuade an individual who has made an informed choice not to apply for SNAP benefits to change his or her decision.

### **D. Allowable SNAP Outreach Activities Supported by Non-Federal Funding**

Certain SNAP Outreach activities are not reimbursable with Federal SNAP Outreach funds, although they *may* be supported with non-Federal funding:

- Acting as an authorized representative for applying, receiving SNAP benefits at issuance, or food purchasing; and,
- Transportation of clients to or from the local SNAP office or the provision of tokens, vouchers, or similar items for the transportation of clients to or from the local SNAP office. For example, a transit agency could donate bus vouchers for use by potential SNAP clients to travel back and forth to the local SNAP office at no expense to the State agency.

### **E. Coordination with State SNAP Nutrition Education Activities**

SNAP nutrition education activities are supported through a State SNAP Nutrition Education Plan and therefore should not be included as ‘major’ components of a SNAP Outreach Program. However, because outreach promotes the nutrition benefits of SNAP, outreach activities may include a very minimum amount of nutrition education and nutrition messages, as long as the primary purpose and focus of outreach remains SNAP Outreach. For example, you may use messages that promote participation in SNAP as a means to buy more nutritious foods for your family. Many communities have a wealth of information available to help your organization promote the nutrition benefits of SNAP. Focusing on nutrition can help your organization get the attention of individuals who might not be inclined to pick up SNAP informational materials. This gives your organization an opportunity to explain SNAP as a nutrition assistance program to potential applicants who might still associate SNAP with welfare programs. We are encouraging SNAP Outreach staff and SNAP nutritionists to work together to communicate messages about how SNAP can help low-income individuals and families obtain healthy foods. For example, partnering with Eat Smart New York nutritionists

at eligible SNAP retailers and farmer's markets is a one of the many possible ways that outreach providers can promote the nutrition benefits of SNAP at the same time that nutritionists are teaching clients how to make healthy food choices on a limited budget.

## **F. Funding/Reimbursement Policy**

SNAP Outreach is a reimbursement-based program. Community-based organizations selected to conduct outreach activities will be required to bill OTDA 100% of approved, reasonable, and necessary costs and will be reimbursed for 50% of those expenditures. Federal reimbursement will be based on total expenditures. No advances will be available. Only non-Federal funds may be dedicated to draw down Federal funding. Non-Federal funds designated for SNAP Outreach may not be used as a match for any other program. Non-Federal funds may include cash donations from non-Federal third parties such as charitable foundations/organizations. The non-Federal funds cannot include private cash donations from an individual. All costs submitted to OTDA for Federal reimbursement must be valid obligations of the selected contractors and must meet the threshold for reasonable, necessary, and allowable costs for SNAP Outreach programming as defined below.

1. For a contractor to be reimbursed 50 percent of expenditures incurred, all expenditures must be reasonable, necessary, and allowable as defined below.

**Reasonable** costs are those that:

- Provide a program benefit generally commensurate with the amount incurred;
- Are in proportion with other program costs for the function; and,
- Have a high priority relative to other demands.

**Necessary** costs are those that:

- Are needed to carry out essential functions;
- Cannot be avoided without adverse impact on program operations; and,
- Do not duplicate existing efforts. Administrative expenses are deemed allowable as they are considered operational costs for outreach, including all administrative expenses that are reasonable and necessary to operate approved outreach activities.

**Allowable** expenses include:

- Salaries and benefits of personnel involved in outreach and administrative support;
- Office equipment, supplies, postage, duplication costs;
- Development and production of outreach materials when no other appropriate materials exist;
- Lease or rental costs;
- Maintenance expenses; and
- Charges for in-state travel for the purpose of fulfilling the approved outreach plan based on official State, local or travel regulations.

All expenses must meet state and Federal guidelines for the purposes of Federal reimbursement related to allowable expenses. Pursuant to NYS law, itemized administrative costs will be limited to 15% and indirect costs rates, including federal indirect cost rate agreements, are not allowed.

2. Contractors will not be reimbursed for any activities that are deemed unallowable.

Examples of **Unallowable** costs for reimbursement are the following:

- Bad debts, uncollected accounts or claims, and related costs;
- Contributions to an emergency reserve ( or similar provision) for unforeseen events;
- Contributions and donations (usually these are political in nature);
- Costs that are primarily for entertainment, amusement, or social activities  
(Note: Meals are cited in the Office of Management and Budget (OMB) regulations as unallowable but within the context of training, meals might be allowable.);
- Fines, violations, or penalties for failure to comply with Federal, State, or Local laws;
- Costs of general government, such as the Governor's office;
- Payments to third parties and other losses not covered by insurance (indemnification);
- Losses not covered by insurance (Note: See Indemnification above. These costs are similar, but not the same.);
- Legislative expenses;
- Shortfalls in one grant cannot be charged to another Federal grant (Recovery of Costs under Federal Funding Agreements) (Note: This is not the same as charging two Federal grants for a share of the costs of the activity if both agencies benefit from the activity funded. However, an allocation basis must be established for sharing the costs in proportion to the benefit each receives.);
- Alcoholic beverages;
- Advertising and public relations (unless used for recruitment of staff);
- Alumni activities;
- Commencement and convocations;
- Legal fees which result from a failure to follow Federal, State, or Local Laws;
- Executive lobbying;
- Goods and services for private use;
- Housing and personal living expenses;
- Interest, fund raising, and investment management (For interest there are exceptions. If interest costs shown, it will be examined in light of the exceptions.);
- Any and all political party expenses;
- All costs incurred prior to the approval of the outreach plan (pre-agreement costs);
- Scholarships and student aid;
- Student activity costs; and,
- Travel is allowable but with restrictions as to amount and level of transportation cost (for example, no first class tickets).

**G. Time Frame for Reimbursement**

SNAP Outreach is a reimbursement program. Community-based organizations that contract with OTDA to conduct outreach activities will be required to bill OTDA according to the terms of the contract and OTDA will reimburse costs at 50 percent Federal share.

**H. Fiscal Record Keeping**

The contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, “the records”). The records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter and shall be made available to OTDA at our request, as provided for in Section 10 of Appendix A.

**I. Quarterly and Annual Reporting**

Contractors will be required to report on a quarterly basis to OTDA using a template provided by OTDA. Reports will be submitted according to the following schedule:

<b>Period Covered</b>	<b>Due Date</b>
October 1- December 31	The last business day of January
January 1- March 31	The last business day of April
April 1- June 30	The last business day of July
July 1- September 30	The last business day of October

Quarterly reports will cover at a minimum the following topics:

- Progress on meeting goals and objectives;
- Status on completing specific activities in the contractor’s work plan; and
- Best practices.

An annual report is due to OTDA on October 31<sup>st</sup> of each year in a format determined by OTDA.

**V. Proposal Requirements – Format and Content**

**A. Evaluation Process**

OTDA will establish a Review Committee to evaluate the proposals. All proposals will be reviewed for application completeness:

- All bidders who are determined to have submitted an incomplete application may be disqualified after a review for completeness;
- Proposals that fail to meet all requirements may be disqualified after a review for completeness; and,
- Applicant organization must meet the prequalification requirements set forth on pages 3 and 4 of this RFP.

All complete proposals will be evaluated and selection will be made based on responsiveness to the RFP, organizational capacity, experience to deliver programming, and the cost-effectiveness of the proposal. Proposals will consist of three parts, a technical section with program specific questions, a budget section, and a work plan.

**B. Evaluation Criteria and Method of Selection**

OTDA will evaluate proposals based on the following evaluation criteria. The points assigned are reflective of the importance of each item as it relates to the total score. The following is provided as the relative weight for each section of the application:

Program Specific Questions and related uploads	60%
Budget and related uploads	30%
Work Plan	10%

The method of selection will be based on a point system. Awards will be based on the highest total points, but in order to best maximize funding, OTDA reserves the right to consider lower ranked proposals in the cases where multiple proposals are received for one county or to ensure services in an underserved high-need area. OTDA reserves the right to solicit and accept new proposals, as funding becomes available, should there not be acceptable remaining proposals. Should available funds be decreased in future years, OTDA reserves the right to reduce awards on a pro-rated basis or based on contractor performance. Should additional funding become available at any time during the period which this RFP covers, in lieu of releasing a new RFP if deemed in the best interest of the State:

- OTDA may make additional awards based on the remaining unfunded proposals submitted to OTDA as a result of this RFP in a manner consistent with the award methodology set forth;
- OTDA may increase awards to selected providers beyond the maximum award specified in this RFP or to previously proportionally reduced award amounts to current contractors; and/or
- OTDA may increase awards to contractors that have demonstrated positive outcomes as determined by a methodology developed by OTDA.

Regardless of score, OTDA reserves the right to:

- Fund or not fund an application based on the availability of funds and/or other relevant information, including an agency’s financial position, an agency’s

prequalification status in the Grants Gateway, vendor responsibility review and determination;

- Award all, some, or none of the monies available for SNAP Outreach;
- Seek clarification and revisions of applications;
- Negotiate with applicants the scope of work to best serve the interests of the state; and
- Amend the specifications of this RFP, prior to application opening, should Federal or State policy change in respect to the SNAP Outreach Program.

### **C. Technical Proposal**

Program Specific Questions - Points will be allocated based on the quality with which the proposal addresses the following items:

- 1. Capacity and Experience** - Organizations must demonstrate experience and capacity to deliver SNAP Outreach programming. Applicants will be asked to: a) Describe the organizations capacity to bear fiscal and programmatic oversight of all SNAP Outreach programming; b) Detail the organizations experience and success in providing SNAP Outreach to eligible, high-risk, and underserved populations; c) Using the Local Department of Social Services Letter of Support template, upload a letter of support from each Local Department of Social Services in the county that SNAP Outreach activities will be delivered.
- 2. Program Goals and Strategy** – Organizations will need to demonstrate in detail the ability to meet the goals of the SNAP Outreach program. Applicants will be asked to: a) Provide a statement of need that identifies specific data indicators that demonstrate community needs for SNAP Outreach Services and explain why existing resources are unable or insufficient to address this need; b) Describe the goals of the proposed SNAP Outreach activities; c) Describe the demographic and social characteristics of the target audience; d) Describe in detail the method that will be used to identify and target SNAP eligible populations and the geographic area for program implementation, including underserved areas; e) Describe in detail the planned SNAP Outreach activities that will be conducted. Detail each component of the outreach strategy by activity type and target population. Please refer to the list of allowable SNAP outreach activities; f) Describe the expected level of participation or exposure of the targeted activity and describe how each activity will be successful in increasing the number of underserved SNAP population, particularly immigrants, families with children, older adults, and veterans; g) Detail the agencies plans to develop materials that are culturally appropriate for the targeted audience, translated in multiple languages and describe how you will assist persons with limited English proficiency during the SNAP application process; h) Describe the organizations plan to coordinate with Local Department of Social Services and other government agencies and community organizations who serve SNAP eligible populations to maximize reach to underserved populations and minimize duplication of services by coordinating events and material distribution; i) Describe any collaborations with other community agencies for the delivery of outreach services to the target population by identifying the name of each partner

agency, the nature of the collaboration, the activities they will provide, and how the collaborative program/services will be coordinated and monitored; j) Describe how the organization will ensure that all SNAP Outreach workers will be informed and knowledgeable about USDA SNAP eligibility policy and allowable SNAP Outreach activities including how the agency will provide training to outreach workers and subcontractors on food assistance program regulations, effective and culturally appropriate outreach, and needs of food insecure population, and barriers to SNAP program participation; k) Describe how each planned activity will be monitored to determine program effectiveness. Include both process and outcome measures that will be collected for each activity. Detail how monitoring will capture the impact on the target population and specific high need populations.

#### **D. Budget Proposal**

Budget Forms – Applicants will be required to submit two (2) complete and corresponding budget forms outlining the expenses for the delivery of T-SNAP programming.

1. **Grants Gateway Master Contract Budget** that details only the 50% federal share of total SNAP outreach budget that the Federal SNAP Outreach dollars will support
2. **SNAP Outreach Budget Summary** [Upload] that details *both* the 50% Federal share of SNAP Outreach funds detailed in the Grants Gateway Master Contract and the 50% non-Federal share of SNAP Outreach associated with SNAP Outreach activities being used to draw down the Federal match

All costs must be allowable, reasonable, and necessary for delivery of services. All costs must be consistent with the scope of services. Only use whole dollar amounts for funds requested. Administrative costs are limited to no more than 15% of the total program costs and all administrative costs must be identified and itemized. Federal indirect costs rates will not be allowed.

Staffing narrative for positions funded less than full time must be broken down by the percent time spent on SNAP Outreach and the percent time spent on outreach for other programs. If a position is funded by more than one funding source, the amount of each funding source to support the salary must be provided. Budget category definitions are as follows:

1. Staff Salaries are the annual salaries of the staff that will be working on the project and the corresponding FTE value and the time by administrative and program tasks allocated to the project. The budget narrative must include the titles, roles of the staff positions, and percent time charged to the program.
2. Fringe Benefits include any social security, workers' compensation, unemployment insurance, disability insurance and other insurance programs the applicant organization provides and the narrative shall explain the calculation of fringe benefits associated with the staff salaries. The rate for salary fringe is capped each State Fiscal Year for federal funds. The current rules can be found in the Office of State Comptroller's Guide to Financial Operations. If budgeted fringe benefits represent an exception to standard policy, please explain the basis.
3. Contracted Services includes institutions, individuals, or organizations external to the contractor which have entered into an agreement with the contractor to provide

any services outlined in or associated with the contract, and whose services are to be funded under the contract. All such agreements are to be by bona fide written contract and a copy of each must be included. If details are not known, include a brief narrative of each contracted service to be provided, indicating the organization/individual selected, anticipated outcomes and projected budgeted.

4. Staff Travel are the travel costs associated with service delivery or training. All costs must be budgeted in line with standard agency travel policy or NYS Comptroller guidelines. Travel costs are reimbursed at State rates published by the OSC and only travel costs for personnel listed under staff salaries are acceptable. Consultant or sub-contractor's travel expenses should be included in Contracted Services. Any exceptional staff travel costs must be justified in the budget narrative. No out-of-state travel costs are allowed.
5. Equipment includes the reasonable cost of necessary tangible property, having a useful life of more than one year and an acquisition cost of \$500 or more per unit, which is required to operate the program and may be either purchased or rented, whichever is more economical. An inventory of all equipment purchased must be kept including depreciation schedule when necessary. Justification for any exceptional equipment purchases and/or rental costs must be provided in the Budget Narrative. All equipment purchases between \$500 and \$5,000 require 3 verbal estimates and any purchases over \$5,000 require 3 written estimates and prior approval by OTDA.
6. Space/Utilities include pro-rated necessary and cost reasonable real estate rental and utilities costs required for the operation of the program. Justification for any exceptional space or utilities costs must be provided in the Budget Narrative. A rental agreement must be included as part of an awarded contract. Space justification must include the cost per square foot and only the square foot being used by the SNAP Outreach staff by FTE can be charged to the program.
7. Other Operating Expenses includes any itemized expenses that fall outside of the categories listed above and administrative costs up to the 15% cap.

Any personnel that provide both direct services and administrative duties may be split accordingly between the personnel and administrative cost categories. The Explanation/Justification should be very specific as to the time spent on activities in such instances. The itemized administrative total must not exceed 15% of the budget total. Funds requested in support of administrative personnel are subject to NYS Executive Order #38 and attending NYS Social Services Law. Pursuant to this order, grant funds may not be used to support the salaries of administrative personnel that receive compensation in excess of \$199,000 without an approved waiver. OTDA may adjust the compensation cap annually based on appropriate factors and with the approval of the Director of the Division of Budget.

#### **E. Work Plan and Objectives**

This section consists of the work plan overview form, objectives, tasks, and performance measures. Applicants must complete a work plan overview form which includes an organizational capacity and a project summary section as well as objectives and task form. The work plan and objectives

form the basis of quarterly reporting for selected applicants. Instructions are included in Part B of this RFP.

## **F. Required Documents for Upload**

**Pre-Submission Uploads** - Download all forms by following the links available on the Grants Gateway Upload Screen, or you may print the forms in Part C of this application. Upload all required forms in the places designated throughout the application. If you are unable to produce required information, you must upload an explanation in its place. Complete M/WBE forms and upload them if requesting SNAP Outreach funds for supplies, contractual relationships, and/or equipment. If a contractual relationship is with another non-profit, that expense is not subject to MWBE goals.

- 1. Notice of Intent to Bid Form** (Attachment B1)
- 2. Local Department of Social Services Letter of Support** (Attachment B2)
- 3. Local Funding and Federal Funding Attestation Form** (Attachment B3)
- 4. Contractor/Subcontractor Background Questionnaire** (Attachment B4) – This form must be completed by the Bidder, and any proposed subcontractor if the value of the subcontract is in excess of \$10,000. The Contractor/Subcontractor Background Questionnaire requires an original signature. This form is not required if the Bidder has an up-to-date on-line questionnaire on the NYS Office of the State Comptroller VendRep System at: [http://www.osc.state.ny.us/vendrep/vendor\\_index.htm](http://www.osc.state.ny.us/vendrep/vendor_index.htm).
- 5. Equal Employment Opportunity Staffing Plan** (Attachment B5): This staffing plan is used to determine applicant's ability to meet the EEO workforce participation goals. All applicants must submit an Equal Employment Opportunity Staffing Plan with their proposals.
- 6. M/WBE-EEO Policy Statements** (Attachment B6) This is an acknowledge that New York State is an Equal Employment Opportunity employer, and by extension it expects all vendors, contractors, and subcontractors that hold contracts with New York State to ensure the same standard of equal opportunity in their employment practices. Applicants must sign and return the M/WBE – EEO Policy Statement with their proposals.
- 7. Subcontractor and Supplier Identification Form** (Attachment B7): This new form for OTDA For Profit and Not-for Profit procurements (IFB/RFP/Contract Reporter \$50k or more) was created for Offerors to complete as part of the bid solicitation. The form requires Offerors, for each new procurement (IFB/RFP/Contract Reporter Purchases \$50k or more), to list All subcontracts and the requested information for each that is in place to provide the goods and services required by that contract. This form was created to provide OTDA with a

list of all subcontracts and key information including dollar value of the subcontracts over the contract term to assist OTDA in assessing the discretionary portion of each contract and overall compliance with NYS/OTDA MWBE requirements. New York State businesses have a substantial presence in State contracts and strongly contribute to the economies of the State and the nation. In recognition of their economic activity and leadership in doing business in New York State, Offerors for this contract for commodities, services or technology are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the Contract. Such partnering may be as subcontractors, suppliers, protégés, or other supporting roles. The Contractor will be strongly encouraged, to the maximum extent practical and consistent with legal requirements, to use responsible and responsive New York State businesses in purchasing commodities that are of equal quality and functionality and in utilizing services and technology. Furthermore, Offerors are reminded that they must continue to utilize small, minority, and women-owned businesses, consistent with current State law. Utilizing New York State businesses in State contracts will help create more private sector jobs, rebuild New York's infrastructure, and maximize economic activity to the mutual benefit of the Contractor and its New York State business partners. New York State businesses will promote the Contractor's optimal performance under the Contract, thereby fully benefiting the public sector programs that are supported by associated procurements. Public Procurements can drive and improve the State's economic engine through promotion of the use of New York businesses. The State therefore expects Offerors to provide maximum assistance to New York businesses in their use of the contract. The potential participation by all kinds of New York businesses will deliver great value to the State and its taxpayers.

- 8. Agency Agreement** (Attachment B8)
- 9. Federal SNAP Outreach Budget Summary Form** (Attachment B9)
- 10. Federal SNAP Outreach Budget Narrative** (Attachment B10)
- 11. Federal SNAP Outreach Staffing Detail** (Attachment B11)
- 12. Federal SNAP Outreach Staffing Narrative** (Attachment B12)
- 13. Federal SNAP Outreach Project Description Form** (Attachment B13)

## **VI. General Terms and Conditions**

NYS OTDA reserves the right to terminate in whole or in part, or modify the contract at its discretion or due to the unavailability of funds. If additional funding becomes available, OTDA reserves the right to subsequently reconsider eligible proposals submitted in response to this RFP at that time, using the same scoring criteria and award methodology. Updated information may be requested as deemed

necessary by OTDA. OTDA also reserves the right to issue a new RFP to solicit new proposals.

The terms and conditions for all funded projects are specified in a detailed contract which must be signed by OTDA and approved by the New York State Office of the Attorney General Office and the Office of the State Comptroller before any work can begin or payments made. The successful applicant will be sent the complete standard contract for execution. The Applicant is encouraged to review sections of the contract that are attached before submitting an application. It is the policy of OTDA to encourage the employment of qualified applicants/recipients of public assistance by both public organizations and private enterprises that are under contractual agreement with OTDA for the provision of goods and services. OTDA may require the Contractor to demonstrate how the Contractor has complied or will comply with the aforesaid policy. The contractor will be required to comply with all applicable Federal and State laws and regulations. The contract award will be made to the applicants whose proposals are determined to best meet the criteria for proposal evaluation and selection set forth in this RFP. Any contract awarded pursuant to this RFP will be subject to the Office's processing procedures for contracts of this type, including approval as to form by the NYS Office of the Attorney General, as to award by the NYS Division of Budget, and by the NYS Office of the State Comptroller.

This RFP does not commit OTDA to award any contracts or to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for any services. OTDA reserves the right to amend, modify, or withdraw this RFP and to reject any and all proposals submitted, and may exercise such right at any time and without notice or liability to any applicant or other parties for any expenses incurred in the preparation of a proposal.

This RFP and any contract resulting from this RFP is subject to all applicable laws, rules and regulations promulgated by any Federal and State authority having jurisdiction over the subject matter thereof. OTDA reserves the right to award contract(s) to as many or as few applicants as it may select, and reject all proposals which do not conform to the instructions given in the RFP.

The proposal of the successful applicant will serve as the basis for the contract, the terms of which will be modified within the context of this RFP. The following will be incorporated into any contracts resulting from this RFP:

- NYS Master Contract Terms and Conditions;
- Attachment A-1, (Program Specific Terms and Conditions);
- Attachment A-2 (Federally Funded Grants);
- Attachment B-2, (Performance-based Budget);
- Attachment C (Work Plan); and,
- Attachment D (Payment and Reporting Schedule).

Applicants may view a sample contract on the OTDA Procurement page. All plans and working documents prepared by the applicant under the contract to be awarded will become the property of the State of New York.

Submission of a proposal will be deemed to be the consent of the applicant to any inquiry made by OTDA of third parties with regard to applicant's experience or other matters relevant to the proposal. OTDA reserves the right to request and consider additional information from any applicant beyond that presented in the initial proposal. The award of the contract, if any, may be made in reliance on additional information requested. Such information may include budget justification, program information, operation details, personnel information, or other funding source information.

All products, deliverable items and working papers resulting from this contract will be the sole property of OTDA and the applicant is prohibited from releasing these documents to any persons other than the Commissioner of the Office of Temporary and Disability Assistance or his/her designee unless authorized by the Office to do so. The proposal shall be signed by an official authorized to bind the applicant and shall contain a statement to the effect that the proposal is a firm offer for a 180-day period. The proposal shall also provide the name, title, address, telephone number, and area code of individuals with authority to negotiate and contractually bind the applicant and who may be contacted during the period of proposal evaluation.

It is the policy of the OTDA to provide all program Applicants with an opportunity to resolve complaints or inquiries related to bid solicitations or pending contract awards administratively. The OTDA encourages all Applicants to seek resolution of complaints concerning the contract award process through consultation with the OTDA. All such matters will be accorded impartial and timely consideration. Detailed procedures are provided on the OTDA website at Contracts-Grant Opportunities <http://otda.ny.gov/contracts/>. An appeal may be requested by following the protest procedures established by the Office of the State Comptroller (OSC). These procedures can be found in the OSC Guide to Financial Operations at <http://www.osc.state.ny.us/agencies/guide/MyWebHelp>. Go to Chapter XI Procurement and Contract Management, 17. Protest Procedures for further information.

The OTDA encourages all successful or unsuccessful applicants who desire a debriefing to contact the Bureau of Food and Nutrition Policy directly.

## **VII. General Information for Successful Bidders**

### **A. Contracting Terms/State Payment**

If you are awarded a contract, you will be required to submit certain forms and comply with the following information.

**1. Cost of Proposal Preparation**

The Office of Temporary and Disability Assistance (OTDA) will not be liable for any costs of work performed in the preparation and production of a proposal, or for any work performed prior to the formal execution of a contract. By submitting a proposal, the bidder agrees not to make any claims for, or have any right to, damages because of any misunderstanding or misrepresentation of the specifications, or because of any misinformation or lack of information. The proposals shall become the property of the State of New York.

**2. Assurances**

The bidder warrants that it has carefully reviewed the needs of the State as described in the RFP, its attachments and other communications related to the RFP and that it has familiarized itself with the specifications and requirements of the RFP and warrants that it can provide such services as represented in bidder's proposal. The bidder agrees that it will perform all of its obligations in the resultant contract in accordance with all applicable Federal, State, and local laws, regulations and policies now or hereafter in effect.

The bidder affirms that the terms of the RFP and the attachments do not violate any contracts or agreements to which it is a party, and that its other contractual obligations will not adversely influence its capabilities to perform under the contract.

**3. Electronic Files or Data**

If electronic files are to be exchanged as a part of this proposal or as a product of the contract, they must conform to agency policy and guidelines.

**4. Conflict of Interest**

Bidders may be requested to provide evidence that the award of the contract from this RFP will not result in a conflict of interest with regard to other work performed either by the contractor, or any potential conflict of interest among specific contractor staff or subcontractors.

**5. Ownership of Materials**

All materials developed with funding provided by the State and all proposals, work plans, and budget become the property of New York State. All materials either produced, in whole or in part, through funding provided by New York State shall belong exclusively to OTDA and to the State of New York. OTDA may use any of the materials developed with project funds for any OTDA or other State purpose.

**6. Equal Employment Opportunity**

By submission of its bid, the successful bidder warrants that it is an Equal Opportunity Employer and that it does not discriminate in its employment and business practices on any of the bases provided in the New York State Human Rights law or any applicable Federal laws.

**7. Prompt Payment Provisions**

The payment of interest on certain payments due and owed by the State may be made in accordance with the criteria established in Article XI-A of the State Finance Law.

**8. Contract Award**

Upon receipt of necessary State approvals an award letter will be issued by OTDA to the successful bidder advising them of a contract award. A contract defining all deliverables and the responsibilities of the contractor and OTDA will then be developed for signature by both parties and for approval and processing in accordance with State policy and practice.

NOTE: The contract does not become legally binding upon the State of New York until it is executed by the Office of the New York State Comptroller.

**9. Publicity**

Publicity includes, but is not limited to, news conferences, news releases, advertising, brochures, reports, discussions, and/or presentations at conferences or meetings. The inclusion of our materials, our agency name, or other such reference to New York State and/or OTDA in any document or forum is considered publicity. News releases or any other public announcements regarding this project may not be released without prior approval from OTDA.

**10. Freedom of Information Law and Bidder's Proposals**

The purpose of New York State's Freedom of Information Law (FOIL), which is contained in Public Officers Law Sections 84-90, is to promote the public's right to know the process of governmental decision making and to grant maximum public access to governmental records. Thus, a member of the public may submit a FOIL request for contracts awarded by the State or for the proposals submitted to the State in response to Requests for Proposals. After formal contract award, the proposal of the successful bidder and the proposals of non-successful bidders are subject to disclosure under FOIL. However, pursuant to Section 87(2)(d) of FOIL, a State agency may deny access to those portions of proposals or portions of a successful bidder's contract which "are trade secrets or submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Please note that information

which you may claim as proprietary, copyrighted or rights reserved is not necessarily protected from disclosure under FOIL.

If there is information in your proposal which you claim meets the definition set forth in Section 87(2)(d), you must so inform us in a letter accompanying your proposal.

#### **11. Americans with Disabilities Act (ADA)**

The successful bidder shall comply with all applicable requirements of the Americans with Disabilities Act (ADA), codified at Title 42 of the United States Code, section 12101 et seq. and associated regulations, including, but not limited to, those located in 28 C.F.R. Part 36. The successful bidder shall comply with all applicable requirements of the New York State Human Rights Law, codified in the Executive Law sections 290 - 301 and applicable regulations implemented pursuant to that law. The successful bidder shall warrant to OTDA that the successful bidder is in compliance with both the ADA and its regulations and the New York State Human Rights Law and its regulations.

Any products developed as a result of this RFP must be in a format that can be converted for use by individuals with disabilities to meet the reasonable accommodation standards established by the American with Disabilities Act.

#### **12. Contract Modification**

The contract budget can be modified, upon mutual agreement of the parties, during any term by written amendment. Budget modifications over 10% require external approvals by both the NYS Office of the Attorney General and the Office of the State Comptroller.

#### **13. Contract Cancellation**

OTDA reserves the right to cancel the contract or any part thereof, at any time, upon thirty (30) days written notice. If, in the judgment of OTDA, the Contractor fails to perform the work in accordance with the contract, OTDA may terminate the contract immediately by written notice for cause. OTDA may elect to suspend contract performance or provide a cure period prior to termination.

#### **14. 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 "Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that

it will not utilize for such Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, 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 OTDA receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, OTDA will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then OTDA 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, or declaring the Contractor in default. OTDA 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.

**15. Minority and Women-Owned Business Enterprise (M/WBE) and Equal Employment Opportunity (EEO) Participation**

New York State Executive Law §§ 310–318, (Article 15-A: Participation By Minority Group Members and Women With Respect To State Contracts -- hereinafter “the Statute”), was enacted to promote equality of employment and economic opportunities for minority group members and women in State contracting activities. The New York State Office of Temporary and Disability Assistance (OTDA) fully support the efforts of the State of New York to promote Equal Employment Opportunity (EEO) for all persons and to promote equality of economic opportunity for minority group members and women who own business enterprises.

OTDA has developed compliance requirements, forms and procedures to ensure that (i) all contractors as defined under § 310 (3) (to include those who submit bids/proposals in an effort to be selected for contract award as well as those successful bidders/proposers with whom OTDA enters into State Contracts, as defined in § 310 (13) [hereinafter “Contractors”], as well as proposed or actual “Subcontractors”, as defined in § 310 (14) shall comply with requirements to ensure Equal Employment Opportunities for Minority Group Members and Women, and, (ii) there are meaningful participation opportunities for certified minority or women-owned business enterprises (M/WBEs) in the OTDA procurement process. Contractors participating in and/or selected for procurement opportunities with OTDA shall fulfill their obligations to comply with applicable Federal, State and Local requirements concerning Equal Employment Opportunity and opportunities for Minority and Women Business Enterprises, including but not limited to the Statute and its implementing regulations as promulgated by the New York State Division of Minority and Women's Business Development (DMWBD) and set forth at 5 NYCRR Parts 140-

144). Please refer to Appendix Z, attached and incorporated by reference herein, for the specific EEO/MWBE requirements and associated forms required by this procurement. These forms are to be submitted without change to goals specified in the RFP or contract, unless otherwise authorized by OTDA. Copies of the required OTDA Forms are identified in this Appendix and available on OTDA's Internet site at <http://otda.ny.gov/contracts/mwbe/forms.asp>.

It is important to note that in addition to direct sub-contracting on State contracts, contractors can also utilize a number of other vendors in support of their overall operations. Using NYS Certified MWBEs (link to Directory of NYS Certified MWBEs, <http://www.nylovesmwbe.ny.gov>) as providers of these second tier services can be counted in satisfaction of the goals. The following are examples of indirect services that you may want to consider for compliance with MWBE subcontracting participation requirements: Accounting Services, Advertising, Building Maintenance, Car Rental, Cleaning Supplies, Copying, Electrical Services, Furniture, Heating and Cooling, Janitorial Services, Office Supplies, Pest Control, Printing Services, Publishing, Rubbish Removal, Security, Shredding Services, Tax Preparation, Technical Writing, Training, Travel Services, etc.

Authority: Article 15-A of the Executive Law, 5 NYCRR parts 140-144, Appendix A: Standard Clauses for All New York State Contracts and requirements of any Federal law concerning opportunities for minority and women-owned business enterprises which effectuate the purposes of Article 15-A.

## **16. Service Disabled Veteran Owned Business Enterprises in State Contracting**

1. The OTDA is in full accord with the aims and efforts of the State of New York to promote Service-Disabled Veteran-Owned Businesses (SDVOBs), as enacted in 2014 by Article 17-B of the Executive Law. This Law acknowledges that Service-Disabled Veteran-Owned Businesses (SDVOBs) strongly contribute to the economies of the State and the nation. As defenders of our nation and in recognition of their economic activity in doing business in New York State, Offerors to this RFP are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the resulting contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles. SDVOBs can be readily identified on the directory of certified businesses at: [http://ogs.ny.gov/Core/docs/CertifiedNYS\\_SDVOB.pdf](http://ogs.ny.gov/Core/docs/CertifiedNYS_SDVOB.pdf)
2. Offerors are strongly encouraged, to the maximum extent practical and consistent with legal requirements of the State Finance Law, the Executive Law and any implementing regulations, to use responsible and responsive NYS certified SDVOBs in purchasing and utilizing commodities, services and technology that are of equal quality and functionality to those that may be obtained from non-SDVOBs. Prospective awardees to this RFP are subject to

the provisions of Executive Law Article 17-B and the regulations (9 NYCRR Part 252) issued thereunder. Bidders/proposers are reminded that they must continue to utilize small, and minority and women-owned businesses (M/WBEs), consistent with current State law (Executive Law Article 15-A).

3. Offerors will complete the Service-Disabled Veteran-Owned Businesses (SDVOBs ) Utilization Plan, to demonstrate their proposed utilization of NYS certified SDVOBs as part of their bid/proposal. OTDA has set a goal for SDVOB utilization for this procurement of 6 %.
4. The successful Offeror/Contractor will report on *actual* participation by each SDVOB during the term of the contract to the OTDA on a quarterly basis according to policies and procedures to be set by the OTDA.

**NOTE:** Information about set asides for SDVOB participation in public procurement can be found at: <http://www.ogs.ny.gov/Core/SDVOBA.asp>, which provides guidance for State agencies in making determinations and administering set asides for procurements from SDVOBs.

## **17. Federal Funds**

In the event that a contract is awarded as a result of this solicitation, contracts may have to comply with Federal reporting provisions of the OMB Super Circular, found in Federal regulations at 2 CFR Part 200 (Subparts A-F)- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as outlined in Section V.2. of the Master Contract.

**ATTACHMENT A-1**  
**AGENCY AND PROGRAM SPECIFIC TERMS AND CONDITIONS**

**OTDA Specific Terms and Conditions**

**I. PERSONNEL**

- A. It is the policy of Office of Temporary & Disability Assistance (OTDA) to encourage the employment of qualified applicants/recipients of public assistance by both public organizations and private enterprises that are under contractual agreement to OTDA for the provision of goods and services. Contractors will be expected to make best efforts in this area. OTDA may require the Contractor to demonstrate how the Contractor has complied or will comply with the aforesaid policy.
- B. The Contractor agrees to identify, in writing, the person(s) who will be responsible for directing the work to be done under this AGREEMENT. No change or substitution of such responsible person(s) will be made without prior approval in writing from OTDA, to the degree that such change is within the reasonable control of the Contractor.

**II. OFFICE SERVICES**

- A. Title to real property and non-expendable personal property whose requisition cost is borne in whole or in part by monies provided under this AGREEMENT shall be determined between the Contractor and OTDA, in Federally funded contracts, pursuant to Federal regulations 45 CFR Part 74, Subpart O, unless such authority is otherwise inappropriate. Title to all equipment, supplies, and material purchased with funds under this AGREEMENT under contracts which are not federally funded shall be in the State of New York and the property shall not be transferred, conveyed, or disposed of without written approval of OTDA. Upon expiration or termination of this AGREEMENT, all property purchased with funds under this AGREEMENT shall be returned to OTDA, unless OTDA has given direction for or approval of an alternative means of disposition in writing.
- B. Upon written direction by OTDA the contractor shall maintain an inventory of those properties which are subject to the provisions of paragraph a.

**III. GENERAL PROVISIONS**

- A. In providing these services, the Contractor hereby agrees to be responsible for designing and operating these services, and otherwise performing, so as to maximize Federal financial participation to OTDA under the Federal Social Security Act.
- B. OTDA will designate a Contract Manager who shall have authority relating to the technical services and operational functions of this AGREEMENT and activities

completed or contemplated thereunder. The Contract Manager and those individuals designated by him/her in writing shall have the prerogative to make announced or unannounced on-site visits to the project. Project reports and issues of interpretation or direction relating to this AGREEMENT shall be directed to the Contract Manager.

#### **IV. MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISE (MWBE) AND EQUAL EMPLOYMENT OPPORTUNITY (EEO) PARTICIPATION REQUIREMENTS**

**Authority:** Article 15-A of the Executive Law, 5 NYCRR parts 140-144 and requirements of any federal law concerning opportunities for minority and women-owned business enterprises which effectuate the purposes of Article 15-A.

##### **A. General Provisions**

1. New York State Executive Law § 310–318, (Article 15-A: Participation by Minority Group Members and Women with Respect To State Contracts -- hereinafter “the Statute”), was enacted to promote equality of employment and economic opportunities for minority group members and women in State contracting activities. In 2006, the State of New York commissioned a disparity study to evaluate whether minority and women-owned business enterprises had a full and fair opportunity to participate in state contracting. The findings of the study were published on April 29, 2010, under the title "The State of Minority and Women-Owned Business Enterprises: Evidence from New York" (“Disparity Study”). The report found evidence of statistically significant disparities between the level of participation of minority and women-owned business enterprises in state procurement contracting versus the number of minority and women-owned business enterprises that were ready, willing and able to participate in state procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the statewide certified minority and women-owned business enterprise program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that the New York State Office of Temporary and Disability Assistance (OTDA) establish goals for maximum feasible participation of New York State Certified minority and women – owned business enterprises (“MWBE”) and the employment of minority group members and women in the performance of New York State contracts. OTDA fully supports the efforts of the State of New York to promote Equal Employment Opportunity (EEO) for all persons and to promote equality of economic opportunity for minority group members and women who own business enterprises.
2. OTDA is required to implement the provisions of New York State Executive Law Article 15-A and 5 NYCRR Parts 142-144 (“MWBE Regulations”) for all State contracts as defined therein, with a value (1) in excess of \$25,000 for labor, services, equipment, materials, or any combination of the foregoing or (2) in excess of \$100,000 for real property renovations and construction. Where deemed appropriate,

OTDA will implement the provisions of New York State Executive Law Article 15-A and the MWBE Regulations for all other OTDA contracts. These requirements include equal employment opportunities for minority group members and women (“EEO”) and contracting opportunities for certified minority and women-owned business enterprises (“MWBEs”). Contractor’s demonstration of “good faith efforts” pursuant to 5 NYCRR § 142.8 shall be a part of these requirements. These provisions shall be deemed supplementary to, and not in lieu of, the nondiscrimination provisions required by New York State Executive Law Article 15 (the “Human Rights Law”) or other applicable federal, state or local laws. Contractors participating in and/or selected for procurement opportunities with OTDA shall fulfill their obligations to comply with applicable Federal, State and Local requirements concerning Equal Employment Opportunity and opportunities for MWBEs, including but not limited to the Statute and its implementing regulations as promulgated by New York State’s Empire State Development (ESD) Division of Minority and Women’s Business Development (DMWBD) and set forth at 5 NYCRR Parts 140-144).

3. Copies of the required OTDA Forms are identified in this Attachment and available on OTDA’s Internet site at <http://www.otda.ny.gov>. The Contractor agrees to complete and submit these forms without change in response to goals specified in the RFP or contract. An electronic link to the current list of certified minority- and women-owned business enterprises also is available on OTDA’s Internet site.
4. Failure to comply with all of the requirements herein may result in a finding of non-responsiveness, non-responsibility and/or breach of contract, leading to the withholding of funds or such other actions, liquidated damages pursuant to Section VII of this Appendix or enforcement proceedings allowed by the Contract.
5. Further information regarding Article 15-A of the New York State Executive Law and the New York State Minority and Women’s Business Enterprise Program is available on the DMWBD Internet site at <http://www.esd.ny.gov/ContactUs.asp>

## **B. Contract Goals**

1. For purposes of this procurement, the OTDA hereby establishes an overall goal of 30% for Minority and Women-Owned Business Enterprises (“MWBE”) participation, 15% for Minority-Owned Business Enterprises (“MBE”) participation and 15% for Women-Owned Business Enterprises (“WBE”) participation (based on the current availability of qualified MBEs and WBEs). Additionally, an overall goal of 10-20% is established for Equal Employment Opportunity (“EEO”) participation.
2. For purposes of providing meaningful participation by MWBEs on the Contract and achieving the Contract Goals established in Section II-A hereof, Contractor should reference the directory of New York State Certified MBWEs found at the following internet address: <http://www.esd.ny.gov/ContactUs.asp>

Additionally, Contractor is encouraged to contact the Division of Minority and Woman Business Development ((518) 292-5250; (212) 803-2414; or (716) 846-8200) to discuss additional methods of maximizing participation by MWBEs on the Contract.

3. Where MWBE goals have been established herein, pursuant to 5 NYCRR §142.8, Contractor must document “good faith efforts” to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Contract. In accordance with Section 316-a of Article 15-A and 5 NYCRR §142.13, the Contractor acknowledges that if Contractor is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in the Contract, such a finding constitutes a breach of contract and the Contractor shall be liable to the OTDA for liquidated or other appropriate damages, as set forth herein.
4. As a condition of the Contract, the Contractor and OTDA agree to be bound by the provisions of §316 of Article 15-A of the New York State Executive Law regarding enforcement.
5. OTDA reserves the right to establish separate and different goals on any State Contract, as identified in the specified procurement. For guidance on what factors OTDA will consider in determining what goals are appropriate in relation to a specific State Contract, refer to 5 NYCRR § 142.2(a)(1) - (6).

### **C. EEO Requirements**

1. Contractor agrees to be bound by the provisions of Article 15-A and the MWBE Regulations promulgated by the DMWBD. If any of these terms or provisions conflict with applicable law or regulations, such laws and regulations shall supersede these requirements.
2. Contractor shall comply with the following provisions of Article 15-A:
  - a. Contractor and Subcontractors shall undertake or continue existing EEO programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, EEO shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation.
  - b. The Contractor shall submit an EEO policy statement to the OTDA within seventy two (72) hours after the date of the notice by OTDA to award the Contract to the Contractor.
  - c. If Contractor or Subcontractor does not have an existing EEO policy statement, the OTDA may provide the Contractor or Subcontractor a model statement (see

OTDA 4970 – Minority/Women Business Enterprise (MWBE)/Equal Employment Opportunity (EEO) Policy Statement).

- d. The Contractor’s EEO policy statement shall include the following language:
  - i. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability or marital status, will undertake or continue existing EEO programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force.
  - ii. The Contractor shall state in all solicitations or advertisements for employees that, in the performance of the contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.
  - iii. The Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union, or representative will not discriminate on the basis of race, creed, color, national origin, sex age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein.
  - iv. The Contractor will include the provisions of Subdivisions (a) through (c) of this Subsection 4 which provides for relevant provisions of the Human Rights Law, in every subcontract in such a manner that the requirements of the subdivisions will be binding upon each subcontractor as to work in connection with the Contract.
3. OTDA Form 4934.1 Equal Employment Opportunity (EEO) Staffing Plan

To ensure compliance with this Section, the Contractor shall submit a staffing plan to document the composition of the proposed workforce to be utilized in the performance of the Contract by the specified categories listed, including ethnic background, gender, and Federal occupational categories. Contractors shall complete the Staffing plan form and submit it as part of their bid or proposal or within a reasonable time, but no later than the time of award of the contract.
4. OTDA Form 4971 Equal Employment Opportunity (EEO) Workforce Employment Utilization/Compliance Report (“Workforce Report”)
  - a. Once a contract has been awarded and during the term of the Contract, Contractor is responsible for updating and providing notice to the OTDA of any changes to

the previously submitted Staffing Plan. This information is to be submitted on a quarterly basis during the term of the contract to report the actual workforce utilized in the performance of the contract by the specified categories listed including ethnic background, gender, and Federal occupational categories. The Workforce Report must be submitted to report this information.

- b. Separate forms shall be completed by Contractor and any subcontractor performing work on the Contract.
  - c. In limited instances, Contractor may not be able to separate out the workforce utilized in the performance of the Contract from Contractor's and/or subcontractor's total workforce. When a separation can be made, Contractor shall submit the Workforce Report and indicate that the information provided related to the actual workforce utilized on the Contract. When the workforce to be utilized on the contract cannot be separated out from Contractor's and/or subcontractor's total workforce, Contractor shall submit the Workforce Report and indicate that the information provided is Contractor's total workforce during the subject time frame, not limited to work specifically under the contract.
  - d. In the case where the Contractor's and/or subcontractor's work force does not change within the quarterly period, the Contractor shall so notify OTDA in writing.
  - e. All forms and reports will be submitted to the OTDA program manager for this contract and forwarded to NYS OTDA, MWBE Program Management Unit, Harlem Center, 317 Lenox Avenue, NYC, NY 10027; (212) 961-8214; e-mail to: [otda.sm.co.quarterly.compliance.eeo.staffing.reports@otda.ny.gov](mailto:otda.sm.co.quarterly.compliance.eeo.staffing.reports@otda.ny.gov).
5. Contractor shall comply with the provisions of the Human Rights Law, and all other State and Federal statutory and constitutional non-discrimination provisions. Contractor and subcontractors shall 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.

#### **D. MWBE Requirements**

1. The Contractor acknowledges that it is the policy of the State of New York and of OTDA that MWBEs shall be given the opportunity for meaningful participation in the performance of State Contracts. Therefore, Contractors agree to make good faith efforts to solicit active participation to meet established goals under this procurement by MWBEs identified in the ESD directory of certified businesses<sup>1</sup>, which can be

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<sup>1</sup> All MWBE firms are required to be certified by Empire State Development (ESD) or must be in the process of obtaining certification from ESD. Should the Contractor identify a minority-owned or woman-owned firm that is not currently certified as an MWBE, the

viewed at:

<https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?TN=ny&XID=4687>

- a. For the purposes of this Appendix, the question of whether a Contractor has engaged in and documented “Good Faith Efforts” to solicit active participation to meet established goals under this procurement by MWBEs in the performance of State Contracts shall be determined by the OTDA Commissioner or his/her designee, after a thorough consideration of the factors listed in 5 NYCRR § 142.8.
  - b. The separate MBE and WBE participation goals established by OTDA for this procurement are based on the overall availability of MWBEs that have been certified to perform the specific scope of work identified under this procurement. For compliance purposes, these goals should not be construed as rigid and inflexible quotas which must be met, but must be targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire Minority and Women-owned Business Program work.
2. The Contractor represents and warrants that Contractor has submitted the following OTDA forms either prior to, or at the time of, the execution of the contract:
  - a. MWBE Utilization Plan (OTDA Form 4937)
    - i. Contractor agrees to use such MWBE Utilization Plan for the performance of MWBEs on the Contract pursuant to the prescribed MWBE goals set forth in Section II-A of this Appendix.
    - ii. If a Contractor seeks modification to its previously approved MWBE Subcontractor Utilization Plan, the Contractor shall first notify OTDA in writing of such change and obtain approval from OTDA.
    - iii. Contractor further agrees that a failure to submit and/or use such MWBE Utilization Plan shall constitute a material breach of the terms of the Contract. Upon the occurrence of such a material breach, the OTDA shall be entitled to any remedy provided herein, including but not limited to, a finding of Contractor non-responsiveness.
  - (1) Certification of Good Faith Efforts (OTDA Form 4976) to achieve the overall prescribed MWBE participation percentage (0%) goals set forth in the procurement.

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Contractor should request that the firm submit a certification application to ESD for an eligibility determination, with a copy to the OTDA MWBE Program Management Unit. OTDA’s MWBE Program Management Unit will work with ESD to expedite the application; however, it is the responsibility of the Contractor to ensure that a sufficient number of certified MWBE firms have been identified in response to this procurement, in order to facilitate full MWBE participation.

- (2) A MWBE Subcontractor's and/or Suppliers' Letter of Intent to Participate (OTDA Form 4938), which should document the names and signatures of certified MBEs and/or WBEs which have agreed to participate as subcontractors on the Contract.

#### **E. Waivers**

1. For Waiver Requests Contractor should use OTDA Form 4969 Minority/Women Business Enterprise (MWBE) Subcontractor Request for Waiver Form.
2. If the Contractor, after making good faith efforts, is unable to comply with MWBE goals, the Contractor may submit a request for waiver form documenting good faith efforts by the Contractor to meet such goals. If the documentation included with the waiver request is complete, the OTDA shall evaluate the request and issue a written notice of acceptance or denial within twenty (20) days of receipt.
3. If the OTDA, upon review of the MWBE Utilization Plan and updated Quarterly MWBE Contractor Compliance Reports, determines that Contractor is failing or refusing to comply with the Contract goals and no waiver has been issued in regards to such non-compliance, the OTDA may issue a notice of deficiency to the Contractor. The Contractor must respond to the notice of deficiency within seven (7) business days of receipt. Such response may include a request for partial or total waiver of MWBE Contract Goals.

#### **F. Quarterly MWBE Contractor Compliance Reports**

1. Contractor is required to submit the Minority/Women Business Enterprise (MWBE) Subcontractor Quarterly Compliance Report (OTDA Form 4968) to the OTDA by the 10<sup>th</sup> day following each end of quarter over the term of the Contract documenting the progress made towards achievement of the MWBE goals of the Contract.
2. All reports will be submitted to the OTDA program manager for this contract and forwarded to NYS OTDA, MWBE Program Management Unit, Harlem Center, 317 Lenox Avenue, NYC, NY 10027; (212) 961-8214; e-mail to: [otda.sm.co.quarterly.compliance.eeo.staffing.reports@otda.ny.gov](mailto:otda.sm.co.quarterly.compliance.eeo.staffing.reports@otda.ny.gov)
3. Failure to timely submit a Contractor's MWBE Subcontractor Quarterly Compliance Report and/or other reports or information as requested by OTDA may result in payments under the contract being delayed until such reports or other information have been received by OTDA.<sup>2</sup> OTDA may also deem other noncompliance with requirements under the Statute as a breach of contract and commence any other means of enforcement permitted under the contract and/or by law.

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<sup>2</sup> Contractors may be requested to provide additional Compliance Reports and information (i) to verify payments made to MWBEs, (ii) to verify MWBE utilization and/or, (iii) as needed to evaluate any other aspect of Contractor compliance with the requirements set forth herein.

## **G. Liquidated Damages – MWBE Participation**

1. Where OTDA determines that Contractor is not in compliance with the requirements of the Contract and Contractor refuses to comply with such requirements, or if Contractor is found to have willfully and intentionally failed to comply with the MWBE participation goals, Contractor shall be obligated to pay to the OTDA liquidated damages.
2. Such liquidated damages shall be calculated as an amount equaling the difference between: (a) all sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals; and (b) all sums actually paid to MWBEs for work performed or materials supplied under the Contract.
3. Determinations of compliance or non-compliance with the Contract's MWBE participation requirements shall be based upon the Contractor's Utilization Plan, MWBE Sub-Contractor Quarterly Reports, and any relevant documentation related thereto. The determination of what constitutes the willful and intentional failure to comply with the MWBE participation requirements will be based upon the evaluation of the same criteria considered in evaluating an MWBE subcontractor waiver request.
4. Upon a determination that a willful and intentional failure to comply with the MWBE participation requirements has occurred, the OTDA shall withhold the amount established in paragraph B from any future payments otherwise required by this Contract. All funds being withheld pursuant to this provision shall be offset as liquidated damages upon the expiration or termination of the contract, unless the Contractor comes into compliance with the MWBE requirements at any time during the term of the Contract but prior to the submission of a request for final payment on the contract. All payments withheld pursuant to this provision shall be released upon OTDA's determination that the Contractor has come into compliance.
5. In the event a determination has been made which requires the payment of liquidated damages and such identified sums have not been withheld by the OTDA, Contractor shall pay such liquidated damages to the OTDA within sixty (60) days after they are assessed by the OTDA unless prior to the expiration of such sixtieth day, the Contractor has filed a complaint with the Director of the Division of Minority and Woman Business Development pursuant to Subdivision 8 of Section 313 of the Executive Law in which event the liquidated damages shall be payable if Director renders a decision in favor of the OTDA.

## **H. Sanctions**

OTDA reserves the right to impose sanctions following a determination of non-compliance by a Contractor. Sanctions may be imposed upon the Contractor whenever EEO and/or MWBE program requirements have not been met in a timely and effective manner. Any/all of the following sanctions may be imposed:

- Disallowance of costs associated with such noncompliance;
- Initiation of procedures to suspend or terminate the grant or contract;
- Withholding of progress payments until such time as corrective actions have been undertaken by the Contractor to the satisfaction of OTDA;
- Deleting Contractor's name from bid lists for a specified period of time to be determined in the sole discretion of OTDA;
- Report Contractor as non-responsible to NYS OSC Vendor Responsibility System; and
- Other sanctions of which a Contractor has notice in writing prior to or during the performance of a contract.

## **V. Service Disabled Veteran Owned Business Enterprises in State Contracting**

1. The OTDA is in full accord with the aims and efforts of the State of New York to promote Service-Disabled Veteran-Owned Businesses (SDVOBs), as enacted in 2014 by Article 17-B of the Executive Law. This Law acknowledges that Service-Disabled Veteran-Owned Businesses (SDVOBs) strongly contribute to the economies of the State and the nation. As defenders of our nation and in recognition of their economic activity in doing business in New York State, Offerors to this RFP are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the resulting contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles. SDVOBs can be readily identified on the directory of certified businesses at: [http://ogs.ny.gov/Core/docs/CertifiedNYS\\_SDVOB.pdf](http://ogs.ny.gov/Core/docs/CertifiedNYS_SDVOB.pdf)
5. Offerors are strongly encouraged, to the maximum extent practical and consistent with legal requirements of the State Finance Law, the Executive Law and any implementing regulations, to use responsible and responsive NYS certified SDVOBs in purchasing and utilizing commodities, services and technology that are of equal quality and functionality to those that may be obtained from non-SDVOBs. Prospective awardees to this RFP are subject to the provisions of Executive Law Article 17-B and the regulations (9 NYCRR Part 252) issued thereunder. Bidders/proposers are reminded that they must continue to utilize small, and minority and women-owned businesses (M/WBEs), consistent with current State law (Executive Law Article 15-A).
6. Offerors will complete the Service-Disabled Veteran-Owned Businesses (SDVOBs ) Utilization Plan, to demonstrate their proposed utilization of NYS certified SDVOBs as part of their bid/proposal. OTDA has set a goal for SDVOB utilization for this procurement of 6 %.

7. The successful Offeror/Contractor will report on *actual* participation by each SDVOB during the term of the contract to the OTDA on a quarterly basis according to policies and procedures to be set by the OTDA.

**NOTE:** Information about set asides for SDVOB participation in public procurement can be found at: <http://www.ogs.ny.gov/Core/SDVOBA.asp>, which provides guidance for State agencies in making determinations and administering set asides for procurements from SDVOBs.

## **VI. REPORTS AND DELIVERABLES**

1. Should the Contractor fail to submit, to the extent required by the Office, any reports or documents as required in the above paragraph (a), the Office reserves the right to suspend any payments due until such time as the reports or documents are submitted by the Contractor to the Office.
2. If the Contractor expends \$500,000 or more in Federal funds during any one fiscal year, the Contractor will be subject to the Audit Requirements and provisions of OMB Circulars: A-110; A-122, A-133; and, all other audit requirements determined applicable by the OTDA. The audit shall be completed on an annual basis and the audit report submitted within the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period, unless a longer period is agreed to in advance by the OTDA. The audit shall be conducted in accordance with generally accepted government auditing standards by an independent auditor and submitted in a form determined by the OTDA. The OTDA will report its findings and any recommendations to the Contractor and may impose any sanctions as determined appropriate. The cost of audits made in accordance with these provisions are allowable charges to the Contract, charges may be considered a direct cost or an allocated indirect cost, as determined in accordance with the provisions of applicable OMB cost principles circulars.

## **VII. CONFIDENTIALITY AND PROTECTION OF HUMAN SUBJECTS**

The Contractor agrees to safeguard the confidentiality of information relating to individuals who may receive services in the course of this project. The Contractor shall maintain the confidentiality of all such information with regard to services authorized by the Social Services Law in conformity with the provisions of applicable State and Federal laws and regulations (e.g. Sections 136 and 372 of the Social Services Law, 18 NYCRR 357). Recipients of services other than those which are authorized by Social Services Law shall have their confidentiality protected as directed by OTDA. Any breach of confidentiality by the Contractor, its agents or representatives shall be cause for immediate termination of this AGREEMENT.

## **VIII. PUBLICATIONS AND COPYRIGHTS**

All of the license rights so reserved to OTDA and the State of New York under this paragraph are equally reserved to the United States Department of Health and Human Services, United States Department of Agriculture, United States Housing and Urban Development, United States Social Security Administration, and subject to the provisions on copyrights contained in 45 CFR Part 74, Subpart O.

## **IV. PATENTS AND INVENTIONS**

The Contractor agrees that any and all inventions, conceived or first actually reduced to practice in the course of, or under this AGREEMENT, or with monies supplied pursuant to this AGREEMENT, shall be promptly and fully reported to OTDA. Determination as to ownership and/or disposition of rights to such inventions, including whether a patent application shall be filed, and if so, the manner of obtaining, administering and disposing of rights under any patent application or patent which may be issued, shall be made pursuant to 45 CFR Part 74.36 and any amendments thereto.

## **X. TERMINATION**

To the extent permitted by law, this AGREEMENT shall be deemed in the sole discretion of OTDA terminated immediately upon the filing of a petition in bankruptcy or insolvency, by or against the Contractor. Such termination shall be immediate and complete, without termination costs or further obligation by OTDA to the Contractor.

## **XI. NOTICES AND REFUNDS**

### **A. Notices to the State shall be addressed to the Program Office designated below:**

To: **New York State Office of Temporary and Disability Assistance**

Contact Name: Lisa Irving

Title: Statewide Coordinator

Address: 40 N. Pearl St Albany NY 12243

Telephone Number: 518-473-0887

Facsimile Number: 518-474-5281

E-Mail Address: [lisa.irving@otda.ny.gov](mailto:lisa.irving@otda.ny.gov)

### **B. Refunds shall be made payable to and addressed, as stated below:**

Payable to: **NYS Department of Tax and Finance**

Mail to: New York State Office of Temporary and Disability Assistance

Address1: 40 North Pearl Street, 10-A Address2:

Albany, NY 12243

Attention: (BCM Contract Manager)

## **XII. ADDITIONAL ASSURANCES**

- A. The Contractor agrees to observe all applicable Federal Regulations, including those contained in 45 CFR Part 84 and 28 CFR Part 41.
- B. OTDA and Contractor agree that Contractor is an independent Contractor, and not an employee of OTDA. Contractor agrees to indemnify the State of New York for any loss the State of New York may suffer when such losses result from claims of any person or organization (excepting only OTDA) injured by the negligent acts or omission of Contractor, its officers and/or employees or subcontractors. Furthermore, Contractor agrees to indemnify, defend, and save harmless the State of New York, and its officers, agents, and employees from any and all claims and losses occurring or resulting to any and all contractors, subcontractors, and any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of the contract, and from all claims and losses occurring or resulting to any person, firm, corporation who may be injured or damaged by Contractor in the performance of the contract, and against any liability, including costs and expenses, for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, or use, or disposition of any data furnished under the contract or based on any libelous or other unlawful matter contained in such data or written materials in any form produced pursuant to this contract.

**ATTACHMENT A-2  
FEDERALLY FUNDED GRANTS**

**A. Funding/Reimbursement Structure**

Supplemental Nutrition Assistance Program (SNAP) Outreach is a Federal program under the United States Department of Agriculture (USDA), Food and Nutrition Services (FNS). State SNAP agencies are reimbursed 50% for allowable administrative program costs that are reasonable and necessary to operate approved SNAP outreach activities. Reimbursement is subject to the availability of Federal funds.

State SNAP agencies have the option to contract out for program informational activities (outreach). State selected contractors can receive 50 percent reimbursement for allowable administrative costs including program informational activities, but not including recruitment activities.

Pursuant to the terms of the contract between the New York State Office of Temporary and Disability Assistance (OTDA), the State SNAP Agency, and the [CONTRACTOR], the Contractor will be required to bill OTDA according to the terms of this contract and OTDA will reimburse costs incurred by the Contractor for SNAP Outreach costs at 100% and any allowable SNAP Outreach costs at 50 percent Federal share. All costs must be allowable, reasonable, and necessary. Only non-Federal funds may be dedicated to draw down Federal reimbursement for the Federal SNAP Outreach Program. Non-Federal funds designated for Federal SNAP outreach may not be used as a match for any other program. Non-Federal funds may include cash donations from non-Federal third parties such as charitable foundations/organizations. The donation or contribution may not be claimed to another Federal program or used to match another Federal program. All costs reimbursed under the SNAP Outreach must be valid obligations of the Contractor. Federal reimbursement for SNAP Outreach is subject to the availability of Federal funds.

The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, "the records"). The records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter.

Contractor accepts fiscal responsibility for activities funded as part of the Nutrition Education and Public Outreach and federal SNAP Outreach Program and will be liable for repayment of unallowable costs as determined by OTDA and/or FNS. The Contractor will cooperate with OTDA in regards to appeals of disallowances or other actions taken by FNS and will promptly return federal funds for which there has been a disallowance or deferral resulting from an audit by OTDA or FNS.

The Contractor will submit reports with the frequency, content and form required by OTDA or FNS as communicated by OTDA.

## B. Reimbursement Policy For Federal SNAP Outreach

1. Federal reimbursement will be based on total expenditures, no advances will be available. For Contractor to be reimbursed 50 percent of expenditures, all costs must be reasonable, necessary, and allowable. Only non-Federal funds may be used to access the reimbursement. The non-Federal funds may include cash donations from non-Federal third parties such as charitable foundations/organizations. The non-Federal funds can not include private cash donations from an individual.
2. The Federal Office of Management and Budget (OMB) and USDA rules and regulations for the SNAP Outreach program define what costs are allowable for SNAP outreach as set forth below:

**Reasonable** costs are those that:

- Provide a program benefit generally commensurate with the amount incurred.
- Are in proportion with other program costs for the function.
- Have a high priority relative to other demands.

**Necessary** costs are those that:

- Are needed to carry out essential functions.
- Cannot be avoided without adverse impact on program operations.
- Do not duplicate existing efforts. Administrative expenses are deemed allowable as they are considered operational costs for outreach, including all administrative expenses that are reasonable and necessary to operate approved outreach activities.

**Allowable** administrative expenses include:

- Salaries and benefits of personnel involved in outreach and administrative support.
- Office equipment, supplies, postage, duplication costs.
- Development of outreach materials when no other appropriate materials exist.
- Lease or rental costs.
- Maintenance expenses.
- Other indirect costs.
- Charges for travel for the purpose of fulfilling the approved outreach plan based on official State, local or travel regulations.

3. Contractor will not be reimbursed for any activities that are deemed unallowable.

**Unallowable** costs for reimbursement are the following:

- Bad debts, uncollected accounts or claims, and related costs;
- Contributions to an emergency reserve or similar provision for unforeseen events (contingencies). (Note: These are not insurance payments which are allowable.);
- Contributions and donations (usually these are political in nature);
- Costs that are primarily for entertainment, amusement or social activities. (Note: Meals are cited in the Office of Management and Budget (OMB) regulations as unallowable but within the context of training, meals might be allowable.)

- Fines, violations or penalties for failure to comply with Federal, State, or Local laws. Costs of general government, such as the Governor's office. Costs which may be directly charged to a Federal grant may be allowable; such as if a person assigned to the Governor's office devotes 100 percent of his/her time to food stamps. Each situation, however, must be judged on its own merit.
- Payments to third parties and other losses not covered by insurance (indemnification).
- Losses not covered by insurance. (Note: See Indemnification above. These costs are similar, but not the same.)
- Legislative expenses.
- Shortfalls in one grant cannot be charged to another Federal grant (Recovery of Costs under Federal Funding Agreements). (Note: This is not the same as charging two Federal grants for a share of the costs of the activity if both agencies benefit from the activity funded. However, an allocation basis must be established for sharing the costs in proportion to the benefit each receives.)
- Alcoholic beverages.
- Advertising and public relations unless used for recruitment of staff, acquisition of material for the grant, or publishing the results of the grant. (Note: Paid media buys for educational purposes such as to promote the nutrition benefits of food stamps via an outreach program are not precluded by this provision and are allowable.)
- Alumni activities.
- Commencement and convocations.
- Legal fees which result from a failure to follow Federal, State, or Local Laws. If certain conditions are met, the Federal government may allow some legal fees.
- Executive lobbying.
- Goods and services for private use.
- Housing and personal living expenses.
- Interest, fund raising, and investment management. For interest there are exceptions. If interest costs shown, it will be examined in light of the exceptions.
- Any and all political party expenses.
- All costs incurred prior to the approval of the outreach plan (pre-agreement costs).
- Scholarships and student aid.
- Student activity costs.
- Travel within New York State is allowable but with restrictions as to amount and level of transportation cost (for example, no first class tickets).

Contractor will conduct federal SNAP Outreach Program activities in compliance with all applicable federal laws, rules, and regulations including Civil Rights and federal OMB regulations including Title 2 CFR Part 215 (OMB Circular A-110), 2 CFR Part 230 (OMB Circular A-122) and 7 CFR Part 3019.

Contractor agrees that its program activities covered by this contract will enhance and supplement existing programs, rather than supplanting such programs, and will operate in conjunction with such existing programs.

## **Nondiscrimination**

(1) In the certification of applicant households for the supplemental nutrition assistance program, there shall be no discrimination by reason of race, sex, religious creed, national origin, or political affiliation.

(2) **RELATION TO OTHER LAWS.**—The administration of the program by a State agency shall be consistent with the rights of households under the following laws (including implementing regulations):

(A) The Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.).

(B) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794).

(C) The Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

(D) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.).

## **ASSURANCE REGARDING FELONY CONVICTION OR TAX DELINQUENT STATUS**

All applicants must comply with sections 738 and 739 of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012 (P.L. 112-55) **Section 738** (Felony Provision) None of the funds made available by this Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to any corporation that was convicted (or had an officer or agency of such corporation acting on behalf of the corporation convicted) of a felony criminal violation under any Federal or State law within the preceding 24 months, where the awarding agency (USDA Food and Nutrition Service) is aware of the conviction, unless the agency has considered suspension or debarment of the corporation, or such officer or agent, and made a determination that this further action is not necessary to protect the interest of the Government.

**Section 739** (Tax Delinquency Provision) None of the funds made available by this Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that (has) any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency (USDA Food and Nutrition Service) is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government

The applicant will attest to the above by completing and returning the “Statement of Assurance Regarding Felony Convictions or Tax Delinquent Status” listed below and contained in this application package.

## **Part B: Instructions for Completing the Application**

### **General Instructions**

The T-SNAP application must be submitted in Grants Gateway which is accessible at <https://grantsgateway.ny.gov>. Eligible entities must be pre-qualified NYS not-for-profit organizations. Applicants should submit only one application per agency. Read and apply all instructions while completing the screens in The Grants Gateway. No required documents submitted for consideration will be accepted outside of the Grants Gateway system. A printed version of the application appears in Section C. Please note: only someone with a Grantee Signatory or System Administrator role at your agency can submit the application in the Grants Gateway system.

Find T-SNAP from the View Opportunities button. Apply for opportunity. From the FORMS MENU, complete the following FORMS/SCREENS. Sections from the Forms Menu do not have to be completed in any particular order. You must save your work before moving onto a new screen. If you do not complete it all in one session, search for the application in progress from the application link at the top of the screen when you return.

### **Project Site Address Screen**

Enter statewide contractor site addresses and agency specific information as requested.

### **Program Specific Questions Screen**

Follow instructions at top of screen. Answer all questions in this section. Note that most narrative answer spaces allow unlimited text. Please be detailed but concise. Upload forms when required. Upload optional forms to support narrative when applicable.

### **Budget Forms**

Applicants will be required to submit two complete and corresponding budgets for the delivery of T-SNAP programming.

1. Grants Gateway system Master Contract Budget that details the expenses that the Federal SNAP Outreach dollars will support
2. Federal SNAP Outreach budget, budget narrative, staffing summary and staffing narrative, which details both the Federal SNAP Outreach funds and the allowable non-Federal expenses associated with SNAP Outreach activities being used to draw down the Federal match.

All costs must be allowable, reasonable, and necessary for delivery of services. All costs must be consistent with the scope of services. Only use whole dollar amounts for funds requested. Administrative costs are limited to no more than 15% of the total program costs and all administrative costs must be identified and itemized. Federal indirect costs are disallowed.

Staffing pages must be broken down by the percent time spent on SNAP Outreach program and administrative duties. If a staff position is funded by more than one funding source, the amount of each funding source to support the salary must be provided in the budget narrative.

Ineligible items will be removed from the budget prior to submitting to USDA as part of the NYS SNAP Outreach Plan and as part of contract negotiations with successful bidders. SNAP Outreach reimbursement is contingent upon Federal approval, the availability of federal funds, and state appropriation authority.

Consult Part A, Section F for Allowable Expenses. Use the following as a guideline for where expenses should appear in the budget.

**Personal Service** – Include employees that will be paid in full or in part from contract funds in the Grants Gateway Master Contract Budget. Each title must be listed on a separate screen. In the role/responsibility field, please describe the title's role in relation to T-SNAP. The Personal Salary Services Narrative screen should only be used to describe exceptions in staffing patterns, annual salary costs, or justification of staff funded by more than one funding source, and explanation of the percent time allocated to T-SNAP, including the percentage of time allocated to administrative and program activities where necessary. In the Federal SNAP Outreach budget, staffing summary and narratives, show both the Federal and non-Federal funds used as a match for Federal reimbursement.

**Fringe Benefit** - Fringe Benefits should be budgeted in line with your organization's Standard Fringe Benefit Policy and/or Negotiated Bargaining Agreements and should not exceed the current NYS rate published by the Office of State Comptroller in the Guide to Financial Operations. Provide a brief explanation of the percentage and composition of the fringe benefit structure in the Fringe Type/Description field. If fringe is not applicable, leave this section blank. For all employees listed in the Personnel Service Expense Detail, the following mandatory employer payroll taxes must be paid: Social Security (FICA), NYS Unemployment Insurance (SUI), NYS Disability Insurance, and Workers' Compensation. Additional fringe benefits such as pension, health, life, and/or dental insurance may be provided. If T-SNAP funds are being requested to cover these expenses, the total fringe benefit and payroll taxes chargeable to this program cannot exceed the Office of the State Comptroller's current rate. No exceptions are granted to the maximum rate, although you may allocate a lower percentage. These amounts should carry to the "Budget Statement" under Fringe Benefits. You must explain all costs associated with this budget line in the Justification/Explanation section of this worksheet. The Fringe Narrative screen should not be used since all explanations should appear on the Fringe screen. In the Federal SNAP Outreach budget, staffing summary and narratives, show both the Federal and non-Federal funds used as a match for Federal reimbursement.

**Contractual Services** – Costs for services rendered to the project under a formal or written agreement such as direct provision of services by contractual arrangement. Each type of contractual cost must be listed on its own screen and the cost justified. Only the pro-rated portion of the entire expenditure that is related to the T-SNAP is allowed. This line includes individuals or organizations external to the contractor which have entered into an agreement with the contractor to provide any services outlined in or associated with the contract and whose services are to be funded under the contract budget. This includes any other not-for-profits performing work under the proposed T-SNAP contract. All such agreements are to be bona

vide written contract: OTDA reserves the right to request these documents at any time in the future. In the Federal SNAP Outreach budget, staffing summary and narratives, show both the Federal and non-Federal funds used as a match for Federal reimbursement.

**Travel Costs** - These costs may be reimbursed up to the NYS rate approved by OSC. Only travel costs for personnel listed under Personal Services Costs are acceptable. In the justification field, explain which staff will be traveling in relation to the project, the destination, purpose, and frequency of the travel. Out-of-state travel is not allowed. In the Federal SNAP Outreach budget, staffing summary and narratives, show both the Federal and non-Federal funds used as a match for Federal reimbursement.

**Equipment** - This category includes purchase, rental, and leasing of equipment. Equipment is any non-consumable, tangible property having a useful life of more than one year. Substantial equipment purchases (costing more than \$5,000) should be avoided. Acquisition costs must be in accordance with NYS and Federal Office of Management and Budget requirements and may be evaluated to determine if leasing is a practical and cost effective alternative. If the only alternative is to purchase such equipment using contract funds, an applicant is required to obtain 3 competitive bids and must receive OTDA prior approval. All things being equal, contractor must purchase equipment from the lowest bidder. Complete the Equipment form if ordinary equipment is requested. Complete the Equipment Narrative form in addition if there is any substantial equipment costing more than \$5,000 per item. The Equipment Narrative form includes fields for bids received and explanations for justification. Please note that equipment may not be purchased, rented or leased unless in the approved contract. In the Federal SNAP Outreach budget, staffing summary and narratives, show both the Federal and non-Federal funds used as a match for Federal reimbursement.

**Space/Property–Rent** -This section is used for costs associated with Space/Property rent, including square footage of space allocated to this contract, and cost per square foot. Proposed space/property costs to be funded with Federal SNAP Outreach funds must be supported by calculations based on the cost per square foot for each FTE associated with the program. In the Federal SNAP Outreach budget, staffing summary and narratives, show both the Federal and non-Federal funds used as a match for Federal reimbursement.

**Space/Property – Own-** T-SNAP expenses should not appear in this screen as mortgage payments are not allowable under T-SNAP but this form may be used for matching funds. In the event owned property is being used toward match, please use the justification field to explain. The Space/Property-Own Narrative form should not be used. In the Federal SNAP Outreach budget, staffing summary and narratives, show both the Federal and non-Federal funds used as a match for Federal reimbursement.

**Utilities** – Expenses related to utilities needed to operate an agency facility such as phone, water, electricity, heating etc. Only the pro-rated portion of the entire expenditure that is related to the T-SNAP is allowed. Costs must be justified in the justification field. The Utilities Narrative form should only be used to explain extraordinary costs. In the Federal SNAP Outreach budget, staffing summary and narratives, show both the Federal and non-Federal funds used as a match for Federal reimbursement.

**Operating Expenses** – Item’s necessary to operate your program, such as office supplies, insurance, postage, copies, and supplies. Describe expenses fully in field provided. The Operating Expenses Narrative should only be used to explain extraordinary costs. In the Federal SNAP Outreach budget, staffing summary and narratives, show both the Federal and non-Federal funds used as a match for Federal reimbursement.

**Other-** Administrative costs are allowed up to 15% of the requested amount. Costs must be identified. Allowable administrative costs are those costs directly related to administering the T-SNAP. Any personnel that provide both direct services and administrative duties may be split accordingly between the personnel and administrative cost categories and the staffing narrative should identify the percentage of time allocated to program and administrative functions. Funds requested in support of administrative personnel are subject to Executive Order #38. Pursuant to this order, grant funds may not be used to support the salaries of administrative personnel that receive compensation in excess of \$199,000 without an approved waiver. OTDA may adjust the compensation cap annually based on appropriate factors and with the approval of the Director of the Division of Budget. Indirect Cost Rate is not allowed. In the Federal SNAP Outreach budget, staffing summary and narratives, show both the Federal and non-Federal funds used as a match for Federal reimbursement.

**Other Items** - Eligible items or services necessary to run the program which do not fall into any of the preceding lines in the budget should also be listed in Other. All costs must be described & justified in the field provided. The Other Narrative form should only be used to describe extraordinary costs.

**Work Plan and Objectives / Task Form-**

**Work Plan Overview Form** - Based on ANNUAL perspective, complete the work plan for October 1, 2016 – September 30, 2017 following the directions.

In the **Organizational Capacity Section**, describe the relevant experience of the applicant organization in the following areas. Whenever possible, describe outcome activities. Include the following:

1. Experience and Capacity of organization to administer a SNAP Outreach program
2. Experience conducting SNAP Outreach targeted to underserved SNAP eligible populations, including prescreening, application assistance, and program access for SNAP
3. Experience working with low-income, low literate, and food-insecure populations
4. Experience collaborating with state/and or local level food programs or social service program administrators to increase participation in the SNAP program

Applicants responding to this RFP should demonstrate an awareness of how minorities and persons with disabilities have been considered in the development and implementation design of the SNAP Outreach activities.

In the **Project Summary** section, provide the following:

1. **Needs Assessment**- Detail the SNAP participation rates, major barriers to SNAP participation, and appropriate kinds of activities to reduce barriers and increase participation in the SNAP program. Identify regions of need by populations at risk of food insecurity. Provide a detailed description of

the target population including relevant demographics and describe the proposed methodology for identifying high need areas.

2. **Project Summary**- Describe overall programming. Estimate the number of activities to be conducted and the estimated reach of program activities, including the different service delivery methods, hours or operations, and location/sites where SNAP Outreach services will be provided.

**Objectives and Task Form**- List and describe at least (1) task for each of the 5 objectives listed for the Targeted SNAP Outreach program. Additional objectives and tasks may be added based on the proposed work submitted in the grant application. Each objective will appear on its own screen. To start, under Objective Selection, choose an objective from the drop down menu. For each objective add at least one task associated with the objective. To add additional tasks, select the number of tasks from the drop down menu. To add additional objectives, choose add objectives and number of tasks. View/Add under performance measure. Example: Objective – “Eligibility Pre-Screening.” In the Narrative field, describe the significance of the objective, task(s) used to accomplish the objective and identify performance measures that will show if the objective is accomplished. Following example, a narrative might be “Increased participation in SNAP will result from conducting SNAP Pre-Screening events at food pantries serving food-insecure individuals and families.” The task section should include measurable objectives. For example: “By the end of September 30, 2017, following 50 SNAP outreach events, SNAP participation will increase by 3,000 individuals”. You may upload performance measure documentation, such as charts, surveys etc. Save your work. Repeat the same process for Second Objective and Third Objective. You can find them by hovering over the Objectives and Tasks (3) on the forms menu. There is also a “Go” button on the top right of the Objectives screen will allow you to switch between First, Second and Third Objective.

**Submission Uploads** - Download all forms by following the links available on the Upload Screen, or you may print the forms in Part C of this application. Upload all required forms in the places designated throughout the application. If you are unable to produce required information, you must upload an explanation in its place. Complete MWBE forms and upload them if requesting SNAP Outreach funds for supplies, contractual relationships, and equipment. If a contractual relationship is with another not-for-profit, that expense is not subject to MWBE goals.

<b>No Further Entries This Page</b>
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## **PART C: Forms to Upload**

### **Forms 2- 13 are required documents**

Complete and upload the forms as part of the T-SNAP Application

1. Notice of Intent to Bid (Attachment 1) (*Optional*)
2. Local Department of Social Services Letter of Support (Attachment 2)
3. Local Funding and Federal Funding Attestation Form (Attachment 3)
4. Contractor/Subcontractor Background Questionnaire (Attachment 4)
5. Equal Employment Opportunity Staffing Plan (Attachment 5)
6. M/WBE – EEO Policy Statement (Attachment 6)
7. Subcontractor and Supplier Identification Form (Attachment 7)
8. Agency Agreement (Attachment 8)
9. Federal SNAP Outreach Budget Summary Form (Attachment 9)
10. Federal SNAP Outreach Budget Narrative (Attachment 10)
11. Federal SNAP Outreach Staffing Summary Form (Attachment 11)
12. Federal SNAP Outreach Staffing Narrative (Attachment 12)
13. Annual Federal SNAP Outreach Project Description Form (Attachment 13)

**NOTICE OF INTENT TO BID**

This confirms our intent to respond to the T-SNAP II RFP issued by the New York State Office of Temporary and Disability Assistance and to submit a proposal.

Signed:

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(Name/Title/Organization/Bidder Name)

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(Address/Phone)

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(e-mail)

Please respond by February 29, 2016 by faxing or mailing this form to:

NYS Office of Temporary and Disability Assistance  
Center for Employment and Economic Supports  
Attention: Lisa Irving  
40 North Pearl Street, 11C  
Albany, New York 12243  
Fax: (518) 474-5281

**Local Department of Social Services  
Sample Letter of Support**

**LDSS LETTERHEAD**

**DATE**

Lisa Irving  
Statewide Coordinator  
SNAP Outreach and Nutrition Education  
NYS Office of Temporary and Disability Assistance  
40 North Pearl Street, Floor 11C  
Albany, NY 12243

Dear Ms. Irving,

The [INSERT COUNTY NAME] County Department of Social Services has reviewed the proposal developed by [INSERT AGENCY NAME] for funding from the New York State Targeted SNAP Outreach Program. This proposal will provide SNAP Outreach activities in targeted areas of [INSERT COUNTIES] in an effort to reach underserved populations eligible for the SNAP Program.

The [INSERT COUNTY NAME] County Department of Social Services is pleased to support [INSERT AGENCY NAME] plan to conduct eligible activities under the SNAP Outreach Program.

Sincerely,

**Signature and Title**

Local Social Services Department Representative

### Local Funding and Federal Funding Attestation Form

If funded, I, INSERT NAME AGENCY REPRESENTATIVE of INSERT AGENCY NAME, certify that I will ensure compliance with program requirements, as outlined in this RFP, or subsequent additional regulations issued by OTDA under the Targeted SNAP Outreach Program (T-SNAP) or by the United States Department of Agriculture’s Food and Nutrition Service under the Supplemental Nutrition Assistance Program and the Supplemental Nutrition Assistance Outreach Program. Outlined below is a list of relevant grants, awards, or other funding sources currently administered by our organization. I certify that funding under the T-SNAP may only be used for the purposes of this RFP and may not be used to supplant funds for outreach activities supported with other funds. I certify that only non-Federal funds will be designated to draw down Federal reimbursement funding for T-SNAP. I certify that the non-Federal funds designated for this T-SNAP proposal are not, and will not be, used as a match for any other program. I certify that the non-Federal funds identified in this proposal do not include any private cash donations from an individual.

(Signature)

\_\_\_\_\_  
 [INSERT AGENCY REPRESENTATIVE]

\_\_\_\_\_  
 DATE

Funding Amount	Name Funding Source	Funding Period M/YYYY-M/YYYY	√ if Match for T-SNAP Program

*\*add more lines as necessary*

NEW YORK STATE  
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE

CONTRACTOR/SUBCONTRACTOR BACKGROUND QUESTIONNAIRE

General Information

Federal Identification Number: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Actual Location: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Fax Number: ( ) \_\_\_\_\_ Telephone Number: ( ) \_\_\_\_\_

<b>Background Questionnaire</b>	
<b>The following section must be fully completed by the Bidder or bid will be deemed non-responsive. Where appropriate, provide additional details using space provided or by inserting additional sheets following this part. Any proposed subcontractor must also complete this form if the value of that subcontract will be in excess of \$10,000.</b>	
1a. If you, the bidder, are a natural person, are you a New York State resident?	_____NO _____YES
1b. If you are a corporation, are you a New York State corporation?	_____NO _____YES
1c. Are you registered with the New York State Department of State (DOS) to do business in New York State? If no, you will be required to comply with the New York State Department of State guidelines for doing business in New York State before you will be eligible for a Contract award. Do you agree to these conditions?	_____NO _____YES _____NO _____YES
2. How many years has the bidder been in business?	_____ Years
3a. Are you a certified minority owned business enterprise, certified by the NYS Department of Economic Development? (Your company is eligible to be certified if it is at least 51% owned and controlled by minority group members (i.e. Black, Hispanic, Asian, Pacific Islander, American Indian or Alaskan Native)?)	_____NO _____YES
3b. Are you a woman owned business enterprise, certified by the NYS Department of Economic Development? (Your company is eligible to be certified if it is at least 51% owned and controlled by women.)	_____NO _____YES
4. How many people are employed by the bidder?	_____ Employees
1. Total number of people employed by the bidder: * Within New York State? * Outside of New York State? * Outside of United States?	
6. Is the bidder independently owned and operated?	_____NO _____YES (If no, provide details.)

7. List and describe any liquidated damages assessed, and/or liens or claims over \$25,000 filed against the bidder and remaining undischarged or unsatisfied for more than 90 days, on any contracts within the past five years.

\_\_\_\_ NO      \_\_\_\_ YES

8. Within the past five years has the bidder, any affiliate, any predecessor company or entity, any owner of 5.0% or more of the bidder's equity, or any director, officer, partner, or employee, or other agent of the bidder who either routinely or frequently acts for the bidder, or has acted for the bidder at any time in conjunction with the pending contract, or any similar contract with New York State, been the subject of:

- a) A judgment of conviction for any business-related conducts constituting a crime under state or Federal law?
- b) A currently pending indictment for any business-related conducts constituting a crime under state or Federal law?
- c) A grant of immunity for any business-related conducts constituting a crime under a state or Federal law?
- d) A Federal suspension or debarment, New York rejection of any bid or disapproval of any proposed subcontract for lack of responsibility, denial or revocation of pre-qualification in any state, or a voluntary exclusion agreement?
- e) A civil or criminal investigation of the New York State Ethics Commission involving a violation(s) of Section 73 and/or Section 74 of the Public Officer's Law?
- f) Any bankruptcy proceeding?
- g) Any suspension or revocation of any business or professional license?
- h) Anyone whose license to provide health care services under investigation, citation, suspension (including suspension stayed on compliance with compulsory terms) and/or conviction by any State licensing authority for reasons bearing on professional competence, professional conduct, or financial integrity?
- i) Any failure to notify the OTDA of any investigation, citation, suspension (including suspension stayed on compliance with compulsory terms) and/or conviction by a State agency of a matter within its jurisdiction?
- j) Any citations, Notices, violation orders, pending administrative hearings or proceedings or determinations for violations of:
  - \* Federal, state or local health laws, rules or regulations;
  - \* unemployment insurance or workers compensation coverage or claim requirements;
  - \* ERISA (Employee Retirement Income Security Act);
  - \* Federal, state or local human rights laws; or,
  - \* Federal, state security laws?
- k) A grant of immunity for any business-related conducts constituting a crime under a state or Federal law?
- l) Any Federal determination of a violation of any labor law or regulation, or any OSHA serious violation? Was violation willful?
- m) Any state determination of a violation of any labor law or regulation?
- n) Any state determination of a Public work violation?  
Was violation deemed willful?
- o) A revocation of MBE or WBE certification?
- p) A rejection of a low bid on a state contract for failure to meet statutory affirmative action or MWBE requirements?
- q) A consent order with the NYS Department of Environmental Conservation, or a Federal or state enforcement determination involving a construction-related violation of Federal or state environmental laws?

Check any that apply. If "yes", describe using additional pages if necessary.

\_\_\_\_\_ NO \_\_\_\_\_ YES

9. Does your company retain partnership or reciprocal agreements with hardware and/or software companies, or with associated manufacturers in this industry?	_____ NO _____ YES
10. Does the bidder hold any current contracts with the State of New York, its departments or political subdivisions, valued in excess of \$100,000?	_____ NO _____ YES (If yes, provide details.)
11. Does the bidder hold any current contracts with governmental entities outside of New York State, valued in excess of \$100,000?	_____ NO _____ YES (If yes, provide details.)
12. Your firm is responsible for providing worker's compensation insurance pursuant to State law. The State has the option to require proof of current worker's compensation insurance or proof of exemption if applicable. Do you comply with this requirement?	_____ NO _____ YES
13. Your firm is responsible for providing disability insurance pursuant to State law. The State has the option to require proof of current worker's compensation insurance or proof of exemption if applicable. Do you comply with this requirement?	_____ NO _____ YES
14. Does your firm employ any non-U.S. citizens or resident legal aliens?	_____ NO _____ YES
15. If yes, are the forms on file and available for inspection?	_____ NO _____ YES

**CERTIFICATION**

The undersigned: 1) recognizes that this questionnaire is submitted for the express purpose of inducing the New York State Office of Temporary of Disability Assistance to award a contract or approve a subcontract; 2) acknowledges that the Office may in its discretion, by means which it may choose, determine the truth and accuracy of all statements made herein; 3) acknowledges that intentional submission of false or misleading information may constitute a felony under Penal Law 210.40 or a misdemeanor under Penal Law 210.35 or 210.45, and may also be punishable by a fine of up to \$10,000 or imprisonment of up to five years under 18 U.S.C. 1001; 4) states that the information submitted in this questionnaire and any attached pages is true, accurate and complete; and, 5) acknowledges that submission of false or misleading information will constitute grounds for the Office to terminate its contract (or revoke its approval of a subcontract) with the undersigned or the organization of which s/he is an officer.

Authorized Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**EQUAL EMPLOYMENT OPPORTUNITY**  
**STAFFING PLAN**  
**Submit with Bid or Proposal – Instructions on page 2**

<b>Solicitation/Program Name:</b>	<b>Report includes:</b> <input type="checkbox"/> Work force to be utilized on this contract <input type="checkbox"/> Contractor/Subcontractor's total work force
<b>Offeror's Name:</b>	<b>Reporting Entity:</b> <input type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor <b>Subcontractor's name</b> _____
<b>Offeror's Address:</b>	

Enter the total number of employees for each classification in each of the EEO-Job Categories identified

EEO-Job Category	Total Work force	Work force by Gender		Work force by Race/Ethnic Identification								Disabled		Veteran			
		Total Male (M)	Total Female (F)	White		Black		Hispanic		Asian		Native American		(M)	(F)	(M)	(F)
				(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)				
Officials/Administrators																	
Professionals																	
Technicians																	
Service Maintenance Workers																	
Office/Clerical																	
Skilled Craft Workers																	
Paraprofessionals																	
Protective Service Workers																	
Totals																	

<b>PREPARED BY (Signature):</b>	<b>TELEPHONE NO.:</b>	<b>DATE:</b>
	<b>EMAIL ADDRESS:</b>	
<b>NAME AND TITLE OF PREPARER (Print or Type):</b>		<b>SUBMIT COMPLETED WITH BID OR PROPOSAL</b>

**General instructions:** All Offerors and each subcontractor identified in the bid or proposal must complete an EEO Staffing Plan (04-10) and submit it as part of the bid or proposal package. Where the work force to be utilized in the performance of the State contract can be separated out from the contractor's or subcontractor's total work force, the Offeror shall complete this form only for the anticipated work force to be utilized on the State contract. Where the work force to be utilized in the performance of the State contract cannot be separated out from the contractor's or subcontractor's total work force, the Offeror shall complete this form for the contractor's or subcontractor's total work force.

**Instructions for completing:**

1. Enter the Solicitation number or RFP number that this report applies to along with the name and address of the Offeror.
2. Check off the appropriate box to indicate if the Offeror completing the report is the contractor or a subcontractor.
3. Check off the appropriate box to indicate if the work force being reported is just for the contract or the Offerors' total work force.
4. Enter the total work force by EEO job category.
5. Break down the total work force by gender and enter under the heading 'Work force by Gender'
6. Break down the total work force by race/ethnic background and enter under the heading 'Work force by Race/Ethnic Identification'. Contact the Designated Contact(s) for the solicitation if you have any questions.
7. Enter information on disabled or veterans included in the work force under the appropriate headings.
8. Enter the name, title, phone number and email address for the person completing the form. Sign and date the form in the designated boxes.

**RACE/ETHNIC IDENTIFICATION**

Race/ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than one race/ethnic group. The race/ethnic categories for this survey are:

- **WHITE** (Not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- **BLACK** a person, not of Hispanic origin, who has origins in any of the black racial groups of the original peoples of Africa.
- **HISPANIC** a person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- **ASIAN & PACIFIC ISLANDER** a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.
- **NATIVE INDIAN (NATIVE AMERICAN/ALASKAN NATIVE)** a person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

**OTHER CATEGORIES**

- **DISABLED INDIVIDUAL** any person who:
  - has a physical or mental impairment that substantially limits one or more major life activity(ies)
  - has a record of such an impairment; or
  - is regarded as having such an impairment.
- **VIETNAM ERA VETERAN** a veteran who served at any time between and including January 1, 1963 and May 7, 1975.
- **GENDER**

MINORITY/WOMEN-OWNED BUSINESS ENTERPRISES – EQUAL  
EMPLOYMENT OPPORTUNITY POLICY STATEMENT

**M/WBE AND EEO POLICY STATEMENT**

I, \_\_\_\_\_, the (awardee/contractor) \_\_\_\_\_ agree to adopt the following policies with respect to the project being developed or services rendered at \_\_\_\_\_

This organization will require its contractors and subcontractors to take good faith actions to achieve the M/WBE contract participation goals and provide Equal Employment Opportunities set by NYS OTDA for the State-funded project by taking the following steps:

**M/WBE**

- (1) Actively and affirmatively solicit bids for contracts and subcontracts from qualified State certified MBEs or WBEs, including solicitations to M/WBE contractor associations.
- (2) Request a list of State-certified M/WBEs from NYS-OTDA and solicit bids from them directly.
- (3) Ensure that plans, specifications, request for proposals and other documents used to secure bids will be made available in sufficient time for review by prospective M/WBEs.
- (4) Where feasible, divide the work into smaller portions to increase participation by M/WBEs and encourage the formation of joint ventures and other partnerships among M/WBE contractors to encourage their participation.
- (5) Document and maintain records of bid solicitation, including those to M/WBEs and the results thereof. The Contractor will also maintain, or, where appropriate, require its subcontractors to maintain and submit, as required by OTDA, records of actions that its subcontractors have taken toward meeting M/WBE contract participation goals.
- (6) Ensure that project payments to M/WBEs are made on a timely basis so that undue financial hardship is avoided, and that bonding and/or other credit requirements may, in the sole discretion of OTDA, be waived and/or appropriate alternatives are developed to encourage M/WBE participation.
- (7) This organization will include the provisions of sections (1) through (6) of this agreement in every subcontract in such a manner that the requirements of the subdivisions will be binding upon each subcontractor as to work in connection with the State contract.

**EEO**

- a) This organization will not discriminate against any employee or applicant for employment because of race, religion/creed, color, national origin, sex, age, disability, sexual orientation, military status, predisposing genetic characteristics, victim of domestic violence status, or marital status, will undertake or continue existing programs of affirmative action to ensure that minority group members are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on state contracts.
- b) This organization shall state in all solicitation or advertisements for employees that in the performance of the State contract all qualified applicants will be afforded equal employment opportunities without discrimination because of race, religion/creed, color, national origin, sex, age, disability, sexual orientation, military status, predisposing genetic characteristics, victim of domestic violence status or marital status,
- (c) At the request of the contracting agency, this organization shall request that each employment agency, labor union, or authorized representative will not discriminate on the basis of race, religion/creed, color, national origin, sex, age, disability, sexual orientation, military status, predisposing genetic characteristics, victim of domestic violence status or marital status, and that such union or representative will affirmatively cooperate in the implementation of this organization's obligations herein.
- (d) This organization will include the provisions of sections (a) through (c) of this agreement in every subcontract in such a manner that the requirements of the subdivisions will be binding upon each subcontractor as to work in connection with the State contract.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2 \_\_\_\_\_

By \_\_\_\_\_

Print: \_\_\_\_\_ Title: \_\_\_\_\_

**Minority/Women Business Enterprise Liaison**

\_\_\_\_\_ is designated as the Minority/Women Business Enterprise Liaison (Name of Designated Liaison)

responsible for administering the Minority and Women-Owned Business Enterprises-Equal Employment Opportunity (M/WBE-EEO) program.

\_\_\_\_\_  
(Authorized Representative)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Contact:  
NYS OTDA  
M/WBE Program Management Unit Harlem  
Center - 9<sup>th</sup> Floor  
317 Lenox Avenue  
New York, NY 10027  
(212) 961-8214**

**SUBCONTRACTOR AND SUPPLIER IDENTIFICATION FORM**

**INSTRUCTIONS:** This form must be submitted with any bid, proposal, or proposed negotiated contract. This identification form must contain a detailed description of the supplies and/or services to be provided by each subcontractor or supplier under the contract. Offerors must indicate by checking the box(es) below which business designation(s) each listed Subcontractor/Supplier meets. Attach additional sheets if necessary.

**Offeror's Name:** \_\_\_\_\_ **Federal Identification Number:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_  
**City, State, Zip Code:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Region/Location of Work:** \_\_\_\_\_ **Will New York State businesses be used in the performance of this contract?** YES NO

1. Subcontractors/Suppliers Business Name, Address, Email Address, Telephone No.	2. Service/Product Provided	3. Federal ID No.	4. Business Designation Check all that apply	5. Dollar Value of Subcontracts/Supplies/Services over the term of the contract.
A.			<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> NYS Business** <input type="checkbox"/> NYS Small Business**	
B.			<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> NYS Business** <input type="checkbox"/> NYS Small Business**	
C.			<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> NYS Business** <input type="checkbox"/> NYS Small Business**	
D.			<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> NYS Business** <input type="checkbox"/> NYS Small Business**	
Please Identify ALL subcontracting and supplier purchasing opportunities. NOTE: Any Subcontractor or Supplier purchases in excess of \$100,000 must comply with NYS Vendor Responsibility Requirements.  **New York State businesses have a substantial presence in State contracts and strongly contribute to the economics of the state and the nation. In recognition of their economic activity and leadership in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, partners, or other supporting roles.  Bidders/proposers need to be aware that all authorized users of this contract will be strongly encouraged, to the maximum extent practical and consistent with legal requirements, to use responsible and responsive New York State businesses in purchasing commodities that are of equal quality and functionality and in utilizing services and technology. Furthermore, bidders/proposers are reminded that they must continue to utilize small, minority, and women-owned businesses, consistent with current State law.  Utilizing New York State businesses in State contracts will help create more private sector jobs, rebuild New York's infrastructure, and maximize economic activity to the mutual benefit of the contractor and its New York State business partners. New York State businesses will promote the contractor's optimal performance under the contract, thereby fully benefiting the public sector programs that are supported by associated procurements.  Public Procurement can drive and improve the State's economic engine through promotion of the use of New York businesses by its contractors. The State therefore expects bidders/proposers to provide maximum assistance to New York businesses in their use of the contract. The Potential participation by all kinds of New York businesses will deliver great value to the State and its taxpayers.			<b>NAME AND TITLE OF PREPARER (Print or Type):</b>  <b>Signature:</b> _____ Authorized Signature  <b>Date:</b> _____  <b>Telephone Number:</b> _____ <b>EMAIL Address:</b> _____	

AGENCY AGREEMENT

It is understood and agreed to by the applicant that (1) This RFP does not commit the New York State Office of Temporary and Disability Assistance (OTDA) to award any contracts, pay the costs incurred in the preparation of response to this RFP, or to procure or contract services. (2) OTDA reserves the right to amend, modify or withdraw this RFP and to reject any proposals submitted, and may exercise such right at any time and without notice and without liability to any offer or other parties for their expenses incurred in the preparation of a proposal or otherwise. Proposals will be prepared at the sole cost and expense of the agency. (3) OTDA reserves the right to accept or reject any or all proposals that do not completely conform to the instructions given in the RFP, including time frames for submission thereof. (4) Submission of a proposal will be deemed to be the consent of the applicant to any inquiry made by OTDA of third parties with regard to the applicant's experience or other matters deemed by OTDA relevant to the proposal. (5) Funds granted for this project will be used only for the conduct of the project as approved. (6) The contract may be terminated in whole, or in part, by OTDA. Such termination shall not affect obligations incurred under the grant prior to the effective date of such termination. (7) When funds are advanced any unexpended balance or funds unaccounted for at the end of the approved period must be returned. (8) Any significant revision of the approved project proposal must be in writing by the contractor prior to enactment of the change. (9) Progress reports must be submitted as required by OTDA. The final program and financial reports must be submitted within a specified time period after the project terminates. Necessary records and accounts including financial and property controls will be maintained and made available to OTDA for audit purposes. (10) All reports of investigations, studies, and publications made as a result of this proposal must acknowledge the support provided by OTDA. (11) All personal information concerning individuals served or studies conducted under the project are confidential and such information may not be disclosed to unauthorized persons, corporations, or agencies. (12) OTDA reserves a royalty free non-exclusive license to use and to authorize others to use all copyrighted material resulting from this project. (13) Successful applicants will be subject to the State's prompt contracting law. (14) Selected contractors agree to be bound by the Affirmative Action/Equal Opportunities anti-discrimination provisions as more fully set forth in General Terms and Conditions of this RFP.

OTDA reserves the right, if funds become available, to make additional awards based on the remaining proposals submitted to this RFP, in lieu of releasing a new RFP, if deemed to be in the best interest of the State. In the event funds become available, projects would be awarded funding in a manner consistent with the award methodology set forth in this Request for Proposals.

This RFP governs the provision of services for a FIVE (5) year contract cycle to be funded annually depending upon the availability of continued funding, satisfactory performance, and the discretion of the OTDA. For those applicants selected as a result of this Request for Proposals (RFP), subsequent year's funding may be at an increased or decreased level depending on funds available.

The applicant certifies that to the best of his/her knowledge and belief the information in this application is true and correct, and that he/she will comply with the above agreement if the contract is received.

(Signature)

\_\_\_\_\_
AGENCY REPRESENTATIVE

\_\_\_\_\_
TITLE

\_\_\_\_\_
DATE

**Federal SNAP Outreach Budget Summary Detail**

*(SNAP Outreach Funds by Category and Source of Funding)*

Expenses	Non-Federal Funds				(e) Federal Funds	(f=d+e) Total Funds
	(a) Public Cash	(b) Public In-kind	(c) Private Cash	(d=a+b+c) Total		
<b>(g) Personnel (Salary and Benefits)</b>						
<b>Other Direct Costs</b>						
(h) Copying/Printing/Materials						
(i) Internet/Telephone						
(j) Equipment and Other Capital Expenditures						
(k) Supplies and Non Capital Expenditures						
(l) Building/Space						
(m) Other						
(n=h+i+j+k+l+m) Subtotal Other Direct Costs						
<b>Travel</b>						
(n) Long Distance						
(o) Local						
(p=n+o) Subtotal Travel						
<b>(q) Contractual</b>						
<b>(r=g+n+p+q) Total Personnel, Direct Costs, Travel, and Contractual</b>						
<b>(t=r+s) TOTAL</b>						

**Federal SNAP Outreach Budget Narrative**

[Insert detailed itemized budget narrative organized by budget category as outlined in the RFP.]



**Federal SNAP Outreach Staffing Narrative**

[Insert below a detailed description of each title listed in the Federal SNAP Outreach Funds Staffing Detail following the directions outlined in the RFP.]

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Annual Federal SNAP Outreach Project Description Form

Agency Name				
Goals	[List bulleted goals by activity and participant reach ] •			
Timeline	Start	October 1, 2016	End	September 30, 2017
Description of Activity	[Provide detail description and listing of activities] •			
Contractor	[List any subcontractors] •			
Partners	•			
Role of the Contractor	List activity and reach by subcontractors			
Evaluation				