



Release Date: 11/29/2017

Request for Proposals

**RESPONSE TO HUMAN TRAFFICKING PROGRAM
(RHTP)**

Submission Deadline: 1/19/2018 by 2:00 pm

BIDDERS' TELEPHONE CONFERENCE

Participation during the bidders' telephone conference is voluntary. OTDA staff will entertain questions about the RFP and its process during the teleconference. The following information is necessary to participate in the bidders' telephone conference:

<u>Conference Call Date and Time</u>	12/14/2017 at 2:00 pm EST
<u>Conference Call-In Number</u>	(866) 394-2346
<u>Conference Code</u>	4300590625

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PART A - SUMMARY INFORMATION

I. INTRODUCTION

The New York State Office of Temporary and Disability Assistance (OTDA) issues this Request for Proposals (RFP) to solicit services for New York State confirmed Human Trafficking Victims under the NYS Response to Human Trafficking Program (RHTP).

OTDA anticipates distributing funding annually for three-year contracts under this procurement. All program funds are State funds from the New York State budget specifically appropriated for combating human trafficking and which are subject to continued availability. Use of these funds must relate to service provision to foreign-born human trafficking victims who are unable to obtain assistance elsewhere because of their lack of eligible immigration status. Other costs, such as construction and renovation costs, are not allowable under this program. OTDA expects that all other funding options will be used before using State dollars through this project.

OTDA may fund agencies to provide services in some or all of the following counties within these three regions:

New York City:	Bronx, Kings, Queens, New York, Richmond
Metro Area:	Nassau, Suffolk, Westchester and Rockland
Rest of State:	All other counties

The deadline for receipt of proposals is 1/19/2018 @ 2:00 p.m. See page 3 for additional information.

If selected, the proposal and all portions of it submitted in response to this RFP may become part of a contract with OTDA, subject to approval by the New York State Attorney General and the Office of the State Comptroller. At the time of contract development, awardees will be required to submit additional payment schedules, program information and any revised M/WBE forms and documents for the final contract. Successful grantees will be required to submit all final contract documents, narratives and payment schedules electronically, with the exception of documents requiring an original signature. OTDA reserves the right to negotiate any aspect of a proposal in order to ensure that the final agreement meets OTDA program objectives and requirements.

Eligible applicants must complete and submit all forms and narratives and relevant attachments required by this RFP and all required/applicable attachments. If it is determined that the application fails to meet the minimum requirements for Eligible Grant Applicants or for Eligible Clients, the proposal may not be scored.

It is the policy of OTDA to provide all program Applicants with an opportunity to resolve complaints or inquiries related to bid solicitations or pending contract awards administratively. OTDA encourages all Applicants to seek resolution of complaints concerning the contract award process through consultation with OTDA. All such matters will be accorded impartial and timely consideration. Detailed procedures are provided on OTDA website at Contracts-Grant Opportunities <http://otda.ny.gov/contracts/>. OTDA continues to encourage all successful or unsuccessful applicants who desire a debriefing to contact the OTDA directly.

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.

PREQUALIFICATION REQUIREMENT

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

Proposals received from nonprofit applicants that have not Registered and are not Prequalified in the Grants Gateway on the proposal due date of 2:00 PM on 1/19/2018 cannot be evaluated. Such proposals will be disqualified from further consideration.

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The [New York State Prequalification System for Grants Contract Vendors Prequalification Manual](#) (A Resource Manual and User's Guide for Not-for-profit Vendors) on the Grants Reform Website details the requirements and [Streamlining State Grant Processes](#) an online tutorial are available to walk users 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 email grants reform at grantsgateway@its.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 you have the most grants with. 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, Rick Umholtz at Richard.Umholtz@otda.ny.gov or to the Grants Reform Team at grantsgateway@its.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 email 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.

Vendors are strongly encouraged to begin the prequalification process as soon as possible in order to participate in this opportunity

II. PROCUREMENT SCHEDULE/ SUBMISSION GUIDELINES

(OTDA reserves the right to modify the dates)

Release Date of the Request for Proposals_____	11/29/2017
Bidder's Conference Call_____	12/14/2017
Deadline for Written Questions_____	12/21/2017
Response to Questions_____	12/29/2017
Due Date and Time for Proposals_____	1/19/2018@ 2:00pm EST
Anticipated Notification of Awards_____	03/09/2018
Anticipated Contract Start Date_____	04/01/2018

QUESTIONS AND ANSWERS REGARDING THIS RFP

Prospective applicants may submit questions via fax, email or written correspondence to the individual and address below. Questions must be submitted no later than 12/21/2017 to:

Malgorzata Sekowska
 New York State Office of Temporary and Disability Assistance
 317 Lenox Ave, 9th Floor
 New York, NY 10027
 Fax: (212) 961-8262
 Email: malgorzata.sekowska@otda.ny.gov

OTDA will respond to questions by 12/29/2017. All questions and answers, and/or clarifications or modification to this RFP will be posted on OTDA's website on the *Contracts and Grants* web page, located at <http://otda.ny.gov/contracts/>.

OTDA reserves the right to respond to any questions submitted after the deadline on a case by case basis.

PROPOSAL SUBMITTAL

Applications must be submitted electronically via Grants Gateway at <https://grantsgateway.ny.gov> by 2:00pm on 1/19/2018. Applicants are strongly encouraged to complete the electronic application submission process several days before the application due date to ensure the application is successfully accepted by <https://grantsgateway.ny.gov>. Applicants should consider that the application due date may have a high volume of submissions, which may slow down State systems and increase the time needed for applications to be received by the Grants Gateway System <https://grantsgateway.ny.gov>. Applications must be received on or before the stated deadline. Applicants must take this processing time into consideration by allowing enough time to enter submissions so that the application is submitted error-free by the deadline.

Any proposal received after the deadline may be reviewed at the discretion of OTDA. OTDA will not accept mailed proposals, faxed proposals, or proposals sent via electronic mail.

In order to be notified of future requests for proposals, agencies must be registered on the Grants Reform website. Complete instructions on how to register can be found at the following website: <http://www.grantsreform.ny.gov/Grantees>.

New York State vendors are required to file a Vendor Responsibility Questionnaire available through the New York State VendRep System. Instructions on how to complete and file the questionnaire can be found on the VendRep website www.osc.state.ny.us/vendrep. Vendors may contact the Office of the State Comptroller's (OSC) Help Desk with any questions at 518-408-4672, 1-866-370-4672 or itservicedesk@osc.state.ny.us.

III. STATE AUTHORITY

OTDA established *the New York State Response to Human Trafficking Program (RHTP)* under Social Services Law after the New York State Human Trafficking Law was signed into law on June 6, 2007 (Chapter 74 of the Laws of 2007). The anti-human trafficking law establishes state crimes of sex trafficking and labor trafficking, and provides a mechanism to allow confirmed victims of human trafficking who would be otherwise ineligible to receive social services to qualify for certain services. The New York State Human Trafficking Law also amends the Social Services Law, adding Article 10-D entitled "Services for Victims of Human Trafficking" to permit confirmed victims who are otherwise ineligible for mainstream services to be served. Section 483-bb provides a non-exhaustive list of services that can be provided, including, but not limited to: case management, emergency temporary housing, health care, mental health counseling, drug addiction screening and treatment, language interpretation and translation services, English language instruction, job training and placement assistance, post-employment services for job retention, and services to assist the individual and any of his or her family members to establish a permanent residence in New York or in the United States. Such activities are also supported by the 2018-2019 budget appropriation language.

IV. PROGRAM DESCRIPTION

A. Purpose

Effective implementation of the New York State Human Trafficking Law has four key objectives, which are to:

1. Increase prevention of and protection against trafficking for vulnerable populations;
2. Improve the capacity of the human services sector to address human trafficking;
3. Increase access to quality services for survivors of human trafficking; and
4. Increase investigation and prosecution of perpetrators of human trafficking.

To accomplish these specific objectives, the RHTP:

1. Addresses the serious and wide-ranging service issues facing trafficked persons given their lack of access to mainstream services;
2. Eases the transition of trafficked persons into the State's assistance programs and bridges needs until federal certification occurs;
3. Empowers trafficked persons to be effective partners in the approach of their case management;
4. Provides funding to support outreach to engage other providers and stakeholders to identify victims of human trafficking; and Supports local collaboration such as the Domestic Violence Task Force, or other Trafficking Task Forces, working to identify and serve trafficked persons and create and/or support Task Forces in particular areas.

B. Background

The Office of Temporary and Disability Assistance (OTDA) is responsible for the implementation of services to foreign-born New York State confirmed victims of human trafficking who are unable to obtain assistance elsewhere because of their lack of eligible immigration status.

The Trafficking Victims Protection Act of 2000 (TVPA) was the first comprehensive national effort to address human trafficking. It provided for enhanced penalties for human trafficking crimes and special service programs to provide assistance to victims. The TVPA was a watershed development in addressing trafficking on a national level.

New York took steps to address this when the State enacted the Human Trafficking Law on June 6, 2007. The law represents a multi-faceted and multi-disciplinary approach to fighting the effects of human trafficking. In 2016, these laws were strengthened and allowed for service providers to make direct referrals to the New York State Victims Referral Process that began after the 2007 law. This has led to a large increase in the amount of trafficking victims identified within the state.

These laws also authorize services to New York State confirmed human trafficking victims who are unable to obtain assistance (hereinafter “eligible participants”) elsewhere because of their lack of an eligible immigration status. The services provided include access to case management services; emergency temporary housing assistance; health care; mental health counseling; legal services; drug addiction screening and treatment; language interpretation and translation services; English language instruction; and job training and placement services. Through contracts with regional contractors as part of its Response to Human Trafficking Program, OTDA makes these services available to eligible participants and family members.

V. ELIGIBLE GRANT APPLICANTS

Only proposals submitted by Eligible Grant Applicants, as defined below, will be accepted for review.

Eligible applicants include non-governmental organizations: nonprofit corporations, including charitable organizations incorporated, registered and in good standing with the Charities Bureau of the Attorney General in the State of New York; faith based organizations and educational institutions.

Eligible applicants must be located in and do business in New York State.

Proposals submitted by ineligible applicants will not be reviewed.

Prospective applicants who want to verify their status as a charitable organization should contact the Office of New York State Attorney General, Charities Bureau at 1(800) 771-7755 or on the internet at <http://www.charitiesnys.com/home.jsp>.

VI. SERVICE STRATEGY

The Response to Human Trafficking Program (RHTP) services strategy consists of the following three components:

I. Community Education

The New York State Interagency Task Force on Human Trafficking Report (2008) recommended that the State increase outreach efforts to identify persons who have been trafficked. This mirrors the findings in the Federal Strategic Action Plan for Victims of Human Trafficking, among others, that outreach and awareness are critical at the local level to dispel the myth that trafficking only happens in developing countries. To further this goal, this proposal invites applicants to propose community education activities intended to educate the public and train stakeholders to identify and assist trafficked persons. Each candidate must demonstrate that it has the expertise and organizational capacity to successfully train and/or provide outreach to their local and state law enforcement (i.e., precinct, sheriff’s office, troop or barrack), victim service and faith-based organizations, local medical providers, and other community services providers to develop, expand, or enhance services to victims of Human Trafficking. A Community Education plan must consider the needs of workers who have face-to-face contact with clients and services that need to be accessible where and when trafficked persons are

identified. Information about trafficking can be incorporated into regular outreach activities or other programming so that people can learn about trafficking, including how to help those who might be trafficked. Applicants must include a detailed plan of how they will develop and deliver substantive training on human trafficking for those entities listed above. Basic training on trafficking indicators, cultural considerations, safety concerns, the needs of trafficking victims and the New York State confirmation process should be covered. OTDA retains the right to review and approve all training materials developed by the candidate prior to dissemination. Applicants are **not required** to include the Community Education Component as part of their proposals.

II. Task Force

A multidisciplinary anti-human trafficking Task Force is a collaborative effort among local law enforcement and victim service providers who together work to combat human trafficking and protect victims. Research shows that the most effective task forces are administered at a local level, where the participants have working knowledge of their communities and are able to regularly interact with each other. Please see Farrell & McDevitt, *Understanding and Improving Law Enforcement Responses to Human Trafficking*, Northeastern University Institute on Race and Justice (June 2008). In New York State, counties that currently have federally-funded Bureau of Justice Assistance (BJA) Task Forces and these areas will not be eligible for Task Force development funds, unless they can demonstrate how their task force would not duplicate efforts already covered by the BJA award. Other regions have established human trafficking task forces and/or local domestic violence task forces or other collaborative efforts that could integrate human trafficking issues. OTDA expects Task Force activities to mirror successful human trafficking task forces in which local law enforcement and victim service efforts are partnered with federal and state investigative, enforcement, and regulatory agencies and resources in pursuit of the most comprehensive response to the crime and to victims. Success factors are elaborated in the *Anti-Human Trafficking Task Force Strategy and Operations e-Guide* produced by the Department of Justice's Office for Victims of Crime (OVC) and the Bureau of Justice Assistance (BJA) (<https://www.ovcttac.gov/TaskForceGuide/EGuide/>). Essential to the successful Task Force is a strategic, well-planned, and continuously fostered collaborative relationship among law enforcement, victim service providers, and other stakeholders. This requires an analysis of baseline knowledge among key stakeholders, an assessment of the specific nature of human trafficking in the area, and the establishment of a Task Force structure. Regularly scheduled meetings that focus on determining and addressing victim needs are also part of a successful Task Force effort, OTDA strongly encourages applicants to create or support such Task Forces where no BJA-funded Task Force currently exists; however, applicants are **not required** to include the Taskforce Development Component as part of their proposals.

III. Comprehensive Services

Once trafficked persons have been identified, service contractors must meet their immediate needs for safety and basic survival. As of January 20, 2016, referral to the New York State Victim Referral Process may be made by law enforcement or any established legal or social services providers. If the referral is subsequently confirmed by the State, funding for eligible victims may be available under the Response to Human Trafficking Program. Throughout this process, contractors inform participants of their rights and responsibilities, describe the roles of the various parties involved and assess needs.

These needs range from emergency assistance, such as food and clothing, to longer-term needs, such as English language education, acculturation and job preparation. This RFP funds contractors to deliver direct services to eligible participants and provides reimbursement at specific stages of service delivery. Responders to the RFP will submit an estimate (the “rate per unit” in Section IX) of the anticipated costs associated with comprehensive services per eligible participant.

Each phase of service delivery, explained further in tables in Section IX of this RFP, requires the development of a case management plan and the assessment of whether the plan needs to be adapted. This allows for service delivery that is built upon objective presenting needs, input from the recipient, and adaptation to changing circumstances. The RHTP also acknowledges the wide diversity of participant needs, obtaining participant input, and the timeframe for their delivery. Applicants are **required** to include the Comprehensive Services Component in their proposals.

Service delivery currently operates in the following areas and OTDA expects successful applicants to provide:

1. Case Management
2. Shelter/Rental Assistance
3. Health Assessment
4. Medical Care (including prescriptions)
5. Mental Health Counseling
6. Legal Services
7. Food
8. Other Identified service needs

1. Case Management

The RHTP contractor must provide comprehensive case management to all eligible participants. Case management includes, but is not limited to: assessing the scope of needs, developing a plan of action to meet those needs, preparing a work plan which will include all the services provided by the RHTP contractor or by the agencies/organizations that the eligible participant will be referred to for these services, and a plan to interact with law enforcement as necessary. OTDA expects all contractors to be familiar with and incorporate trauma informed care principles into their case management efforts.

2. Shelter/Rental Assistance

Most human trafficking victims lack safe and secure housing, which is a crucial component of their recovery. Thus, the Contractor must demonstrate the experience and ability to provide safe and secure emergency temporary housing, and then, when appropriate, more stable long term housing and rental assistance to the eligible participants. Facilities providing shelter for trafficked persons and receiving funds under the Response to Human Trafficking Program must be operated in accordance with all applicable State and local laws, regulations, codes, and ordinances. Where shelter costs are reimbursable by the State through other avenues, shelter will not be covered by these funds.

3. Health Assessment

Human trafficking victims require a thorough medical screening as soon as possible after rescue. To provide this service, the RHTP contractor must demonstrate their relationship with a recognized medical provider that has experience and resources to identify communicable diseases of potential public health importance, and to identify personal health conditions that adversely impact recovery goals, such as job placement or school attendance. It is OTDA's intent that the RHTP contractor will use the US Office of Refugee Resettlement-approved Health Screening protocol. However, justification may be provided to use another, comparable assessment tool.

4. Medical Care (including Prescriptions)

The RHTP contractor must demonstrate experience and ability in providing and/or facilitating necessary medical care and treatment services. The agency providing this service must be a New York State Department of Health-licensed health care provider. Reimbursable costs and services are limited to those that are allowable under Medicaid.

5. Mental Health Counseling

Human trafficking victims often present with mental health issues and are at risk of experiencing lifelong trauma due to physical, emotional and/or sexual abuse by the persons that trafficked them. Therefore, it is critical that these issues are addressed as soon as possible. The RHTP contractor must demonstrate experience and the ability to provide necessary mental health counseling, or have a relationship with a recognized medical provider that has experience and resources to provide mental health counseling. Various modalities such as group counseling, art therapy or other therapies will be considered.

6. Legal Services

The RHTP contractor must demonstrate experience and ability to provide immigration application and other legal services to assist the non-citizen victim and any of his/her family members to establish legal status in the United States. If the contractor partners with another organization to provide legal services, the contractor must document its experience and capacity to provide such services. Legal Services include legal intake, assessment, advice and counsel, immigration application and other legal services to assist the non-citizen human trafficking victim and any of his/her family members to establish legal status in the United States. OTDA expects contractors to comply with all applicable statutes, regulations and ethics opinions governing immigrant consultants and the authorized practice of law.

7. Food

The RHTP contractor must demonstrate experience and the ability to provide access to food and food preparation to assist the trafficked person. This category can include utensils and items needed in the kitchen to prepare food as well as pre-prepared foods or restaurant meals.

8. Other Identified Service Needs

The RHTP Contractor may suggest the need for any other specific services not listed, including, but not limited to: substance use disorder screening and treatment, interpretation and translation, English language training, employment preparation, clothing and transportation.

VII. ELIGIBLE PARTICIPANTS

Only proposals that serve eligible participants, as defined below, will be accepted for review. Proposals to serve ineligible participants will not be reviewed.

The focus of this RFP is on those adult foreign-born, State confirmed trafficked persons who, by virtue of the lack of an eligible immigration status are therefore not otherwise eligible for other benefits and/or services. The focus is on those who would otherwise have no access to needed services - those who have **not** yet been certified by the federal government and have been confirmed as a victim by OTDA and DCJS. Therefore, RHTP funds may be used only for services provided to and in support of confirmed victims who are otherwise ineligible for mainstream services and, where appropriate their families. Assistance to family members will be rendered within the proposed unit rate of the eligible participant. Those persons who are otherwise eligible for federal, State, or local benefits and services are **not eligible** participants under this program:

Participants **NOT ELIGIBLE** for services under this program are listed below.

- United States citizens;
- Legal permanent residents;
- Asylees;
- Refugees;
- Aliens paroled into the US for at least one year;
- Aliens whose deportation or removal is being withheld by US Citizenship and Immigration Services (USCIS) under certain circumstances;
- Aliens granted conditional entry into the US (a status granted to refugees prior to 1980);
- Cuban/Haitian entrants;
- North American Indians born in Canada;
- Members of federally recognized tribes born outside of the US;
- Lawfully residing active duty service members or honorably discharged veterans, their lawfully residing spouses, surviving spouses, or unmarried children;
- Amerasian immigrants;
- Certain Hmong or Highland Laotians;
- Battered immigrant spouses or children, as defined in Section 1641(c) of Title 8 of the United States Code;
- Federally certified victims of human trafficking;
- T visa recipients and aliens granted “continued presence” status by USCIS; and

- Aliens “permanently residing under color of law” (PRUCOL), who include the following:
 - Aliens paroled into the US for less than one year;
 - Aliens residing in the US pursuant to an Order of Supervision under Section 241(a)(3) of the Immigration and Nationality Act (INA);
 - Aliens granted cancellation of removal pursuant to Section 240A of the INA;
 - Aliens granted “deferred action” status, deferring their departure from the US;
 - Aliens granted K3, K4, S, or V visas under the Legal Immigration Family Equity Act (“Life Act”);
 - Aliens granted deferred action interim U visa relief; and
 - Aliens who demonstrate their entry into the US on or before January 1, 1972 and their continuous residence in the US since January 1, 1972 pursuant to Section 249 of the INA.
 - Beneficiaries of Temporary Protected Status

VIII. FUNDING LIMITATIONS AND PROVISIONS

Available Funds

Anticipated allocations and continuation of contracts are subject to continued availability of State funds and appropriation of the funds thereof. Funding will be available beginning April 1, 2018. These funds may not be used to supplant other federal or State resources.

Distribution of Funds

Funding will be distributed in three regions as follows:

1. New York City (Kings, Queens, New York, Bronx and Richmond Counties): approximately 33.3%;
2. Metropolitan region (Nassau, Suffolk, Westchester and Rockland Counties): approximately 33.3%; and
3. Rest of State (all other counties): approximately 33.3%.

More than one applicant may potentially be funded per region (See Selection Process on page 18).

Through this RFP, OTDA intends to select multiple service contractors and/or entities to operate under this program model. Within the areas described, OTDA seeks to ensure that the awardee or awardees provides RHTP services to the greatest number of eligible victims.

Contractors providing services in New York City will receive funds only from the New York City funding pool and the same is true for the other areas as well. The allocation for each region was established to ensure services are available in each region and considered the area’s percentage of the state’s total confirmed population and the availability of non-RHRP resources available in the region.

OTDA, however, reserves the right to distribute funds as OTDA deems necessary to meet the goals of this RFP and to cover all areas of New York State which are in need of services.

Initial contract awards to successful applicants are the result of this competitive procurement. During the contract term, however, *subsequent* budget period awards (see budget period explanation in the section below) will be based on available funding, continuing need, satisfactory contractor performance, as evidenced by voucher claims and program monitoring, meeting the goals of the RFP, the resulting contract, and the needs of the State.

When making subsequent budget period awards, OTDA reserves the right to do any of the following:

- i. Reallocate funding from contractor to contractor
- ii. Suspend a budget period award to an underperforming contractor
- iii. Award a lesser budget period award than was awarded in a previous budget period(s) to an underperforming contractor
- iv. Award a higher budget period award than was awarded in a previous budget period(s) to an over-performing contractor
- v. Adjust annual contract awards to further the State's priorities and needs

OTDA reserves the right to increase or decrease the amount of any award or the number of contractors funded based on the amount of funds available.

Contract Term and Budget Periods

This RFP governs the provision of funds for the anticipated three-year (36-month) contract term starting on April 1, 2018 and ending on March 31, 2021. A Work Plan will be required for the three-year contract term. The contract will initially require two Attachment B-2 Performance Based Budget Summaries; one for the contract's full 36-month term and one for the first 12-month budget period.

During the course of the contract, funds will be made available to contractors for each pre-established budget period. A twelve-month Attachment B-2 Performance Based Budget Summary will be required from the contractor for each budget period. OTDA anticipates that there will be three budget periods within the contract term:

- Budget Period I: April 1, 2018 to March 31, 2019
- Budget Period II: April 1, 2019 to March 31, 2020
- Budget Period III: April 1, 2020 to March 31, 2021

IX. PROGRAM INFORMATION

Performance Based Contracts

Contracts resulting from this procurement will be performance-based. Under this contract, contractors will not be reimbursed for line-item expenses. Compensation is directly tied to the completion of documented deliverables/outcomes. Some deliverables/outcomes are *participant-specific*. Documentation of the completion of an allowable task or a number of tasks *to a participant* allows a contractor to claim an achieved deliverable/outcome. The contractor is paid for the deliverable/outcome at the established rate, as defined in the contract.

Other deliverable/outcomes are non-participant specific. Documentation of an optional task allows a contractor to be paid for the deliverable/outcome at the established rate, as defined in the contract.

Payment for deliverables/outcomes are derived from unit rates proposed in each application. The applicant's award request is calculated by multiplying the rates for each deliverable/outcome by the units to be achieved per deliverable/outcome. An example of the worksheet (Attachment B-2 Performance-based Budget) that will be used to calculate these costs is included in Part B, Section C. You will calculate the annual costs of your proposed program in the Budget Screens in Grants Gateway.

The Contractors' performance data, along with allocation data such as award amounts, contract periods, program sites, service locations, and spending information may be posted on OTDA's web site as required.

Payment Rates

The following chart provides information regarding the payment caps for the **deliverables/outcomes** that your agency will provide. These are the maximum rates per **deliverable/outcome** that OTDA will reimburse for services under this RFP. The maximum rates have been determined using historical data.

DELIVERABLES/OUTCOMES	Maximum Rate
Community Education	\$500
Task Force Development	\$1,500
Comprehensive Services I – Assessment Phase	\$3,600
Comprehensive Services II - Interim Phase	\$2,700
Comprehensive Services III – Transition Phase	\$2,700

The applicant will propose rates for the deliverables/outcomes that do not exceed the maximum rate.

Deliverables/Outcomes: Definitions, Tasks, and Documentation

The parameters and documentation requirements of each deliverable/outcome are provided in the following charts. The applicant should use this information to project service levels and assign rates to each deliverable/outcome.

Applicants are required to provide all Deliverables/Outcomes with the exception of Community Education and Task Force.

Deliverable/Outcome Definitions	Allowable Task(s)	Documentation Required
<p>Community Education (optional)</p> <p>Conduct trainings to educate law enforcement, victim services and general public including vulnerable populations on human trafficking.</p> <p>Organize public awareness events or activities to inform, educate, and assist stakeholders and vulnerable populations about human trafficking.</p> <p><i>Community Education is a non-participant specific deliverable/outcome.</i></p>	<p><i>Completing one Community Education event or activity, or one recurring cycle* of events of activities, allows the contractor to claim one Community Education deliverable/outcome.</i></p> <p><u>Allowable Task</u></p> <ol style="list-style-type: none"> 1. Information workshop/seminar 2. Training 3. Organized public awareness event 4. Other services or activities that have been approved by OTDA in writing <p>*The contractor must specify in the proposal the total number of sessions within a cycle as well as the cycle's specific start and end dates</p>	<p>Copy of the agenda of the training, information workshop/seminar or organized public awareness event which includes the date, time, location and staff person conducting the event,</p> <p><i>and</i></p> <p>OTDA event/attendance form</p>
Deliverable/Outcome Definitions	Allowable Task(s)	Documentation Required
<p>Task Force (optional)</p>	<p><i>Completing one Task Force meeting allows the contractor to claim one Task Force deliverable/outcome.</i></p>	<p>OTDA approved task force plan</p> <p><i>and</i></p>

<p>A Task Force consists of a meeting or series of meetings to enhance interagency collaboration and the coordinated community response to victims of human trafficking. Task Force activities are designed to increase willingness of members to collaborate on identification and protection of trafficked persons.</p> <p><i>Task Force is a non-participant specific deliverable/outcome.</i></p>	<p><u>Allowable Task</u> Host Task Force meetings*</p> <p>*Prior to initial taskforce meeting, OTDA must approve the taskforce plan including invited agencies, objectives, tentative agenda for meeting, assessment of trafficking knowledge among participants and training needs.</p>	<p>Copy of the agenda of task force meeting which includes the date, time, location and staff person conducting the event</p> <p><i>and</i></p> <p>Copy of the invitation letter sent in mailing and the mailing list</p> <p><i>and</i></p> <p>Minutes taken at Task Force meeting, including who was in attendance</p> <p><i>and</i></p> <p>Any MOUs, or written agreements or protocols developed (if applicable)</p>
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Deliverable/Outcome Definitions	Required Tasks	Documentation Required
<p>Comprehensive Services: Completion of Assessment Phase (Required)</p> <p>The contractor is required to meet with the eligible participant when appropriate and assess the participant's needs. In conjunction with the participant, the contractor creates a case management plan.</p>	<p><i>Providing the services below to the individual allows the contractor to claim one Completion of Assessment Phase deliverable/outcome.</i></p> <ol style="list-style-type: none"> 1. Obtain from OTDA the individual's confirmation letter 2. Inform individual of rights and responsibilities of confirmation and explain the role of parties in trafficking case (i.e. law enforcement, contractors, etc.). 	<p>Application for Services signed and dated by both the participant and agency representative. The agency supervisor must sign and date the application within 30 days of the participant and agency representative signatures, or prior to submission of a</p>

	<ol style="list-style-type: none"> 3. Inform individual of status, and enroll participant in agency's program. 4. Assessment of needs 5. Case management plan 6. Completion of Application for Services 7. Correspond/communicate with OTDA and/or other stakeholders for problem solving on behalf of the individual 	<p>voucher - whichever date is earlier.</p> <p><i>and</i></p> <p>Case management plan</p> <p><i>and</i></p> <p>Detailed case note entry of services provided to the individual and any other such documentation as required by OTDA.</p>
<p>Comprehensive Services: Completion of Interim Phase (Required)</p> <p>Manage the individual's progress throughout the service provision process. Four weeks following enrollment, the contractor assesses services already provided within the first four weeks and adjusts the case management plan.</p>	<p><i>Providing the services below to the individual during the first four weeks following enrollment allows the contractor to claim one Completion of Interim Phase deliverable/outcome.</i></p> <ol style="list-style-type: none"> 1. Update case management plan and adjust 2. Provide any and all services in the case management plan 	<p>Application for Services</p> <p><i>and</i></p> <p>Updated case management plan</p> <p><i>and</i></p> <p>Detailed case note entry of services provided to the individual and any other such documentation as required by OTDA.</p>
<p>Comprehensive Services: Completion of Transition Phase (Required)</p> <p>Continue to manage the individual's progress throughout the service provision process. Twelve weeks following enrollment, the contractor assesses services already provided within the first twelve weeks and adjusts the case management plan.</p>	<p><i>Providing the services below to the individual between weeks four and twelve allows the contractor to claim one Completion of Transition Phase deliverable/outcome.</i></p> <ol style="list-style-type: none"> 1. Update case management plan and adjust 2. Provide any and all services in the case management plan 	<p>Application for Services</p> <p><i>and</i></p> <p>Updated case management plan</p> <p><i>and</i></p> <p>Detailed case note entry of services provided to the individual and any other such documentation as required by OTDA</p>

Additional Deliverable/Outcome Information

Community Education

- The intent of the Community Education training and information workshops/seminars is to outreach to *multiple* stakeholders at the same time. Training or information workshops/seminars in the form of site or office visits are not allowed.
- Total dollars allocated to this deliverable/outcome may not exceed 10% of the total award amount.
- A Community Education awareness event is an organized forum, usually in the form of a workshop that promotes greater community awareness and understanding of the nature and scope of human trafficking.
- A training is an organized event usually in the form of a workshop, seminar or class that provides information to service contractor staff and other relevant stakeholders on the dynamics of human trafficking, indicators, and policies and procedures under the New York State Human Trafficking Law, including both current information and changes to the aforementioned topics. Special needs or issues related to providing services are inherent in these topics. Curriculum must be approved by OTDA prior to use.
- “Non-participant specific” refers to services and resulting deliverables/service outcomes that are provided to *groups* of individuals. These deliverables/outcomes are claimed not based on an individual, but rather a specified event.

Task Force

This deliverable/outcome is ONLY available in areas where local/regional task forces are NOT funded by BJA.

Total dollars allocated to this deliverable/outcome may not exceed 20% of the total award amount. If the contractor also proposes Community Education, the combination of the two deliverables/outcomes may not exceed 20%.

- An approved plan must include evaluation of proposed taskforce participants and their commitment as well as their trafficking knowledge, factors specific to community response, and expected roles on the Task Force. Describe initial discussions. For continuing taskforce efforts, include any written protocols, agreements or MOUs.
- “Non-participant specific” refers to services and resulting deliverables/services outcomes that are provided to *groups* of individuals. These deliverables/outcomes are claimed not based on an individual, but rather a specified event.

Comprehensive Services (Assessment, Interim and Transition Phases).

Please refer to detailed description in charts above.

- These deliverables/outcomes are participant-specific.

- Eligible participants may enroll in an agency's RHTP program for services upon the date of State confirmation if funding is available.
- Family members of eligible participants may receive services within the unit rate allotted to the eligible participant. There is no separate or additional allocation for family members of eligible participants who are not eligible participants themselves.
- OTDA recognizes that not all services are of the same duration, or require the same level of involvement by the contractor to accomplish the task. Higher value is not attributed among the specific services that an eligible participant might need (e.g., grocery shopping versus providing mental health counseling). OTDA designed the phased payment system to accommodate contractors' need for flexibility.

X. SELECTION PROCESS

EVALUATION PROCESS

Each proposal will be read and scored by at least two reviewers from OTDA. Proposals will be reviewed in accordance with the scoring criteria referenced below. Scores will be averaged and the average scores will be ranked from highest to lowest. Proposals to provide services in a particular region will be reviewed competitively with other proposals to provide services in that region. For example, NYC applications will be compared only with other NYC applications.

Proposals will be funded based upon the application's score and will be subject to the availability of funds. Projects will be awarded RHTP funds in descending order by region, beginning with the highest ranked proposal, until the initial year's funding is exhausted, with the following exceptions:

- Awards may be reduced or increased based on availability and State priorities during the application process or contract term if another source of funding becomes available, and is deemed appropriate, in which case OTDA may choose to dedicate those funds to other activities at its discretion;
- If there are additional proposals which qualify for funding, no one agency within each region will be awarded more than 50% of the total funds for their region made available under this RFP;
- Awarded proposals may not receive the entire requested amount;
- Awards may be proportionately reduced to ensure the availability of funds statewide; to assure statewide coverage and to address agency priorities;
- The requested amount of funding will be reduced by ineligible expenses;
- The requested amount of funding may be reduced based on past RHTP spending practices. In the event OTDA has determined via a competitive scoring process that an existing awardee with a history of unspent contract monies should be awarded new funds, OTDA reserves the right to reduce the award based on the contractual spending history and the reasonableness of the request.

EVALUATION CRITERIA

OTDA will select contractors based on several considerations. The points assigned are reflective of the importance of each item as it relates to the total technical score.

1. Program Specific Questions and related uploads (30 points)

OTDA will evaluate the overall strength of the program, including, but not limited to, the following:

- The applicant's experience with, and knowledge of, specific cultural and linguistic needs of the eligible population and the quality of the proposal in addressing those needs;
- The applicant's experience with working with New York State confirmed victims and federally certified victims of human trafficking;
- The expected caseload in each region and the applicant's plan for reaching trafficked persons and the ability to effectively engage this population;
- The applicant's established relationships with critical partners including local and state law enforcement, victim service providers, and others.

2. Work Plan (45 points)

- The narrative should include relevant experience with victim services, and/or labor and sex trafficking victim services, and/or supportive services for crime victims such as domestic violence victims, or ability to acquire such experience;
- Detailed description of the target population, their special needs, potential barriers including linguistic needs, and how they will be addressed;
- Staffing plan including special qualifications and language capacity;
- Detailed description of the proposed service delivery strategy for deliverables/outcomes.

3. Budget and related uploads (25 points)

The applicant's cost effectiveness, determined by the following: Proposals will be rated based on the total funds requested divided by the proposed number of Comprehensive Services from their 12-month performance-based budget summary.

AWARD METHODOLOGY

Awards will be made to the highest scoring qualified applicants.

- If, after making awards, there is a balance of available funding, OTDA will proportionally award the balance to the awardee(s) based on the requested amount.
- OTDA reserves the right to increase an award in order to distribute the entire funding allocation.

As described above, OTDA intends to award approximately one third of the total available funds to each of the three regions respectively. More than one award may be made per impacted region. For instance, if OTDA receives applications from all regions, the highest scoring applicant will be selected and the next highest scoring applicant may also be selected if determined to be a qualified provider. OTDA may award less than the applicant requests if it is deemed necessary to ensure that the entire region is served.

OTDA reserves the right to conduct site visits and solicit the opinion of applicants' other funding sources prior to making a funding decision.

MAINTENANCE OF EFFORT

Funds awarded through RHTP must be used by an applicant for a new service or a quantifiable increase in the level of service above that provided during the immediately previous 12-month period. This provision prohibits using RHTP funds to replace existing government or nonprofit funding of services. However, once a new or increased level of service meets the above standards, RHTP funds may be used to continue funding that service in subsequent years.

SUBSEQUENT FUNDS

If additional funding becomes available or if circumstances otherwise allow OTDA to fund additional contractors, OTDA reserves the right to subsequently reconsider eligible proposals submitted in response to this RFP using the same scoring criteria and award methodology. We also reserve the right to increase funding if additional funding becomes available to contracts already awarded. Updated information may be requested as deemed necessary by OTDA. OTDA also reserves the right to issue a new RFP at any time during the contract term to solicit new proposals.

XI. AWARD PROCEDURES

Contract Development Process

OTDA will begin the contract development process with successful applicants when the awards are announced. The successful applicants may be asked to provide updated work plans and payment schedules that specify the services to be delivered, project goals, deliverable/outcome, claiming process, and other information. The contract will include standard terms and conditions such as confidentiality of records, publications, and contract termination. The contract will constitute a legal agreement between the selected applicant and OTDA and will be in effect for the full period of the contract term.

The contracts will have a term of 36 months and will contain work plans and performance based budget summaries reflecting goals for a 36-month time period and a performance based budget summary for each 12-month budget period.

Payment

The contractor will not be reimbursed for line item expenses. Under performance-based contracts, the contractor will be paid for achieving specified deliverables/outcomes described herein. Payment will be made only for deliverables/outcomes for which outcomes are documented and for which vouchers are submitted by the required due date.

No payments will be made until the contract is fully executed and signed by the State Comptroller and the State Attorney General. Once the contract has been fully executed by OTDA (signed and approved by OTDA, the State Attorney General and the Office of the State Comptroller), OTDA may, at its discretion, advance up to 25 percent of the first budget period amount, if requested and if deemed appropriate by OTDA. At OTDA's discretion, advances may be made in future budget periods. Contractors will work at their own risk if they conduct program activities before the contract is executed.

XII. REPORTS AND RECORD KEEPING

Record Keeping

The Contractor must maintain current and accurate fiscal and accounting controls to support the claims for deliverables/outcomes claimed under the contract. Records must adequately identify revenue sources and expense items for all contract activities. Accounting records must be supported by clear documentation for all funds received and disbursed. Records must be retained and be accessible for a period of six years from the end of the contract or last payment or last contract transaction.

However, if any claim, audit, litigation, or state/federal investigation is commenced before the expiration of the aforementioned record retention period, the records must be retained by the contractor until all claims or findings regarding the records are finally resolved. OTDA or its designee shall have access to any records relevant to the project (including but not limited to books, documents, photographs, correspondence, and records), for audits, examinations, transcripts, and excerpts. If OTDA determines that such records possess long-term or historic value, they must be transferred, upon request, to OTDA.

If the Contractor expends \$750,000 or more in Federal funds during any one fiscal year, the Contractor will be subject to the Audit Requirements and provisions of 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*; 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.

Reporting and Vouchering Requirements

The OTDA BRIA Information Network (BIN) is the required method to be used by contractors to report individual participant data and contract performance, and to prepare claims for payment.

The contractor must have sufficient equipment and a system environment to use the BIN system, as follows:

- The WEB browser Microsoft Internet Explorer (version 6.0 or greater). This is free and can be downloaded from the Microsoft website
- Internet service (via DSL, Cable Modem, Dial-up, etc.)
- Desktop computer(s) or laptop computer(s) with internet access
- Laser Printer

Reports and vouchers must be submitted by the contractor on a quarterly basis during the contract term, unless otherwise specified. Payments will be based on vouchers and any necessary documents that support the deliverable/outcome in the Payment Schedule. Additional reporting, as may be determined by OTDA, may also be required.

Final reports and vouchers, known as “close-out” vouchers, are due within 60 days after the completion of, or termination of, the contract.

BIN provides contractors and subcontractors access to individual participant application for services, family self-sufficiency plans, and individual service plans. A participant’s service history with any OTDA contractor will be made available to contractor/subcontractor intake staff to assist in data collection and in determining the potential for payment for service outcomes for the participant.

The contractor must enter performance information into BIN as participant outcomes are achieved. The contractor may review and approve subcontractor’s performance information in the BIN system.

After the end of a contract quarter, the contractor generates from BIN voucher forms with the payment claims amount for contractor review and subsequent submission for payment. In addition to BIN generated reports, backup documentation must be maintained on site by the contractor and must be accessible for review by OTDA at any time.

BIN generates the Standard Voucher, Program Service Report, and Comprehensive Program Report, all of which must be submitted to OTDA on a quarterly basis.

Contractors will be expected to comply with Grants Gateway quarterly reporting.

Case Records

The contractor must adhere to OTDA instructions regarding case records as stated in the contract and in related OTDA manuals, directives, and other forms of notification. The dates of service recorded in BIN must be consistent with the actual service dates recorded in the case record.

Monitoring

OTDA will monitor projects on a regular basis throughout the life of the contract. Monitoring may include site visits, regular telephone contact and/or quarterly discussions of progress. The goals of project monitoring are to ensure that the terms of the contract are being met and to provide technical assistance, where necessary, to help the contractor meet these terms. OTDA reserves the right to conduct site visits and make telephone contact to subcontractors as a means of monitoring the prime contractor's performance.

Monitoring activities will concentrate on proper documentation of claims in the contractor's case records for each participant or service claimed.

Amendments to the Contract

Amendments and modifications of executed contracts are sometimes necessary to accommodate the needs of both the contractor and OTDA. These changes, which must be by mutual written agreement, may include modification to reimbursement schedules, time and money amendments, or no-cost extensions as necessary. Contract modifications, including amendments and no-cost time extensions, will be made at the discretion of the OTDA with the approval of the Attorney General and the Office of the State Comptroller.

XIII. GENERAL TERMS AND CONDITIONS

This RFP does not commit OTDA to award any contracts or to pay the costs incurred in the preparation of a response to this RFP, or to amend any contract for services.

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 without notice and without liability to any applicant or other parties for any expenses incurred in the preparation of a proposal.

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.

OTDA reserves the right to award contract(s) to as many or as few applicants as it may select.

OTDA reserves the right to conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder.

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 to be 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 with reliance on additional information requested. Such information may include budget justification, program information, operation details, personnel information, or other funding source information.

OTDA reserves the right to seek clarifications and revisions of proposals and to require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offeror's proposal and/or to determine an offeror's compliance with the requirements of the solicitation.

OTDA reserves the right to use proposal information obtained through site visits, management interviews and the State's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP. OTDA reserves the right to use any and all ideas submitted in the proposals received. Funds awarded for this project shall be used only for the conduct of the project as approved.

If additional funding becomes available, OTDA reserves the right to redistribute among any or all of the contract awardees and/or subsequently reconsider eligible proposals submitted in response to this RFP at that time, using the same scoring criteria and award methodology in lieu of releasing a new RFP, if deemed to be in the best interest of the State. Updated information may be requested as deemed necessary by OTDA. OTDA also reserves the right to issue a new RFP to solicit new proposals.

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. Such termination shall not affect obligations incurred under the contract prior to the effective date of such termination.

When funds are advanced any unexpended balance or funds unaccounted for at the end of the approved period or at the time of termination must be returned.

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 State's Attorney General and by the NYS Office of the State Comptroller.

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 Attorney General Office and the Office of the State Comptroller before any work is to begin or payments are 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 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.

OTDA reserves the right to award contract(s) to as many or as few applicants as it may select, and to reject all proposals that do not conform to the requirements of the RFP.

OTDA reserves the right to reject any or all proposals received in response to the RFP.

OTDA reserves the right to make an award under the RFP in whole or in part.

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.

The contractor will be required to comply with all applicable Federal and State laws and regulations.

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 B-2, (Performance-based Budget)
- Attachment C (Work Plan)
- Attachment D (Payment and Reporting Schedule)

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. OTDA reserves the right to use any and all ideas submitted in the proposals received.

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.

All reports of investigations, studies, and publications made as a result of this proposal must acknowledge the support provided by OTDA.

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.

OTDA reserves a royalty free non-exclusive license to use and to authorize others to use all copyrighted material resulting from this project.

Successful applicants will be subject to the State's prompt contracting law.

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 corporation or municipality and who may be contacted during the period of proposal evaluation.

PARTICIPATION OPPORTUNITIES FOR NEW YORK STATE CERTIFIED SERVICE-DISABLED VETERAN-OWNED BUSINESSES

Article 17-B of the New York State Executive Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Businesses ("SDVOBs"), thereby further integrating such businesses into New York State's economy. The OTDA recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of OTDA contracts.

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in New York State, Bidders/Contractors are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the Contract. Such participation may be as subcontractors or suppliers, as protégés, or in other partnering or supporting roles.

For purposes of this procurement, OTDA conducted a comprehensive search and determined that the Contract does not offer sufficient opportunities to set specific goals for participation by SDVOBs as subcontractors, service providers, and suppliers to Contractor. Nevertheless, Bidder/Contractor is encouraged to make good faith efforts to promote and assist in the participation of SDVOBs on the Contract for the provision of services and materials. The directory of New York State Certified SDVOBs can be viewed at: <https://ogs.ny.gov/veterans/>.

Bidder/Contractor is encouraged to contact the Office of General Services' Division of Service-Disabled Veteran's Business Development at 518-474-2015 or VeteransDevelopment@ogs.ny.gov to discuss methods of maximizing participation by SDVOBs on the Contract.

XIV. CONTRACTOR REQUIREMENTS AND PROCEDURES FOR PARTICIPATION BY NEW YORK STATE-CERTIFIED MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES AND EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITY GROUP MEMBERS AND WOMEN

NEW YORK STATE LAW

Pursuant to New York State Executive Law Article 15-A and Parts 140-145 of Title 5 of the

New York Codes, Rules and Regulations OTDA is required to promote opportunities for the maximum feasible participation of New York State-certified Minority and Women-owned Business Enterprises (“MWBEs”) and the employment of minority group members and women in the performance of OTDA contracts.

Business Participation Opportunities for MWBEs

For purposes of this solicitation, OTDA hereby establishes an overall goal of 0% for MWBE participation, 0% percent for New York State-certified Minority-owned Business Enterprise (“MBE”) participation and 0% percent for New York State-certified Women-owned Business Enterprise (“WBE”) participation (based on the current availability of MBEs and WBEs). A contractor (“Contractor”) on any contract resulting from this procurement (“Contract”) must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors and suppliers in the performance of the Contract. To that end, by submitting a response to this RFP, the respondent agrees that OTDA may withhold payment pursuant to any Contract awarded as a result of this RFP pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>. For guidance on how OTDA will evaluate a Contractor’s “good faith efforts,” refer to 5 NYCRR § 142.8.

The respondent understands that only sums paid to MWBEs for the performance of a commercially useful function, as that term is defined in 5 NYCRR § 140.1, may be applied towards the achievement of the applicable MWBE participation goal. [FOR CONSTRUCTION CONTRACTS – The portion of a contract with an MWBE serving as a supplier that shall be deemed to represent the commercially useful function performed by the MWBE shall be 60 percent of the total value of the contract. The portion of a contract with an MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be the monetary value for fees, or the markup percentage, charged by the MWBE]. [FOR ALL OTHER CONTRACTS - The portion of a contract with an MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be 25 percent of the total value of the contract]

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

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

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

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

- A. An MWBE Utilization Plan with their bid or proposal. Any modifications or changes to an accepted MWBE Utilization Plan after the Contract award and during the term of the Contract must be reported on a revised MWBE Utilization Plan and submitted to OTDA for review and approval.

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

- B. If a notice of deficiency is issued, the respondent will be required to respond to the notice of deficiency within seven (7) business days of receipt by submitting to the OTDA a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by OTDA to be inadequate, OTDA shall notify the respondent and direct the respondent to submit, within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

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

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

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

The successful respondent will be required to submit a quarterly M/WBE Contractor Compliance & Payment Report to OTDA, by the 8th day following each end of quarter over the term of the Contract documenting the progress made toward achievement of the MWBE goals of the Contract.

Equal Employment Opportunity Requirements

By submission of a bid or proposal in response to this solicitation, the respondent agrees with all of the terms and conditions of [Appendix A – Standard Clauses for All New York State Contracts including Clause 12 - Equal Employment Opportunities for Minorities and Women OR Authority equivalent to Appendix A]. The respondent is required to ensure that it and any subcontractors awarded a subcontract for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the respondent, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

The respondent will be required to submit a Minority and Women-owned Business Enterprise and Equal Employment Opportunity Policy Statement, Form OTDA-4970, to OTDA with its bid or proposal.

If awarded a Contract, respondent shall submit a Workforce Utilization Report, Form OTDA-4971, and shall require each of its Subcontractors to submit a Workforce Utilization Report, in such format as shall be required by OTDA on a QUARTERLY basis during the term of the Contract.

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

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

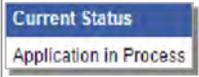
PART B - Instructions for Completing the Application

Please read Pages 1-37 of the Request for Proposals carefully before completing the application. The entire NYS Response to Human Trafficking Program Application must be submitted in Grants Gateway. Read and follow all instructions while completing the screens in Grants Gateway. A printed version of the program specific questions appears in Part D of this RFP.

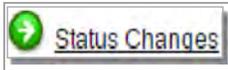
Overview of Completing the Application:

Here are some general guidelines for navigating the Grants Gateway System:

- Log into Grants Gateway as a Grantee, Grantee Signatory or Grantee System Administrator.
- Click the  button.
- From the “search by funding agency” drop-down menu, select Office of Temporary and Disability Assistance. Click .
- Locate Response to Human Trafficking and click on the blue link.
- Click the  button.
- From the  [Forms Menu](#), complete the forms described in these instructions.
- You must  YOUR WORK before moving onto a new screen.
- If you do not complete the application in one session, it will be in your

“tasks” box, , labeled . Another way to find an application in process is to click the  tab at the top of the screen.

Please note: Although those logged in as Grantee may work on the application, only those logged in as a Grantee Signatory or a Grantee System Administrator can submit the application to the State.

When the application is ready for submission, click the  tab then click the  button under “application submitted”.

Other helpful information:

- There is a Grantee Application Tutorial Video available. After logging into Grants Gateway, click the  tab at the top of the screen.
- The **New York State Grants Gateway Vendor’s Quick Start Guide** can be downloaded via the Pre-Submission Uploads screen in Grants Gateway or found online at http://grantsreform.ny.gov/sites/default/files/grantee_quick_start_guide.pdf.
- Helpdesk information: Monday thru Friday 8am to 4pm
 - Phone: 1-518-474-5595 Email: grantsgateway@its.ny.gov

Step by step instructions for completing the application in Grants Gateway:

Find  Enter your search criteria then click .
Click the link for your opportunity: 'New York State Response to Human Trafficking Program'

Screens to complete in the Forms Menu are as follows:

Click on  [Forms Menu](#) icon and complete the following Forms/Screens listed below. Sections from the **Forms Menu** do not have to be completed in any particular order. Certain forms may be left blank or input as N/A if they do not apply to your application, such as the budget items not requested. There will be a "global warning" error if you try to submit an application without completing required forms.

You must  your work before moving onto a new screen. After each section is completed and saved, return to the  [Forms Menu](#) and click on the next section to be completed.

Project/ Site Address - Enter your agency/program name and all the site addresses, one site per screen, including agency specific regional information. Project Statewide is 'No'. Regional Council is 'N/A'.

Click .

Click  to input additional location/addresses.

Click  [Forms Menu](#) icon to return to the list of forms to be completed.

Program Specific Questions- Follow the instructions at the top of the screen. Answer all questions in this section. Project title is 'New York State Response to Human Trafficking Program' Narrative answer spaces are limited to maximum of 4,000 characters text and OTDA expects answers to be concise. Upload forms when required. Upload optional forms when applicable or write n/a in the narrative answer space.

Click .

Click  [Forms Menu](#) icon to return to the list of forms to be completed.

Performance Budget -

- Complete the Performance Based Budget Summary screen for **ANNUAL** grant funds requested for the first budget period. Consult Section IX in this RFP for Objective Definitions and maximum payment rates.
- Under "Details" in the textbox next to "Deliverable/Outcome" type the deliverable/outcome (ex. Taskforce Development) that you want to work on. Please refer to pages 14-16 for more information. Reminder: Community Education and Task Force are optional while Comprehensive Services (Assessment, Interim and Transitional Phases) are required.
- Under "Financial", using the maximum payment rates on page 13 of the RFP as a guide, complete "Total Amount Per Unit" and "Grant Amount Per Unit".
- The same number should be in both boxes.
- Under "Number of Units" include the **ANNUAL** units of the deliverable/outcome your agency is proposing.

- Under “Total Grant Funds” put the amount per unit multiplied by the number of units to get the total amount being requested for the deliverable/outcome.
- Click **SAVE**
- Repeat this process for each deliverable/outcome your agency will provide in your proposed Work Plan by clicking **ADD** in the top right corner of the screen.
- Only use whole dollar amounts for funds requested.

Please save your work before going to a new screen!

Click  [Forms Menu](#) icon to return to the list of forms to be completed.

Performance Summary- Summarization of all Performance Budget Detail items for the first proposed budget period. You do not make any changes to the budget here. Please review the information on this screen to make sure it is correct. The total amount on the summary will be the total funding amount you will be requesting for the first budget period.

Click  [Forms Menu](#) icon to return to the list of forms to be completed.

Work Plan Overview Form- This section should be completed from an annual perspective. Therefore, the Work Plan period should cover 04/01/2018 to 03/31/2019.

Follow the instructions on the screen:

1. In the Project Summary section: *Provide a high-level overview of the project, including the overall goal and desired outcomes. Include information such as location, target population, overall number of persons to be served, service delivery method and hours of operation.*

In addition to the instructions above, your response should address the following:

- Describe your agency’s experience in providing services to immigrant, refugee and other populations such as crime victims. If your agency has specific expertise working with trafficked persons, please elaborate. Also, state any type of training provided to staff and frequency of training in these areas. If your agency has no formal experience with the issue, please state a plan to obtain training and a timetable for such.
- Describe the agency’s experience in providing services to trafficked persons. Please denote whether the victim was ever identified as such, obtained State confirmation, or Federal certification. Also, describe any other programs or services that your agency operates and relationships with other partners, that will enhance the effectiveness of your proposed programs.

Describe your agency’s knowledge of the availability of federal trafficking funds in your target area. Describe how those funds will be used first before NYS RHTP funds.

- Please detail how your agency will address the serious short and long-term service issues facing trafficking victims in New York State; empower trafficked persons to be effective partners in the case management process; and support local systems that can help identify trafficked persons.
 - Describe in detail the special needs or unique circumstances of the target population that you may encounter (i.e, migrant farm workers, those in servile marriages, etc.).
 - Describe any barriers and issues that may affect the confirmed victim's successful integration into the mainstream services system and how they will be addressed.
 - You may require a start-up period to hire personnel, recruit participants, purchase supplies, or train personnel. If a start-up period is required, describe these tasks, as well as time frames for accomplishing them. Identify staff that will oversee these activities.
 - Describe the operation and management of the project. State how management will 1) ensure no duplication of services; 2) monitor progress towards goals; 3) maintain agency and staff accountability; 4) relay information to front line staff; 5) supervise agency finances; 6) assure timely submission of reports and vouchers; and 7) maintain appropriate case records.
 - Describe in detail your process for monitoring your subcontractors, if any.
2. In the Organizational Capacity section, *describe the staffing, qualifications and ongoing staff development/training activities, and relevant experience of the contractor organization to support the project.*

In addition to the instructions above, your response should address the following:

- For each staff member listed, include the person's name and job title, the responsibilities of the position, the required qualifications for the position, the name and title of the supervisor, and the full time equivalent (FTE) of the person's position.
- Explain how the proposed positions are sufficient to successfully implement the proposed services. Describe staff qualifications (including language capacity and how that addresses participants need). If appropriate, include staff caseloads.
- Describe how staff will assist members of the target population for whom the agency has no language capacity.

Click [SAVE](#)

Please save your work before going to a new screen!

After reading this section, a reviewer should have a clear and specific picture of how your project will function.

Click  [Forms Menu](#) icon to return to the list of forms to be completed.

Objectives and Tasks Screen-

- Each objective (deliverable/outcome) will appear on its own screen.
- To start, select the deliverable/outcome you want to work on from the drop down and click **GO** (Example: 'Comprehensive Services: Completion of Assessment Phase'). Please refer to the table on page 14 for a list of deliverables/objectives and tasks.
- Next to the required (Comprehensive Services: Assessment, Interim and Transition Phases) and/or optional task (Community Education, Task Force) you want to work on, click [View/Add](#) under Performance Measure (Example: 'Obtain from OTDA the individual's confirmation letter').
- In the Performance Measure Name field, enter your first task (example: 'Obtain from OTDA the individual's confirmation letter'). This field allows for very few characters.
- In the Narrative field briefly describe your agency's process (who, what, where, when) for providing the required and/or allowable tasks in order to achieve the deliverable/outcome. Include the number of staff and each staff persons' role and responsibilities in providing required and/or allowable task. **SAVE**
- If you would like to provide additional performance measures, click **ADD** at the top of the screen. **SAVE**
- There is a 1,000-character limit for each performance measure narrative.
- Pay special attention to whether or not a particular task is "allowable" or "required" as outlined on pages 14-18 of the RFP. Failure to define the method of service for a required task may result in the loss of points for the overall score of your proposal.
- Although not required, examples such as assessment tools, sample case management plans; outreach flyers, sample training agendas, etc. may be attached.

If either optional performance measure (i.e. Community Education, Task Force) is not applicable to your organization, enter 'N/A' in the appropriate text boxes.

If a subcontractor will provide a required and/or allowable task, indicate such.

To continue entering Objectives and Tasks, click  [Forms Menu](#) icon, scroll down to 'Objectives and Tasks' and select the appropriate objective from the drop-down menu (example: Task Force).

Additional information for completing Objectives and Tasks:

- | |
|--|
| <ul style="list-style-type: none">• For <u>Community Education</u>, describe and define <i>each task</i> that you will provide and how each will be delivered. Please include descriptions on how the agency will implement the Community Education component and activities that will take place on a regular basis. Community Education is not a required deliverable/outcome.• For <u>Task Force Development</u>, describe and define <i>each task</i> that you will provide and how each will be delivered. Please include descriptions on how the agency will implement the |
|--|

Task Force component and activities that will take place on a regular basis. Task Force Development is **not** a required deliverable/outcome.

- Separately describe the Assessment, Interim and Transition Phases of the Comprehensive Services objective. For each phase, describe and define each task that your agency will provide and how each will be delivered. If partnering with another agency, please include what services they will administer and how they deliver services. Please include descriptions of how the agency will implement the Comprehensive Services that will take place and on what basis (weekly, monthly, etc.). **All Comprehensive Services** deliverables/outcomes are required.

Please save your work before going to a new screen!

Click  [Forms Menu](#) icon to return to the list of forms to be completed.

Pre-Submission Upload - Download all forms by following the links available on the Upload Screen. Upload all required forms in the places designated throughout the application. If required information is not available or cannot be produced, an explanation must be uploaded.



- In the  section of the forms menu, there is an Excel document of Attachment B-2 Performance Based Budget Summary form on which the applicant must indicate the funds requested for the 36-month contract term (3 years)

Attachment B-2 Performance Based Budget for 36-Month Contract Term*

Complete and upload the performance budget for the 36-month contract term based on the unit rates established on the annual budget completed on the Performance Based Budget Summary screens. **IMPORTANT:** Do not leave any fields blank. Put a zero in any field that is blank.

DELETE

Document Template: [Click here](#)

[View File](#)

- This form should correlate with the 12-month budget developed on the Performance Budget screens.

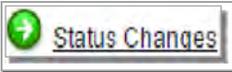
PART C – Forms to Upload

Upload all required forms in the places designated throughout the application:

- **General Information** - Complete all applicable sections and upload with the application
- **Agency Organizational Chart** - Upload your agency's organizational chart.
- **Participant Flow Chart** - Upload a participant flow chart that depicts how the program will connect and help the trafficking victims access needed services.
- **Key Personnel Profile** - Upload a chart that depicts the staff involved with the project. For each staff member listed, include the person's name and job title, the responsibilities of the person, the required qualification for the position, the name and title of the supervisor, and the full time equivalent (FTE) of the person's position within the scope of the proposed project.
- **Letter(s) of Intent from Task Force partners, if applicable**

- **Attachment B-2 Performance Based Budget for 36-Month Contract Term -** Complete and upload the performance budget for the 36-month contract term based on the unit rates established on the annual budget completed on the Performance Based Budget Summary screens. **IMPORTANT:** Do not leave any fields blank. Put a zero in any field that is blank.
- **Agency Agreement Form -** Sign, complete and return with the application.
- **Subcontractor and Supplier Identification Form -** Complete all applicable sections and upload with the application.
- **Equal Employment Opportunity Staffing Plan-** Complete all applicable sections and upload with the application.
- **M/WBE – EEO Policy Statement -** Complete all applicable sections and upload with the application. **Goals for this contract should be set to 0%.**

Application Submission- Only agency staff assigned the Grantee Contract Signatory or Grantee System Administrator roles in Grants Gateway may submit the application.

When the application is ready for submission, click the  icon, then click the  button under “application submitted”.

The **New York State Vendor Responsibility Questionnaire Not-For-Profit Business Entity** will not be a required upload in Grants Gateway. Instructions on how to complete and file the questionnaire can be found on the VendRep website www.osc.state.ny.us/vendrep.

GENERAL INFORMATION

RHTP APPLICANT PROJECT INFORMATION

INDICATE TYPE OF ORGANIZATION CARRYING OUT THE ACTIVITY:

PUBLIC AGENCY **FAITH BASED NON-PROFIT** **OTHER NON-PROFIT**

APPLICANT

NAME: _____

EXECUTIVE DIRECTOR: _____

BUSINESS ADDRESS: _____

CITY: _____ STATE: _____

ZIP CODE: _____

PHONE: (____) _____ FAX :(____) _____

E-MAIL ADDRESS: _____

PROJECT ADDRESS (if other than business address): _____

PROGRAM CONTACT: _____

ADDRESS: _____

CITY: _____ STATE: _____

ZIP CODE: _____

PHONE: (____) _____

FAX :(____) _____

E-MAIL ADDRESS: _____

What is your organization's Federal Employer Identification number? _____

Applicant Fiscal Year: (Example: July 1 - June 30)?

Please provide the following identifying information regarding the project:

Community District(s) *NYC only*:

Federal Congressional District(s):

What is your organization's **six-digit** State Registered Charitable Organization number? _____

Is your organization current with the NYS Office of the Attorney General Charities registration filing requirements? _____ YES _____ NO

If not, why?

COUNTY/ COUNTIES (WHERE SERVICES ARE TO BE PROVIDED)

ACCESSIBILITY DETERMINATION

Is project site: wheelchair accessible? Yes No

Does your agency conform with Title III ADA requirements? Yes No

If facilities are not accessible to persons with disabilities, state what physical changes will be made to conform to the Americans with Disabilities Act of 1990 and the regulations promulgated thereunder, and the expected completion date for any such physical changes.

Are materials available in alternative formats for persons with disabilities? (i.e. Braille, Audio Recording etc.) Yes No

No further entries on this page.

Attachment B-2 Performance-Based Budget

**ATTACHMENT B-2 - PERFORMANCE BASED BUDGET
SUMMARY**

PROJECT NAME: New York State Response to Human Trafficking Program

CONTRACTOR SFS PAYEE NAME:

CONTRACT PERIOD: From: 04/01/2018

To: 03/31/2021

#	DELIVERABLE/OUTCOME	TOTAL AMOUNT PER UNIT	GRANT AMOUNT PER UNIT	NUMBER OF UNITS	GRANT FUNDS	MATCH FUNDS	MATCH %	OTHER FUNDS	TOTAL
1	Community Education				\$0.00		%		\$0.00
2	Task Force Development				\$0.00		%		\$0.00
3	Comprehensive Services - Assessment Phase				\$0.00		%		\$0.00
4	Comprehensive Services - Interim Phase				\$0.00		%		\$0.00
5	Comprehensive Services - Transition Phase				\$0.00		%		\$0.00
Subtotal					\$0.00	\$0.00		\$0.00	\$0.00
Available Bonus					\$0.00				\$0.00
TOTAL					\$0.00	\$0.00		\$0.00	\$0.00

Contract Number: #

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 Offeror 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 Offeror. (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 awarded 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 contract 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 revision of the approved project proposal must be requested 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 Minority and Women-Owned Business Enterprises/Equal Employment Opportunity anti-discrimination provisions as more fully set forth in this RFP.

OTDA reserves the right, if funds become available, to reconsider additional proposals submitted in response to this RFP at that time, using the same scoring criteria and award methodology, in lieu of releasing a new RFP, if deemed to be in the best interest of the State.

OTDA anticipates making an award to administer projects for thirty-six (36) months. Projects may be renewed for additional periods depending on continued need for the services, achievement of anticipated outcomes, continued availability of funding and at the sole discretion of OTDA. For those applicants selected as a result of this Request for Proposals (RFP), subsequent year's funding may be at a decreased level.

The applicant certifies that to the best of his/her knowledge and belief the information in this application is true and correct, that he/she will comply with the above agreement if the grant is received, and that this constitutes a firm offer for 180 days.

(Signature of official with authority to negotiate and contractually bind the organization who is authorized to sign for applicant) and (Date)

(Type name and title and include an address and telephone number)

**MINORITY AND 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 _____

M/WBE

This organization will and will cause its contractors and subcontractors to take good faith actions to achieve the MWBE contract participations goals set by the State for that area in which the State-funded project is located, by taking the following steps:

- (1) Actively and affirmatively solicit bids for contracts and subcontracts from qualified State certified MBEs or WBEs, including solicitations to MWBE contractor associations.
- (2) Request a list of State-certified MWBEs from AGENCY 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 MWBEs.
- (4) Where feasible, divide the work into smaller portions to enhanced participations by MWBEs and encourage the formation of joint venture and other partnerships among MWBE contractors to enhance their participation.
- (5) Document and maintain records of bid solicitation, including those to MWBEs and the results thereof. The Contractor will also maintain records of actions that its subcontractors have taken toward meeting MWBE contract participation goals.
- (6) Ensure that progress payments to MWBEs are made on a timely basis so that undue financial hardship is avoided, and that, if legally permissible, bonding and other credit requirements are waived or appropriate alternatives developed to encourage MWBE participation.

EEO

(a) This organization 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 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, creed, color, national origin, sex disability or marital status.

(c) At the request of the contracting agency, this organization shall request each employment agency, labor union, or authorized 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 this organization's obligations herein.

(d) The Contractor shall comply with the provisions of the Human Rights Law, all other State and Federal statutory and constitutional non-discrimination provisions. The 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.

(e) This organization will include the provisions of sections (a) through (d) 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: _____

_____ is designated as the Minority Business Enterprise Liaison
(Name of Designated Liaison)

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

M/WBE Contract Goals

_____ % Minority and Women's Business Enterprise Participation

_____ % Minority Business Enterprise Participation

_____ % Women's Business Enterprise Participation

(Authorized Representative)

Title: _____

Date: _____

STAFFING PLAN

Submit with Bid or Proposal – Instructions on page 2

Solicitation No.:	Reporting Entity:	Report includes Contractor's/Subcontractor's: <input type="checkbox"/> Workforce to be utilized on this contract
Offeror's Name:		<input type="checkbox"/> Offeror <input type="checkbox"/> Subcontractor
Offeror's Address:		Subcontractor's name _____

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

EEO-Job Category	Total Workforce	Workforce by Gender		Workforce by Race/Ethnic Identification								Disabled		Veteran			
		Total Male (M)	Total Female (F)	White (M) (F)		Black (M) (F)		Hispanic (M) (F)		Asian (M) (F)		Native American (M) (F)		(M)	(F)	(M)	(F)
Officials/Administrators																	
Professionals																	
Technicians																	
Sales Workers																	
Office/Clerical																	
Craft Workers																	
Laborers																	
Service Workers																	
Temporary /Apprentices																	
Totals																	

PREPARED BY (Signature):	TELEPHONE NO.: EMAIL ADDRESS:	DATE:
NAME AND TITLE OF PREPARER (Print or Type):		Submit completed with bid or proposal

Office of Temporary and Disability Assistance

40 North Pearl Street, Albany, NY 12243

www.otda.ny.gov

OTDA- 4934 (Rev. 1/2016)

General instructions: All Offerors and each subcontractor identified in the bid or proposal must complete an EEO Staffing Plan (M/WBE 101) 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 and/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 and/or subcontractor's total work force, the Offeror shall complete this form for the contractor's and/or subcontractor's total work force.

Instructions for completing:

1. Enter the Solicitation number that this report applies to along with the name and address of the Offeror.
2. Check the box acknowledging work force to be utilized on the contract.
3. Check off the appropriate box to indicate if the Offeror completing the report is the contractor or a subcontractor.
4. Enter the total work force by EEO job category.
5. Break down the anticipated total work force by gender and enter under the heading 'Work force by Gender'.
6. Break down the anticipated total work force by race/ethnic identification and enter under the heading 'Work force by Race/Ethnic Identification'. Contact the OM/WBE Permissible contact(s) for the solicitation if you have any questions.
7. Enter information on disabled or veterans included in the anticipated 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 form, 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** a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.

ISLANDER

- NATIVE INDIAN (NATIVE)** a person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal

AMERICAN/ALASKAN affiliation or community recognition.

NATIVE)

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 Male or Female

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:

Address:

City, State, Zip Code:

Region/Location of Work:

Federal Identification Number:

Telephone Number:

Email:

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.			MBE WBE NYS Business** NYS Small Business**	
B.			MBE WBE NYS Business** NYS Small Business**	
C.			MBE WBE NYS Business** NYS Small Business**	
D.			MBE WBE NYS Business** NYS Small Business**	
E.			MBE WBE NYS Business** NYS Small Business**	
<p>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.</p> <p>**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, 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, protégés or other supporting roles.</p> <p>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.</p> <p>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.</p> <p>Public Procurements 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.</p>			<p>NAME AND TITLE OF PREPARER (Print or Type):</p> <p>Signature: Authorized Signature</p> <p>Date:</p> <p>Telephone Number:</p> <p>EMAIL Address:</p>	

PART D - Printed Version of Grants Gateway Application.....

These screen titles correlate with instructions in Part B of this RFP. The preview button on the screens (upper right) may be used to more easily view the answers you provide to questions as the application is being developed. Remember to SAVE OFTEN! The application may also be printed at any time during the process for your reference. Do not send a printed copy to OTDA. Applications submitted outside of the Grants Gateway system may not be reviewed.

Organization	Grant Opportunity	Document #	Document Role	Current Status
United Way of Northern New York, Inc.	New York State Response to Human Trafficking Program (RHTP)	TDA01-RHTP-2018-00001	Grantee Contract Signatory	Application in Process

PROJECT/SITE ADDRESSES

Instructions:

1. Please complete all required fields.
2. If Project Statewide is "Yes", do not enter Address information. If Project Statewide is "No", Address information is required.
3. Select the **Save** button above to save your work frequently.
4. Click Forms Menu to return to the navigation links.

Name/Description:

Project Statewide

Address 1

Address 2

City

County

State

NY

Zip

Regional Council:

Agency Specific Region:

PROGRAM SPECIFIC QUESTIONS

Instructions:

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.

Project Title

Describe your agency, how the proposed program will be operated within your agency and what your agency will bring to the targeted population. Your description must address the following whether applicable or not. If not applicable, please state that the information is not applicable.

- 1 Please describe your experience with, and knowledge of, specific cultural and linguistic needs of the eligible population. Please describe how you plan to address those needs.
- 2 Please describe your experience with working with New York State confirmed victims and federally certified victims of human trafficking.
- 3 Describe the expected caseload in each region and the plan for reaching trafficked persons and the ability to effectively engage this population.
- 4 Describe established relationships with critical partners including local and state law enforcement, victim service providers, and others.

PERFORMANCE BUDGET

Instructions:

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once an deliverable/outcome item has been saved successfully, select the **Add** button above to add additional deliverable/outcome items.
4. Click Forms Menu to return to the navigation links.

When completing the Performance Based Budget columns **Deliverable/Outcome**, **Total Amount Per Unit** and **Number of Units** must be completed. **Total Match Funds** should be entered if there is a match/local share component to the program. **Line Total** and **Category Total** will populate automatically.

[Details](#)

Deliverable/Outcome

Financial

Total Amount Per Unit
Grant Amount Per Unit
Number of Units
Total Grant Funds
Total Match Funds
Match % %
Other Funds

Line Total	\$0
Category Total	\$0.00

Page ID

Click [here](#) to see a summary of the detail entered for this category.

[CATEGORY TOTAL SUMMARY](#)

PERFORMANCE SUMMARY

Instructions:

1. If an available bonus is applicable **Available Bonus** should be completed.
2. Select the **Save** button above to save your work frequently.
3. Click Forms Menu to return to the navigation links.

The **Performance Budget Summary** is a summarization of all **Performance Budget Detail** items. You may view the individual detail items by selecting the **Performance Budget Detail Link** in the **Forms Menu** or **Navigation Links** at the bottom of the page.

	Grant Funds	Match Funds	Match Funds Calculated	Match % Calculated	Match % Required	Other Funds	Total
Subtotal	\$0	\$0	\$0	%	%	\$0	\$0
Available Bonus							\$0
TOTAL	\$0	\$0	\$0	%	%	\$0	\$0
Period Total	\$0.00						

WORK PLAN OVERVIEW FORM

Instructions:

The purpose of this form is to capture organizational information necessary for application processing, as well as a detailed accounting of the proposed or funded project. It is made up of three sections:

1. Project Summary
2. Organizational Capacity
3. Project Details - Objectives, Tasks and Performance Measures

If applicable, specific instructions/requirements for completing these sections may be found in the Grant Opportunity under which you are applying. Click Forms Menu to return to the navigation links.

Work Plan Period From To

Project Summary

Provide a high-level overview of the project, including the overall goal and desired outcomes. Include information such as location, target population, overall number of persons to be served, service delivery method and hours of operation.

Organizational Capacity

Describe the staffing, qualifications and ongoing staff development/training activities, and relevant experience of the provider organization to support the project.

OBJECTIVES AND TASKS

Instructions:

1. Select the **View/Add** link next to a Task to add or edit the Performance Measures for that Task.
2. Click Forms Menu to return to the navigation links.

Objective
Objective Name
Community Education
Objective Description
Conduct trainings to educate law enforcement, victim services and general public including vulnerable populations on human trafficking. Organize public awareness events or activities to inform, educate, and assist stakeholders and vulnerable populations about human trafficking.
Community Education is a non-participant specific deliverable/outcome.

OBJECTIVES AND TASKS

Instructions:

1. Select the **View/Add** link next to a Task to add or edit the Performance Measures for that Task.
2. Click Forms Menu to return to the navigation links.

Objective
Objective Name
Task Force
Objective Description
A Task Force consists of a meeting or series of meetings to enhance interagency collaboration and the coordinated community response to victims of human trafficking. Task Force activities are designed to increase willingness of members to collaborate on identification and protection of trafficked persons.
Task Force is a non-participant specific deliverable/outcome.

OBJECTIVES AND TASKS

Instructions:

1. Select the **View/Add** link next to a Task to add or edit the Performance Measures for that Task.
2. Click Forms Menu to return to the navigation links.

Objective
Objective Name
Comprehensive Services: Completion of Assessment Phase
Objective Description
The contractor is required to meet with the eligible participant when appropriate and assess the participant's needs. In conjunction with the participant, the contractor creates a case management plan.

OBJECTIVES AND TASKS

Instructions:

1. Select the **View/Add** link next to a Task to add or edit the Performance Measures for that Task.
2. Click Forms Menu to return to the navigation links.

Objective
Objective Name
Comprehensive Services: Completion of Interim Phase
Objective Description
Manage the individual's progress throughout the service provision process. Four weeks following enrollment, the contractor assesses services already provided within the first four weeks and adjusts the case management plan.

OBJECTIVES AND TASKS

Instructions:

1. Select the **View/Add** link next to a Task to add or edit the Performance Measures for that Task.
2. Click Forms Menu to return to the navigation links.

Objective
Objective Name
Comprehensive Services: Completion of Transition Phase
Objective Description
Continue to manage the individual's progress throughout the service provision process. Twelve weeks following enrollment, the contractor assesses services already provided within the first twelve weeks and adjusts the case management plan.

DEFINE TASKS

Objective: Task Force
Task
Host Task Force meetings

DEFINE TASKS

Objective: Comprehensive Services: Completion of Assessment Phase

Task

Obtain from OTDA the individual's confirmation letter

DEFINE TASKS

Objective: Community Education

Task

Information workshop/seminar

DEFINE TASKS

Objective: Comprehensive Services: Completion of Interim Phase

Task

Update case management plan and adjust

DEFINE TASKS

Objective: Comprehensive Services: Completion of Transition Phase

Task

Update case management plan and adjust

DEFINE TASKS

Objective: Comprehensive Services: Completion of Transition Phase

Task

Provide any and all services in the case management plan

DEFINE TASKS

Objective: Comprehensive Services: Completion of Interim Phase

Task

Provide any and all services in the case management plan

DEFINE TASKS

Objective: Community Education

Task

Training

DEFINE TASKS

Objective: Comprehensive Services: Completion of Assessment Phase

Task

Inform individual of rights and responsibilities of confirmation and explain the role of parties in trafficking case (i.e. law enforcement, providers, etc.).

DEFINE TASKS

Objective: Comprehensive Services: Completion of Assessment Phase

Task

Inform individual of status, and enroll client in agency's program.

DEFINE TASKS

Objective: Community Education

Task

Organized public awareness event

DEFINE TASKS

Objective: Community Education

Task

Other services or activities that have been approved by OTDA in writing

DEFINE TASKS

Objective: Comprehensive Services: Completion of Assessment Phase

Task

Assessment of needs

DEFINE TASKS

Objective: Comprehensive Services: Completion of Assessment Phase

Task

Case management plan

DEFINE TASKS

Objective: Comprehensive Services: Completion of Assessment Phase

Task

Completion of Application for Services

DEFINE TASKS

Objective: Comprehensive Services: Completion of Assessment Phase

Task

Correspond/communicate with OTDA and/or other stakeholders for problem solving on behalf of the individual

PERFORMANCE MEASURE

Instructions:

1. Enter a *Performance Measure* in the field(s) provided below.
2. Select the **Save** button.
3. To add another *Performance Measure*, when applicable, select the **Add** button above.
4. Click Forms Menu to return to the navigation links.

Objective:

Task:

Performance Measure Name

Narrative

Upload

PERFORMANCE MEASURE

Instructions:

1. Enter a *Performance Measure* in the field(s) provided below.
2. Select the **Save** button.
3. To add another *Performance Measure*, when applicable, select the **Add** button above.
4. Click Forms Menu to return to the navigation links.

Objective:

Task:

Performance Measure Name

Narrative

Upload

PERFORMANCE MEASURE

Instructions:

1. Enter a *Performance Measure* in the field(s) provided below.
2. Select the **Save** button.
3. To add another *Performance Measure*, when applicable, select the **Add** button above.
4. Click Forms Menu to return to the navigation links.

Objective:

Task:

Performance Measure Name

Narrative

Upload

PERFORMANCE MEASURE

Instructions:

1. Enter a *Performance Measure* in the field(s) provided below.
2. Select the **Save** button.
3. To add another *Performance Measure*, when applicable, select the **Add** button above.
4. Click Forms Menu to return to the navigation links.

Objective:

Task:

Performance Measure Name

Narrative

Upload

PERFORMANCE MEASURE

Instructions:

1. Enter a *Performance Measure* in the field(s) provided below.
2. Select the **Save** button.
3. To add another *Performance Measure*, when applicable, select the **Add** button above.
4. Click Forms Menu to return to the navigation links.

Objective:

Task:

Performance Measure Name

Narrative

Upload

PERFORMANCE MEASURE

Instructions:

1. Enter a *Performance Measure* in the field(s) provided below.
2. Select the **Save** button.
3. To add another *Performance Measure*, when applicable, select the **Add** button above.
4. Click Forms Menu to return to the navigation links.

Objective:

Task:

Performance Measure Name

Narrative

Upload

PERFORMANCE MEASURE

Instructions:

1. Enter a *Performance Measure* in the field(s) provided below.
2. Select the **Save** button.
3. To add another *Performance Measure*, when applicable, select the **Add** button above.
4. Click Forms Menu to return to the navigation links.

Objective:

Task:

Performance Measure Name

Narrative

Upload

PERFORMANCE MEASURE

Instructions:

1. Enter a *Performance Measure* in the field(s) provided below.
2. Select the **Save** button.

3. To add another *Performance Measure*, when applicable, select the **Add** button above.
4. Click Forms Menu to return to the navigation links.

Objective:
Task:
Performance Measure Name
Narrative
Upload

PERFORMANCE MEASURE

Instructions:

1. Enter a *Performance Measure* in the field(s) provided below.
2. Select the **Save** button.
3. To add another *Performance Measure*, when applicable, select the **Add** button above.
4. Click Forms Menu to return to the navigation links.

Objective:
Task:
Performance Measure Name
Narrative
Upload

PERFORMANCE MEASURE

Instructions:

1. Enter a *Performance Measure* in the field(s) provided below.
2. Select the **Save** button.
3. To add another *Performance Measure*, when applicable, select the **Add** button above.
4. Click Forms Menu to return to the navigation links.

Objective:
Task:
Performance Measure Name
Narrative
Upload

PERFORMANCE MEASURE

Instructions:

1. Enter a *Performance Measure* in the field(s) provided below.
2. Select the **Save** button.
3. To add another *Performance Measure*, when applicable, select the **Add** button above.
4. Click Forms Menu to return to the navigation links.

Objective:
Task:
Performance Measure Name
Narrative
Upload

PRE-SUBMISSION UPLOADS

Instructions:

1. Select the **Browse** button to locate an upload.
2. Select the **Save** button above to load it into the system.
3. If the Grant Opportunity you are applying for requires that a specific document be uploaded, a link to the Document Template will appear under the upload row. Click the link to download and save the Document Template to your computer. Once you have filled out the Document Template you can use the associated **Upload** row to upload the document as part of your application.

Please complete all of the documents where applicable, and upload prior to submitting application.

NYS Grants Gateway Vendor's Quick Start Guide

For informational purposes only. Please review prior to submitting the application in Grants Gateway.

Document Template: [Click here](#)

General Information*

Complete all applicable sections and upload with the application.

Document Template: [Click here](#)

Agency Organizational Chart*

Upload your agency's organizational chart.

Participant Flow Chart*

Upload a participant flow chart that depicts how the program will connect and help the trafficking victims access needed services.

Key Personnel profile*

Upload a chart that depicts the staff involved with the project. For each staff member listed, include the person's name and job title, the responsibilities of the person, the required qualification for the position, the name and title of the supervisor, and the full time equivalent (FTE) of the person's position within the scope of the proposed project.

Letter(s) of Intent from Task Force partners, if applicable

Upload Letters of Intent, if applicable.

Attachment B-2 Performance Based Budget for 36-Month Contract Term*

Complete and upload the performance budget for the 36-month contract term based on the unit rates established on the annual budget completed on the Performance Based Budget Summary screens. IMPORTANT: Do not leave any fields blank. Put a zero in any field that is blank.

Document Template: [Click here](#)

Agency Agreement Form*

Please sign and date, where indicated, and upload with the application.

Document Template: [Click here](#)

M/WBE Utilization Plan*

Complete if applicable and upload with the application.

Document Template: [Click here](#)

Staffing Plan*

Complete all applicable sections and upload with the application.

Document Template: [Click here](#)

M/WBE - EEO Policy Statement

Complete all applicable sections and upload with the application.

Document Template: [Click here](#)