



Request for Proposals

Making a Connection Program (MAC)

Release Date: 4/10/2024

Submission Deadline: 5/28/2024

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PART A. SUMMARY INFORMATION

I. Introduction

The Bureau of Refugee Services (BRS) of the New York State Office of Temporary and Disability Assistance (OTDA), issues this Request for Proposals (RFP) to solicit applications from qualified applicants. The purpose of this RFP is to match refugee youth ages 15-24 with positive adult mentors to promote civic and social engagement and support individual educational and vocational advancement.

OTDA anticipates distributing approximately \$35,000,000 in Youth Mentoring (YM) funds for 60-month contracts under this procurement. All program funds are subject to continued availability and state appropriation thereof. All funds allocated for the administration of the program are received from the federal Office of Refugee Resettlement (ORR). The amount of funding will be adjusted annually based on funding availability. Use of these funds must relate to the provision of activities that promote positive civic and social engagement and support individual educational and vocational advancement.

Other costs, such as construction and renovation costs, are not allowable under this program.

NOTE: For this RFP, eligible participants will hereafter be referred to as “refugees” unless special circumstances apply. Part A, section VIII. Eligible Participants contains information about eligible participants, including appropriate immigration statuses and other eligibility information.

If selected, the proposal and all parts submitted in response to this RFP may become part of a contract with OTDA, subject to approval by the New York State Attorney General (AG) and the Office of the New York State Comptroller (OSC). At the time of contract development, awardees may be required to submit revised budgets, program information and any revised forms and documents for the final contract. Successful grantees will be required to submit all final contract documents, narratives, and budgets in the Statewide Financial System (SFS). OTDA reserves the right to:

- Negotiate any aspect of a proposal other than rates of payment in order to ensure that the final agreement meets OTDA objectives and requirements;
- Waive procedural technicalities, or modify minor irregularities, in proposals received, after notification to the bidder involved; and/or
- Correct arithmetic errors in any proposal, or make typographical corrections to a proposal, with concurrence of the bidder.

II. Registration and Prequalification Requirements

Pursuant to the New York State Division of Budget Bulletin H-1032 (revised), dated January 9, 2024, New York State has instituted key reform initiatives to the grant contract process which require not-for-profits to register in the Statewide Financial System (SFS) and complete the Vendor Prequalification process in order for proposals to be evaluated. Information on these initiatives can be found on the [here](#).

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. Additional information on prequalification can be found on the [Grants Management website](#).

Register for the Statewide Financial System

Applicants must be registered in SFS to compete for New York State grants. Applicants are strongly encouraged to begin the process as soon as possible in order to participate in this opportunity.

Complete instructions on how to register are found on the [here](#).

In addition to the support resources available to SFS users on the [SFS website](#) in the SFS Coach Training section, such as manuals, videos, webinars, and FAQs, SFS provides live help desk support for SFS users.

- Hours: Monday – Friday 8:00 a.m. to 5:00 p.m.
- Phone: (518) 457-7737 or (877) 737-4185
- Email: helpdesk@sfs.ny.gov

Not-for-profit organizations must prequalify to do business with New York State agencies before they can compete for State grants. The process allows not-for-profit organizations to address questions and concerns

prior to entering a competitive bid process. Not-for-profit organizations are strongly encouraged to begin the prequalification process as soon as possible.

To become prequalified, a not-for-profit organization must first register in SFS. Once registered, not-for-profit organizations complete an online prequalification application. This includes completing a series of forms by answering basic questions regarding the organization and uploading key organizational documents. Complete instructions on how to prequalify are found [here](#).

Grant proposals received from not-for-profit applicants that are not prequalified in SFS at the application due date and time will not be evaluated. Such proposals will be disqualified from further consideration.

Specific questions about the prequalification process should be referred to your agency representative or to the SFS help desk at helpdesk@sfs.ny.gov.

III. Procurement Schedule/Submission Guidelines

OTDA reserves the right to change any of the scheduled dates in this RFP.

- Release Date of the Request for Proposals: 4/10/2024
- Deadline for Written Questions: 4/24/2024
- Response to Questions: 4/30/2024
- Due Date and Time for Proposals: 2:00pm on 5/28/2024
- Anticipated Notification of Awards: 6/27/2024
- Anticipated Contract Start Date: 9/1/2024

Questions and Answers Regarding this RFP

Prospective applicants may submit questions via email to BRS.RFP@otda.ny.gov. Questions must be submitted no later than 4/24/2024.

Questions and answers will be posted on OTDA's website on the [Contracts and Grants Opportunities](#) web page by 4/29/2024.

OTDA reserves the right to respond to questions submitted after the deadline.

Proposal Submittal

Applications must be submitted electronically via [SFS](#) by 2:00pm on 5/28/2024. Once the deadline has passed, [SFS](#) will no longer accept applications. 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 [SFS](#).

IV. Federal Authority

The federal Office of Refugee Resettlement (ORR) is authorized to grant funds to states for Youth Mentoring, a Refugee Support Services set-aside program, pursuant to the Refugee Act of 1980, under the authority of Sections 412(c) (1) (A) of the Immigration and Nationality Act (INA) (8 U.S.C. 1522(c) (1) (A)), as amended (Public Law 96-212) and further amended by the Refugee Assistance Amendments of 1982 (Public Law 97-363) and Title 45 of the Code of Federal Regulations, parts 400 and 401. The Youth Mentoring Program is found under Catalog of Federal Domestic Assistance (CFDA), No. 93.566, of the Department of Health and Human Services (DHHS) program title, Refugee and Entrant Assistance - State Administered Programs. Youth Mentoring program funding must be used to promote positive civic and social engagement and support individual educational and vocational advancement.

More information can be found at the following website:

[PL 22-09: Youth Mentoring Program \(hhs.gov\)](#)

V. Program Description

The purpose of the MAC program is to match refugee youth ages 15-24 with positive adult mentors to promote positive civic and social engagement and support individual educational and vocational advancement.

The MAC program has the following key objectives:

- Development of social and life skills;
- Helping educate youth on aspects of American culture while maintaining and celebrating the youth's cultural heritage;
- Providing opportunities for social engagement with peers;
- Providing information about opportunities to participate in civic and community services activities;
- Supporting youth in learning English, math, and other skills;
- Providing academic support, such as helping with homework, and assisting with transitions in school, such as the transition between middle school and high school or high school to post-secondary education;
- Helping youth with career development including skill building, resume drafting, workers' rights, and training opportunities; and
- Supporting youth in developing health and financial literacy.

To accomplish these specific objectives, MAC contractors will:

- Perform an initial assessment of the needs and goals of the youth and develop a plan to meet those needs through educational, vocational, and social activities;
- Provide case management that includes documenting services provided and the progress of each youth toward meeting the youth's needs and goals; and
- Recruit and train mentors on how to support refugee youth.

VI. Eligible Grant Applicants

Only proposals submitted by eligible grant applicants, as defined below, will be accepted for review. Proposals submitted by ineligible applicants will not be reviewed.

Eligible applicants include non-governmental organizations: not-for-profit 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; tribal organizations and educational institutions.

Eligible nonprofit applicants must be prequalified in SFS as outlined in Section II.

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

VII. Service Strategy

The services outlined in this RFP address both the social needs and the barriers to adjusting to a new culture that refugee youth typically face. Effective delivery of these services will result in a more substantial integration of refugee youth into the community. The program design is sufficiently flexible to allow MAC contractors to tailor their services to the needs of the local populations they plan to serve.

MAC contractors are expected to provide a comprehensive MAC program which incorporates several youth development principles such as: feeling connected, safe and welcomed; enjoying multiple caring relationships with peers and adults; participating in their communities; receiving the opportunities and supports to achieve high standards of learning resulting in higher expectations of themselves; developing and enhancing their physical, cognitive, emotional and social skills with experiential learning opportunities; and being exposed to positive social norms that facilitate engagement and reduce risk-taking behaviors.

A comprehensive MAC program also includes a mentorship component whereby qualified MAC mentors help youth learn and adapt to American culture, while also maintaining and embracing their own heritage. MAC mentors play a significant role in the MAC program.

MAC contractor staff will enroll students into the program, match them to mentors, facilitate engagement in MAC activities, and provide case management when necessary.

Required MAC Elements

Deliverables

a. Mentor Recruitment and Training

MAC mentors with the qualified skills to support refugee youth must be recruited and trained by the MAC contractors. Additionally, MAC contractors must be able to meet the ORR program requirement that "grantees must screen potential mentors to see if the person has a criminal history or history of child abuse" consistent

with all applicable laws and regulations which shall include, at a minimum: (1) self-disclosure, in writing, of criminal history and child abuse and/or maltreatment and; (2) use of the New York State Office of Court Administration criminal history record search process. Applicants may use other screening procedures available and permitted by existing law or regulation. Such screening procedures must be consistent with applicable federal and New York State laws and regulations, including the Human Rights Law. All decisions made in connection with an individual's criminal history must comply with all applicable laws and regulations, including, but not limited to, Executive Law § 296(15) and Correction Law §§ 752 and 753. Applicants are encouraged to review the law and to refer to guidance from the New York State Department of Labor, available at: [Jobs and Careers](#).

Required services include:

- Background check
- Training

b. Individual Connection Planning (ICP)

Once a refugee youth or young adult has expressed interest in participation, they will meet individually with MAC contractor staff to develop an Individual Connection Plan (ICP). The written plan will include a skills and education assessment, an English language assessment, and an assessment of the youth's social and family interactions. The most important conversations will be centered on the participant's education and career goals, both short-term and long-term and what it will take to achieve them. An ICP should outline which program services would best suit the participant's needs and the expectations within each. The ICP should clearly state the goal(s) for the participant (e.g. a job in a particular industry, completion of high school, High School Equivalency (HSE) completion, or enrollment in community college).

The ICP includes the elements listed below:

- Participant/parent meeting for program enrollment*;
- Skills and education assessment*;
- English language literacy assessment*;
- Social and family interaction assessment*;
- MAC service plan*;
- Completed BRS Information Network (BIN) Application for Services; and
- Review of immigration documentation to determine eligibility.

*MAC contractors will create their own ICP that captures these elements.

Once the ICP is complete, the MAC contractor matches a student to a mentor and facilitates their introduction. Then, MAC contractor staff and mentors can begin the various MAC activities that promote positive civic and social engagement and education and vocational advancement, as described above in the Program Description, and as further explained in letters c. through g. below.

MAC contractors and mentors may use the [MAC Academy Curriculum modules](#). The MAC Academy Curriculum is tailored to refugee youth and can be used to structure MAC activities. Additionally, MAC contractors may use other identified resources to assist participants.

As the interests of youth change, so may the paths they choose. The MAC program must allow for the participants to meet with a mentor and/or staff individually to review and update their ICPs as necessary. This type of one-on-one setting is where youths are more likely to be open and honest without fear of being judged by their peers.

The ICP process may continue to be assessed throughout participation in the program and will serve as a guide against which success toward goals is measured. The MAC mentors may need to periodically include the participant's parent, community partners, teacher/instructor, and/or employer in meetings in assessing progress toward ICP goals throughout the duration of the program.

As participants progress, there are often unforeseen impediments along the way. If participants fail to meet the expectations of participation in the program, MAC mentors may need to engage participants in guidance or counseling. This can be for encouragement to achieve a goal of the program, discuss service needs, address behavior or assess progress. This can also be an opportunity to present an incentive item to facilitate participation as necessary.

c. Community Integration

Community Integration activities may be performed by MAC contractor staff or mentors. They can be done in a one-on-one or group setting. Community integration efforts should include age-appropriate events and activities that assist refugee youth to integrate into their local community, state and new country. MAC contractors are expected to host events on, provide case management for, or assist mentors in facilitating the following activities:

- Volunteering
- Community service
- Field trips
- Enrollment in clubs or sports teams
- Civic engagement
- NYS ID assistance
- General ID and document assistance
- Citizenship services
- Transportation
- Social adjustment/acclimation
- Translation and interpretation
- Assistance with completion and/or submission of an application for public benefits

d. Academic Support

Academic Support services may be performed by MAC contractor staff or mentors. Academic support services may be provided in a one-on-one or group setting and by specific cohorts, such as age and ethnicity, as necessary. Academic Support services are those that benefit participants' education, transition to school or college and other educational goals. Academic Support services should be designed to increase their understanding of curricula, redirect participants' focus, and improve participants' self-esteem. Translation or interpretation, related to academic support services, may also be provided as necessary.

Staff and mentors should strongly encourage participants to remain in and complete high school or obtain their High School Equivalency (HSE) diploma. Participants may receive assistance in enrollment in an appropriate certified program in which classes and testing are offered. Participants enrolled in school may receive tutoring, additional language services and access to clubs and other extracurricular activities that enhance their education development. Participants deemed ready may also pursue higher education and receive assistance in enrolling in a community college or university.

Academic Support includes services such as:

- Tutoring
- College Preparation
- Homework Club
- Transportation
- English Language Training
- Vocational English Language Training
- Assistance obtaining high school equivalency (HSE) diploma
- Translation and Interpretation

e. Career Development

MAC contractor staff and mentors should focus on assisting program participants to hone the skills they already possess and help them develop new ones. In general, Career Development services are employment preparation and career counseling services. Career Development services may be performed in a one-on-one or group setting.

Like Academic Supports, Career Development services may be provided by specific cohorts, such as age or ethnicity, as necessary. One-on-one sessions should be designed to fulfill participants' sense of belonging and/or instill a strong work ethic. Translation or interpretation related to career development services may also be provided during these sessions.

Career Development includes services such as:

- Employment skills preparation
- Interviewing skills preparation
- Career exploration
- Job application assistance
- Job counseling
- Job readiness
- Job search
- Transportation
- Resume preparation
- Workers' rights training
- Translation and interpretation
- NYS driver's license assistance

f. Health and Financial Literacy

Health and Financial Literacy activities may be performed by contractor staff or mentors and may be performed in a one-on-one or group setting.

Health Literacy should address the physical health and social issues affecting newly arriving refugee youths and young adults. To ensure that program participants become stronger, self-sufficient and responsible adults, staff and mentors should promote choosing healthy lifestyles and developing productive relationships. Counseling and support services may be provided to help refugee youths to understand the long-term effects of poor health and will provide healthy alternative choices. Prevention of chronic diseases, promotion of health for refugee participants, and the promotion of well-being and prevention of mental and substance use disorders consistent with Executive Order 190 (see page 22, section XVII) should be addressed.

Health Literacy includes services such as:

- Health counseling
- Health education

Financial illiteracy affects all ages and all socioeconomic levels, but especially newly arriving refugee youth due to the lack of language skills and understanding of U.S. currency. Financial illiteracy can lead to refugee youth becoming victims of predatory lending and fraud, often resulting in bad credit or identity theft. MAC contractor staff and mentors should address these issues with program participants to help them better understand financial management. Financial Literacy services should teach refugee youth personal budgeting strategies and the relationship between higher education and higher earnings. Refugee youth may learn about bank accounts, understanding their paycheck, credit cards, credit score, identity theft, and cyber security.

Financial Literacy includes services such as:

- Personal budgeting
- Financial management

g. Community Education Workshops

Community Education Workshops are hosted by MAC contractors with the assistance of other local service providers. The target audience should include refugee youth, their families, and the greater community. These workshops will provide the opportunity to educate the community on issues that affect refugee youth. Workshops will address a variety of topics, such as community support and resilience, civic engagement, leadership, professional development, mental health, addressing systemic racism, prejudice and discrimination, and other topics identified by the youth or community.

Community Education Workshops will be hosted at venues convenient to the target population. For example, they may be hosted at a refugee service provider site, schools, or public libraries.

Optional MAC Element

MAC contractors may also develop an incentive program that encourages youth to participate in the MAC program. Incentives may include, but are not limited to payment of tuition, costs for educational or vocational programs and career development activities. If a contractor chooses to establish an incentive program, the contractor must document a policy and ensure the program is implemented in a fair and consistent way.

Program Administration

BRS requires MAC contractors to do the following:

- Proactively monitor program goals on a regular basis;
- Hold regular internal meetings with staff to review refugee youth needs and the MAC contractor's capacity to meet them so that service delivery remains current and effective;
- Perform data entry of all participant services into the BRS Information Network (BIN) system and also document them in client case files;
- Use the BIN-generated reports to review quarterly, annual and overall program performance;
- Submit quarterly vouchers on a timely basis; and
- Review participant files on a timely basis.

VIII. Eligible Participants

In the event of federal regulation changes that affect the program eligibility, MAC contractors will be notified of the change and be required to comply with the new criteria for participant eligibility.

Eligible Immigration Status

1. Individuals paroled as refugees or asylees under § 212(d)(5) of the Immigration and Nationality Act (INA)
2. Refugees admitted under § 207 of the INA
3. Asylees whose status was granted under § 208 of the INA
4. Cuban and Haitian entrants, in accordance with the requirements in 45 CFR § 401.2
 - a. Any individual granted parole status as a Cuban/Haitian Entrant (Status Pending) or granted any other special status subsequently established under the immigration laws for nationals of Cuba or Haiti, regardless of the status of the individual at the time assistance or services are provided;
 - b. A national of Cuba or Haiti who was paroled into the United States and has not acquired any other status under the INA and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation or exclusion has not been entered;
 - c. A national of Cuba or Haiti who is the subject of removal, deportation or exclusion proceedings under the INA and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation or exclusion has not been entered;
 - d. A national of Cuba or Haiti who has an application for asylum pending with DHS/USCIS or Department of Justice (DOJ)/EOIR and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation or exclusion has not been entered;
5. Certain Amerasians from Vietnam who are admitted to the United States as immigrants pursuant to § 584 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act, 1988 (as contained in § 101(e) of Public Law 100-202), as amended (8 U.S.C. § 1101 note).
6. Iraqi and Afghan Special Immigrants per section 1244(g) of Div. A of Pub. L. 110-181, as amended (8 U.S.C. § 1157 note) and section 602(b) (8) of Div. F of Pub. L. 111-8, as amended (8 U.S.C. § 1101 note).
7. Victims of a severe form of trafficking in persons per the Victims of Trafficking and Violence Protection Act of 2000, Pub. L. No. 106-386, as amended, 22 U.S.C. § 7105(b) (1) (A) and (C).
8. Lawful permanent residents provided the individuals previously held one of the statuses identified above (Note that this does not refer to Amerasians who are admitted as lawful permanent residents, or to Iraqi and Afghan Special Immigrants. See #5 and #6).
9. Non-refugee children, including children who are United States citizens, per [45 CFR § 400.208 \(a\) and \(b\)](#).
10. Citizens or nationals of Afghanistan paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act between July 31, 2021 and September 30, 2023.
11. A spouse or child, as defined in section 101(b) of the INA (8 U.S.C. 1101(b)), of any Afghan humanitarian parolee described in number 10, who is paroled into the United States after September 30, 2023.
12. Afghan individuals who receive SI/SQ Parole.
13. Afghan individuals who receive Special Immigrant (SI) Conditional Permanent Residence.
14. Ukrainian Humanitarian Parolees:
 - a. Citizens or nationals of Ukraine who the Department of Homeland Security (DHS) has paroled into the United States between February 24, 2022, and September 30, 2023, due to urgent humanitarian reasons or for significant public benefit, known as Ukrainian Humanitarian Parolees (UHPs);

- b. Non-Ukrainian individuals who last habitually resided in Ukraine, who DHS has paroled into the United States between February 24, 2022, and September 30, 2023, due to urgent humanitarian reasons or for significant public benefit;
- c. A spouse or child of an individual described in section 14(a) or 14(b) of this paragraph who is paroled into the United States after September 30, 2023;
- d. A parent, legal guardian, or primary caregiver of an unaccompanied refugee minor or an unaccompanied child described in section 14(a) or 14(b) of this paragraph who is paroled into the United States after September 30, 2023.

Age

MAC program services may be provided to all ORR-eligible individuals between the ages of 15 and through the last day of age 24.

Length of Time in the U.S.

MAC contractors should prioritize services to youth who have been in the United States for one year or less and those requiring additional social, academic, vocational, or emotional support. However, for participants with the eligible immigration statuses described in numbers 1 through 14 above, services may be provided to those who have been in the U.S. for up to 60 months (five years) from the date of arrival or from the date the eligible immigration status is granted. Eligibility for services will expire on the last day of the 60th month following:

- The refugee’s date of arrival into the United States;
- The date that asylum status is granted to an asylee;
- The date that a trafficking victim is certified by the Office of Refugee Resettlement or the date that status is granted to the certain family members of the certified trafficking victim; or
- The date that a parolee was granted parole.

For participants with the eligible immigration statuses described in 12 and 13, please see [ORR Policy Letter PL 22-01](#) for information on the eligibility period for those statuses.

For participants with the eligible immigration statuses described in 14, please see [ORR Policy Letter PL 22-13](#) for information on the eligibility period for those statuses.

Residency Requirements

Eligible participants are required to be residents of NYS regardless of county.

IX. Funding Limitations and Provisions

Available Funds

Awards for budget period 1 of the MAC program will be made from OTDA’s federal fiscal year (FFY) 2024 Refugee Support Services (RSS) Set-Aside, Youth Mentoring grant award and FFY 2023 Additional Ukraine Supplemental Appropriations Act RSS funding. It is estimated that \$536,691 and \$6,463,309 respectively, for a total of \$7,000,000 will be available for the first budget period. However, OTDA/BRS does not anticipate MAC funding to continue at such a level during the entire contract term.

Distribution of Funds

The budget period 1 allocation of \$7,000,000 will be divided among the impacted areas of New York State listed below.

For each budget period, the allocation for each impacted area will be based on the percentage of New York State’s eligible population who arrived plus other eligible individuals served during the two previous FFYs. The budget period 1 allocations will be based on those who arrived and were served between October 1, 2020, and September 30, 2022. These are the approximate percentages that will be used to determine the distribution of funds and OTDA reserves the right to adjust these based on the needs of the agency.

Impacted areas:

- Albany County 3%
- Broome County 1%

- Erie County 5%
- Long Island (Suffolk and Nassau County) 10%
- Monroe County 4%
- NYC (five boroughs) 61%
- Oneida County 2%
- Onondaga County 6%
- Westchester County 8%

OTDA may potentially fund more than one applicant in any impacted area.

MAC contractors providing services in a particular impacted area will receive funds allocated only to that area. For example, MAC contractors providing services in the New York City region will receive funds only from the New York City allocation. A contractor providing services in Albany County will receive funds only from the Albany County allocation.

MAC contractors who wish to provide services in more than one impacted area must submit separate proposals for each area.

Based on State needs, OTDA reserves the right to reallocate funds from one impacted area to another.

Contract Term and Budget Periods

This RFP governs the provision of funds for the anticipated 60-month contract term starting on September 1, 2024 and ending on August 31, 2029.

During the course of the contract, funds will be made available to MAC contractors for each pre-established budget period. A 12-month Attachment B-2 Performance-based Budget will be required from the contractor for each budget period. OTDA anticipates that there will be five budget periods within the contract term:

- Budget Period 1: September 1, 2024 to August 31, 2025
- Budget Period 2: September 1, 2025 to August 31, 2026
- Budget Period 3: September 1, 2026 to August 31, 2027
- Budget Period 4: September 1, 2027 to August 31, 2028
- Budget Period 5: September 1, 2028 to August 31, 2029

X. Program Information

Performance Based Contracts

Contracts resulting from this procurement will be performance-based. Under this contract, MAC contractors are not reimbursed for line-item expenses. Compensation is directly tied to the completion of documented deliverables. Documentation of the provision of a required or allowable “task” (service) or number of tasks to a participant allows a contractor to claim an achieved deliverable. The contractor is paid for the deliverables at the established rate, as defined in the contract.

Payment for deliverables is derived from unit rates proposed in each application. The applicant’s award request is calculated by multiplying the rates for each deliverable by the units to be achieved per deliverable.

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 the maximum rates OTDA will reimburse per Deliverable achieved by participants under this RFP. The maximum rates have been determined using historical data for the same or similar services and were adjusted using the Consumer Price Index (CPI) to reflect increased costs for goods and services in 2023. Applicants must propose rates that do not exceed the maximum rates listed.

Deliverable	Maximum Rate
Mentor Recruitment and Training	\$200
Individual Connection Planning	\$350
Community Integration	\$850
Academic Support	\$700
Career Development	\$725
Health & Financial Literacy	\$725
Community Education Workshop	\$1,600

Deliverables, Definitions, Allowable Services and Documentation

The parameters and documentation requirements of each deliverable are provided on the following chart. The applicant should use this information to project service levels and allocate funds to each deliverable.

In the event of federal statutory, rule, regulation, policy, guidance or programmatic changes that affect the deliverables in the chart below, contractors will be notified of the change(s) and required to comply with the new requirements.

Deliverable	Objective	Requirements	Documentation Required
<p>Mentor Recruitment and Training (MRT)</p> <p><i>One (1) MRT per recruited mentor may be claimed per contract term</i></p> <p><i>MRT is a non-participant specific deliverable</i></p>	<p>The contractor will recruit, train, and perform a background check in order to successfully match the mentor with a MAC participant.</p>	<p>Completing the required tasks allows the contractor to claim one MRT deliverable.</p> <p>Required Tasks</p> <ul style="list-style-type: none"> • Background check • Training 	<ul style="list-style-type: none"> • Proof of background check; • Copy of mentor training curriculum.
<p>Individual Connection Planning (ICP)</p> <p><i>One (1) ICP per participant may be claimed per contract term</i></p>	<p>The contractor meets with individual participants to assess their skills and develop a plan for participation in the MAC Program.</p>	<p>Providing the required tasks allows the contractor to claim one ICP deliverable.</p> <p>Required Tasks</p> <ul style="list-style-type: none"> • Participant/parent meeting for program enrollment • Skills and education assessment • English language literacy assessment 	<ul style="list-style-type: none"> • Proof of Immigration status; • Application for Services – signed and dated by both the participant and agency

Deliverable	Objective	Requirements	Documentation Required
		<ul style="list-style-type: none"> • Social and family interaction assessment • MAC service planning 	<p>representative once the application is complete and prior to tasks being provided. The agency supervisor must sign and date the application within 30 days of the participant and agency representative signatures or prior to the submission of a voucher, whichever date is earlier;</p> <ul style="list-style-type: none"> • Case note documentation of task provided to the participant and any other such documentation as required by OTDA.
<p>Community Integration</p>	<p>The contractor organizes an event, provider case management for, assists mentors in facilitating an activity that introduces and orients the participant to their local community, state or country.</p> <p>These services can be provided individually or in a group setting.</p>	<p>Providing one allowable task allows the contractor to claim one Community Integration deliverable.</p> <p>Allowable Tasks:</p> <ul style="list-style-type: none"> • Volunteering • Community service • Field trips • Enrollment in clubs or sports teams • Civic engagement • NYS ID Assistance • General ID and document assistance • Citizenship services • Transportation • Social adjustment/acclimation • Translation and interpretation • Assistance with completion and/or submission of an application for public benefits • Other services or activities that have been approved by OTDA in writing. 	<ul style="list-style-type: none"> • Case note documentation of task provided to the participant and any other such documentation as required by OTDA.

Deliverable	Objective	Requirements	Documentation Required
Academic Support	<p>The contractor provides services to participants that benefit their education, transition to U.S. schools or college and other educational goals.</p> <p>These services can be provided individually or in a group setting.</p>	<p>Providing one allowable task allows the contractor to claim one Academic Support deliverable.</p> <p>Allowable Tasks</p> <ul style="list-style-type: none"> • Tutoring • College preparation • Homework club • Transportation • English language training • Vocational English language training • Assistance obtaining High School Equivalency (HSE) diploma • Translation and interpretation • Other services or activities that have been approved by OTDA in writing. 	<ul style="list-style-type: none"> • Case note documentation of task provided to the participant and any other such documentation as required by OTDA.
Career Development	<p>The contractor provides employment preparation services and career counseling to enrolled participants.</p> <p>These services can be provided individually or in a group setting.</p>	<p>Providing one allowable task allows the contractor to claim one Career Development deliverable.</p> <p>Allowable Tasks</p> <ul style="list-style-type: none"> • Employment skills preparation • Interviewing skills preparation • Career exploration • Job application assistance • Job counseling • Job readiness • Job search • Transportation • Resume preparation • Workers' rights training • Translation and Interpretation • NYS driver's license assistance • Other services or activities that have been approved by OTDA in writing. 	<ul style="list-style-type: none"> • Case note documentation of task provided to the participant and any other such documentation as required by OTDA.
Health and Financial Literacy	<p>The contractor provides services that allow participants to develop their financial literacy and encourage healthy choices and lifestyles.</p> <p>These services can be provided individually or in a group setting.</p>	<p>Providing one allowable task allows the contractor to claim one Health and Financial Literacy deliverable.</p> <p>Allowable Tasks</p> <ul style="list-style-type: none"> • Health counseling • Health education • Personal budgeting • Financial management 	<ul style="list-style-type: none"> • Case note documentation of task provided to the participant and any other such documentation as required by OTDA.

Deliverable	Objective	Requirements	Documentation Required
<p>Community Education Workshops</p> <p><i>A minimum of four (4) Community Education Workshops per budget period are required.</i></p> <p><i>Community Education Workshops are a non-participant specific deliverable.</i></p>	<p>Conduct workshops that target refugee youth and their surrounding community which address the following topics: community support and resilience, civic engagement, leadership, professional development, mental health, addressing systemic racism, prejudice and discrimination, and other topics identified by the youth or community.</p>	<p>Completing the required task allows the contractor to claim one Community Education Workshops deliverable.</p> <p>Required Task</p> <ul style="list-style-type: none"> • Hold a Community Education Workshop 	<ul style="list-style-type: none"> • Copy of the agenda • Sign-in sheet that includes date, time, location of the workshop, and the name(s) of the person(s) conducting and attending the workshop • Summary of the workshop on file

XI. 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 evaluation criteria referenced below. Scores will be averaged and the averaged scores will be ranked from highest to lowest. Proposals to provide services in a particular impacted area will be reviewed competitively with other proposals to provide services in that area. For example, Erie County applications will be compared only with other Erie County applications.

Regardless of score, OTDA reserves the right to fund or not fund an application based on other relevant information, such as the occurrence of MAC funds supplanting existing funds, an applicant’s financial position, an applicant’s prequalification status in SFS, vendor responsibility determination and the status of the applicant’s NYS Office of the Attorney General Charities Registration filing.

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

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 score. Eligible applicants should complete and submit all answers to questions and submit any forms required by this RFP. Failure to submit all required forms and answer all required questions may adversely affect the proposal’s competitive score or make the proposal ineligible.

Program Specific Questions and Pre-submission Uploads (25 points)

The applicant's comprehensive explanation of why the program is needed; how it will meet the special needs of the target population; potential barriers and how they will be addressed; and relationships with community service providers and the resources that the target population will gain.

Budget (25 points)

Proposals will be rated based on the budget period 1 funds requested, divided by the proposed units of Academic Support.

Work Plan (50 points)

The applicant's high-level overview of the project, including overall goal and desired outcomes. A detailed description of the location of the project, target population, overall number of persons to be served, service strategy and hours of operation. Applicants will also be scored on their method of service delivery for the Deliverables as described in the Objectives and Tasks section of the application. Also, the applicant's relevant experience, staffing, qualifications, language capacity and ongoing staff development/training activities.

Award Methodology

One or more awards will be made to the highest scoring qualified applicant in each impacted area. Awarded proposals may not receive the entire requested amount.

Awards may be reduced or increased based on availability, to provide statewide coverage and to address State priorities and needs.

If, after making awards, there is a balance of available funding, BRS may proportionally award the balance to the awardee(s) based on the requested amount.

BRS reserves the right to increase an award in order to distribute the entire funding allocation.

Initial contract awards to successful applicants and the corresponding award for the first budget period are the result of this competitive procurement.

During the contract term, however, subsequent budget period awards may be based on one or more of the following factors:

- Available funding;
- State needs and priorities;
- Demographic data; and
- Satisfactory contractor performance, as evidenced by voucher claims and program monitoring.

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

- Reallocate funding from contractor to contractor
- Suspend a budget period award to an underperforming contractor;
- Award a lesser budget period award to an underperforming contractor and reallocate the funds to a satisfactory or over performing contractor(s); or
- Adjust budget period awards to further the State's priorities and needs.

Maintenance of Effort

Funds awarded through MAC 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 MAC funds to replace existing government or non-profit funding of services. However, once a new or increased level of service meets the above standards, MAC funds may be used to continue funding that service in subsequent years.

XII. Award Procedures

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](#). OTDA continues to encourage all successful or unsuccessful applicants who desire a debriefing to contact OTDA directly.

An appeal may be requested by following the protest procedures established by the Office of the New York State Comptroller (OSC). These procedures can be found in the [OSC Guide to Financial Operations](#). Go to Chapter XI Procurement and Contract Management, 17. Protest Procedures for further information.

Contract Development Process

OTDA will begin the contract development process with successful applicants when awards are announced. The successful applicants may be asked to provide updated work plans and performance based budget summaries that specify the services to be delivered, project goals, deliverables, and the claiming process. Successful applicants will be asked to provide current proof of NYS Workers' Compensation and Disability Insurance before the contract is executed. 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 60 months and will contain work plans reflecting goals for a 60-month period and a 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 described herein. Payment will be made only for deliverables 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 (signed and approved by OTDA, the State Attorney General and the Office of the New York 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. There will be no advances for subsequent budget periods. Contractors will work at their own risk if they conduct program activities before the contract is executed.

XIII. Reports and Record Keeping

Record Keeping

The Contractor must maintain current and accurate fiscal and accounting controls to support the claims for deliverables 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

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:

- Desktop or laptop computer(s) with internet access;
- Web browsers Microsoft Edge and Google Chrome. These are free and can be downloaded from their respective websites; and
- Internet service.

The contractor must use BIN and maintain the confidentiality and privacy of data submitted through BIN in conformity with the obligations more fully spelled out in the handbook which can be found [here](#).

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 Deliverables for the participant. Individuals who will be authorized to access BIN, or who will otherwise have access to Protected Information, as that term is defined in contract Attachment A-1, will be required to sign the standard Non-Disclosure Agreement (NDA), which is available for review in SFS. Applicants are encouraged to review the Master Contract for Grants, all Attachments thereto, and the NDA prior to submitting a proposal.

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 Deliverables in the expenditure-based budget summary. Additional reporting, as may be determined by OTDA, may also be required.

After the end of a contract quarter, the contractor must generate from BIN voucher forms with the payment claims amount for contractor review and subsequent submission to OTDA 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 Claim for Payment, Program Service Report, and Comprehensive Program Report, all of which must be submitted to OTDA on a quarterly basis.

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 Plan, Individual Service Plan and 6 and 12-month Follow-up screens for the purposes of screening and enrolling applicants, establishing financial targets for employment Outcomes (if applicable), and developing service plans.

Dates of Service in BIN should be consistent with the actual service dates, as noted in the detailed case notes in client case files, as required.

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

Case Files

The contractor must adhere to OTDA instructions regarding case files 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 file.

Monitoring

OTDA will monitor awardees on a regular basis throughout the life of the contract. Monitoring may include site visits, regular telephone and email contact, and/or discussions of monthly progress reports. The goals of project monitoring are to determine whether 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 to contact subcontractors via telephone, email, and/or web conference as a means of monitoring the prime contractor's performance.

Monitoring activities will concentrate on proper documentation of claims in the contractor's case files for each participant or service claimed. Selected contractors are expected to provide services consistent with the goals of this program. OTDA will monitor services provided for enrolled participants to assess the extent to which services provided are necessary and appropriate.

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 OTDA with the approval of the AG and OSC.

XIV. 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 requirements or 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 by the AG and OSC.

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.

Subject to the availability of funds, 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, regulations, policies, guidance, and programmatic requirements 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, regulations, policies, guidance, and programmatic requirements. The contractor must also comply with applicable New York State Executive Orders.

The terms and conditions for all funded awardees are specified in a detailed contract which must be signed by OTDA and approved by the AG and the OSC before any work is to begin, or payments are made. The successful applicant will be sent the complete standard contract for execution. Before submitting the application, the Applicant is encouraged to review sections of the contract that are available to download from the Contract Document Properties section of the Forms Menu in the SFS bid event.

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 for Grants Face Page;
- NYS Master Contract for Grants (Terms and Conditions);
- Attachment A-1 (Agency-specific Terms and Conditions);
- Attachment A-2 (Program-specific Terms and Conditions);
- Attachment A-3 (Federally Funded Grants and Requirements Mandated by Federal Laws);
- Attachment B-2 (Performance-Based Budget);
- Attachment C (Work Plan); and
- Attachment D (Payment and Reporting Schedule).

Applicants must review the Attachments, as successful applicants will be expected to comply with the terms and conditions specified therein. These Attachments will become a part of any contract that is developed with successful applicants as a result of this RFP.

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, Outcome 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 OTDA 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 protected information, as that term is defined in Attachment A-1, 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.

XV. 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 [here](#).

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.

XVI. Limits on State-Funded Administrative Costs and Executive Compensation

Grant funds may not be used to support the salaries of administrative personnel that receive compensation in excess of \$199,000 without an approved waiver. OTDA may adjust the compensation cap annually based on appropriate factors and with the approval of the Director of the Division of Budget.

XVII. Executive Order No. 190: Incorporating Health Across All Policies into State Agency Activities

Per Executive Order 190, this RFP incorporates the New York State Prevention Agenda and the World Health Organization (WHO) Eight Domains of Livability to further the Health Across All Policies initiative.

The New York State Prevention Agenda is the blueprint for action to improve the health of New Yorkers and become the healthiest state for people of all ages. The five priority areas of the New York State Prevention Agenda are:

- Preventing Chronic Diseases
- Promoting a Healthy and Safe Environment
- Promoting Healthy Women, Infants and Children
- Promoting Well-Being and Preventing Mental Health and Substance Use Disorders
- Preventing Communicable Diseases

The WHO Eight Domains of Livability include:

- Outdoor Spaces and Buildings
 - Providing safe, accessible places for the public to gather indoors and out. Ensuring that parks, sidewalks, safe streets, outdoor seating, and accessible buildings can be used and enjoyed by people of all ages.
- Transportation

- Increasing the accessibility, availability, and affordability of public transit options, as well as ensuring safe roadways.
- Housing
 - Expanding affordable housing options for varying life stages, and enacting programs that help people remain in their homes longer to age in place.
- Social Participation
 - Increasing access to affordable and community-based social activities can help address loneliness and isolation.
- Respect and Social Inclusion
 - Increasing the availability of intergenerational activities and programs.
- Civic Participation and Employment
 - Provide ways that all people, including older people, can, if they choose to, work for pay, volunteer their skills, and be actively engaged in community life.
- Communication and Information
 - Providing information through a variety of means and in a culturally competent manner, recognizing that not everyone has a smartphone or internet access.
- Community and Health Services
 - Ensuring accessible and affordable health services in every community.

The Health Across All Policies initiative is a collaborative approach that integrates health considerations into policymaking across all sectors to improve community health and wellness. To successfully improve the health of all communities, health improvement strategies must target social determinants of health and other complex factors that are often the responsibility of non-health partners such as housing, transportation, education, environment, parks, and economic development.

Consistent with Executive Order 190, where requested in this RFP, applicants must describe how their proposals can improve community health and wellness through alignment and coordination with the New York State Prevention Agenda priorities and the WHO Eight Domains of Livability.

XVIII. Contractor Requirements and Procedures for Business Participation Opportunities for New York State Certified Minority- and Women-Owned Business Enterprises and Equal Employment Opportunities for Minority Group Members and Women

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 30% for MWBE participation, 15% percent for New York State-certified Minority-owned Business Enterprise (“MBE”) participation and 15% percent for New York State-certified Women-owned Business Enterprise (“WBE”) participation (based on the current availability of MBEs and WBEs). 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 [here](#). 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 [here](#), 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:

- 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.
- 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:

- If a respondent fails to submit an MWBE Utilization Plan;
- If a respondent fails to submit a written remedy to a notice of deficiency;
- If a respondent fails to submit a request for waiver; or
- 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 subcontractors 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 in the Statewide Financial System

Please read Pages 1-25 of the Request for Proposals carefully before completing the application. The entire Making a Connection Program Application must be submitted in SFS. Read and follow all instructions while completing the screens in SFS.

Completing the Application

Here are some general guidelines for navigating the SFS System. Please refer to pages 76-120 of the “SFS Handbook: Grantee Processing in SFS” for additional detailed instructions on responding to bid events and completing the application:

- Log into the SFS Vendor Portal.
- Click the “Grant Management” tile.
- Click the “Bid Event Search” tile.
- Select the “Search by Status” field drop-down list, click “Available” from the list and click the “Search” button.
- Select the appropriate Grant Opportunity and then click the “Bid on Event” button.
- From the Event Details page you may review the Event Start, Event End Date, Estimated Award Date and Anticipated Contract Date fields.
- Click the “Additional Bid Info” link and review the Additional Bid Info, then click “OK” to return to the Event Details page.
- Select the “Events Comments and Attachments” link, located at the bottom of the page to view any instructions, attachments and/or comments. You may need to scroll to see this link.
- On the Events Comments and Attachments screen, you will see a list of attachment. Click the “View” button to view and download attachments as necessary.
- List of attachments:
 - Instructions -
 - Instructions for Completing the Application
 - Contract Documents -
 - Sample Master Contract for Grants
 - Attachment A-1: Agency Specific Terms and Conditions
 - Attachment A-2 Program Specific Terms and Conditions
 - Attachment A-3: Federal Specific Terms and Conditions
 - Full Version of RFP
 - Required Forms – All forms must be uploaded as PDF.
 - Performance-Based Budget Worksheet
 - Download this MS Excel file; this will need to be completed with the appropriate number of deliverable units, for attachment later in the application. (See Part B, Section II. Instructions for Completing the Performance-Based Budget Worksheet).
 - General Information Form
 - Download and complete all applicable sections, for attachment later in the application.
 - Agency Agreement Form
 - Download, sign and complete all applicable sections, for attachment later in the application.
 - Subcontractor and Supplier Identification Form
 - Download and complete all applicable sections, for attachment later in the application.
 - OTDA 4934 Equal Employment Opportunity Staffing Plan
 - Download and complete all applicable sections, for attachment later in the application.
 - OTDA 4937 M/WBE Utilization Plan
 - Download and complete all applicable sections, for attachment later in the application.
 - OTDA 4938 M/WBE Letter of Intent to Participate
 - Download, sign and complete all applicable sections, for attachment later in the application.
 - OTDA 4970 M/WBE and EEO Policy Statement

- Download and complete all applicable sections, for attachment later in the application.
- OTDA 4976 M/WBE Certification of Good Faith Efforts
- Download, sign and complete all applicable sections, for attachment later in the application.
- EO 177 Certification
- Download, sign and complete all applicable sections, for attachment later in the application.
- EO 16 Certification
- Download, sign and complete all applicable sections, for attachment later in the application.
- Non-Collusive Bidding Certification
- Download, sign and complete all applicable sections, for attachment later in the application.
- Offeror's Acknowledgment of Understanding of Post-Employment Provisions
- Download, sign and complete all applicable sections, for attachment later in the application.
- Offeror's Assurance of No Conflict of Interest or Detrimental Effect
- Download, sign and complete all applicable sections, for attachment later in the application.
- Sexual Harassment Prevention Certification
- Download, sign and complete all applicable sections, for attachment later in the application.
- Click the "OK" button after finishing viewing/downloading the instructions, attachments and comments.
- Use the scrollbar to navigate to the Step 1: Answer General Event Questions section and enter the appropriate information for each question.
- Click the "Site/Project Address" link and enter the appropriate address details. When you have finished entering address details click the "OK" button. The Site/Project Address is where the grant will be used, or funds will be spent.
- Next you will review and respond to Event Questions and upload appropriate documents where prompted. Those that are flagged as Required (*) must be responded to in order to submit a bid response. The ability to add a Comment/Attachment will vary based on the question.
- Click the "Save for Later" button.
- In the resulting popup, click the "OK" button to save your progress.
- Scroll to the bottom of the page. Under the Lines section, click the "numerical value" link under the Period column to access budget and work plan information.
- Click the "Budget properties" link.
- Review the Budget Header Information. This section was completed by the agency.
- Review the Budget Category Property section (including Narrative), noting which rows have "Available in Grant" checked. This section was completed by the agency to help the grantee understand which Budget Category requires a response.
- Under Budget Category Property section, click "Plus Sign (+)" to add new row(s).
- Enter the applicable deliverable into the Budget Category field.
- Click the "Available in Grant" checkbox so the budget category details can be entered for the category.
- Scroll down to the Period Budget Summary section and click on the "Category Details" icon for the first budget category.
- Leave the Type/Description field blank.
- Enter the applicable value into the Grant Funds field.
- Enter the applicable value into the Narrative field.
- Click the "OK" button.
- Under the Period Budget Summary section, click on the "Category Details" icon for additional budget categories and repeat the previous steps as needed.
- After clicking the "OK" button, click the "Save" button.
- Click the "Back" button.
- Click the "Work Plan Properties" link.
- Review the Work Plan Header information and enter the applicable value into the Project Summary field.
- To add additional Tasks or Performance Measures in the Objectives >> Tasks >> Performance Measures section, begin by clicking on the "Objective" row where a task will be added and click the "+ Task" button.
- Next select the Task row where the Performance Measure will be added.
- On the Task row, enter the applicable value in the Name and Description fields. (e.g., in the "Academic Support" objective, add the task "Office for Aging" to indicate that you intend hold a Cross Training meeting with the County Office for Aging).

- Click the “+ Performance Measure” button.
- On the Performance Measure row, enter the applicable value in the Name and Description fields.
- Click the “arrow” to the right of the More Details tab to expand the view and see all fields.
- On the Performance Measure row, select the Performance Measure Response Type drop-down list and select the Text/Comment option.
- Enter the applicable value into the Text/Comment field.
- Click the “Save” button.
- Click the “Back” button.
- Click the “Return to Bid Response” link.
- Enter in the Your Unit Bid Price field the total Grant Funds Requested amount for the period (first grant year), in order to submit the bid response.
- When you are ready to submit your bid response, click the “Submit Bid” button.
- In the resulting popup, click the “Yes” button to confirm you would like to submit the bid.
- Other helpful information:
- SFS Coach on the Vendor Portal Homepage contains additional Tutorials, Videos and Job Aids. The SFS Handbook: Grantee Processing in SFS (Grantee User Manual) can also be downloaded here.
- The Resources for Grant Applicants page on the Grants Management website also contains useful information for grant applicants.
- If you have any questions regarding SFS you may contact the SFS Help Desk for assistance:
- Hours: Weekdays 8:00 a.m. - 5:00 p.m.
- Email: Helpdesk@sfs.ny.gov
- Phone: 1-518-457-7737 or 1-877-737-4185.

Program Specific Questions

Download the program questionnaire from the attachments section and answer all questions. Save the Word document as a PDF and upload it to the appropriate section. OTDA will only accept these questions in PDF format.

Performance Based Budget

- Complete the Performance Based Budget for annual grant funds requested for the first budget period.
- Under “Details” in the textbox next to “Deliverable” type the deliverable (ex. Individual Connection Plan) that your agency will provide.
- Under “Financial”, using the Maximum Rates listed in the [Payment Rates Section](#) 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 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.
- Click “Save”
- To add the next deliverable, click “Add” in the top right corner of the screen.
- Repeat this process for each deliverable your agency will provide in your proposed Work Plan.
- Only whole dollar amounts for funds requested may be used.

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.

Work Plan

Work Plan Overview Form

This section should be completed from an annual perspective. Therefore, the Work Plan Period should be from September 1, 2024 to August 31, 2025.

Additionally, your response should address the following:

- In the Project Summary section:

- Outline the high-level overview of the project, including any work to be done by subcontractors
- Describe overall goals and desired outcomes
- Provide a detailed description of the project location and hours of operation
- Include the target population, and overall numbers to be served
- Outline the applicant's and/or subcontractor's relevant experience and qualifications, staffing, language capacity and ongoing staff development/training activities
- Address how the applicant and/or subcontractor will recruit potential mentors, meet the ORR program requirement to screen potential mentors as described on pages 6-7 of this RFP and train new staff in accordance to established rules and policies.
- Describe service delivery methods for the Deliverables and Service Strategy section of the application on pages 5-9 and 11-15 of this RFP, including:
 - Mentor Recruitment and Training (MRT)
 - Individual Connection Planning (ICP)
 - Community Integration, including, but not limited to, opportunities to expand civic engagement for refugee participants consistent with EO 190
 - Academic Support
 - Career Development
 - Health and Financial Literacy, including, but not limited to, prevention of chronic diseases, promotion of health for refugee participants, and the promotion of well-being and prevention of mental and substance use disorders consistent with EO 190
 - In the Organizational Capacity section:
 - Describe staff language capacity and how services will be provided in a culturally and linguistically appropriate manner. Also describe how staff will assist members of the target population for whom the agency has no language capacity.
 - Describe your organization's experiences in providing services to refugee youth.
 - Describe how staff will receive education, training and updates on the latest immigration issues, especially those that affect refugee youth.

Work Plan Properties

- Each objective and its corresponding task(s) has been pre-entered on this screen. Applicants are required to provide all deliverables. Please complete these screens while referring to the chart on pages 11-15 of the RFP.
- Failure to define the method of service for a required task or deliverable may result in the loss of points for the overall score of your proposal.
- If your agency will not provide an allowable task, select the "Remove" checkbox and "Save".
- If you delete an Objective or Task in error, you can add it back in, but please ensure that you do so in the proper place.
- Starting with Objective number 1, Mentor Recruitment and Training, Task 1.1, Background Check, enter task description. Under 1.1.1 Performance Measure Name, enter your first performance measure (Example: Mentor Background Check).
- Under Performance Measure Data Capture Type, select Text (500 character limit) from the drop down
- Using Mentor Background Check as an example, in the Performance Measure Narrative field, define in sufficient detail the who, what, where, when, how for conducting the Mentor Background Check and if applicable, obtaining the required documentation in order to achieve the deliverable.
- For each performance measure narrative, include the number of staff and each staff person's role and responsibilities in providing the required and/or allowable task.
- If a subcontractor will provide a required and/or allowable task, indicate such.
- Save.
- Once saved, a new blank row called 1.1.2 New Performance Measure will be added. Using Mentor Background Check as an example, if you have more than one performance measure for a task, enter the additional performance measure name (Example: Self Disclosure Form), and complete the Narrative field as described above.
- Save.
- There is a 500 character limit for each performance measure narrative.

- Although not required, relevant documents may be uploaded by clicking “Choose File” and attaching your file. Save.
- Repeat this process for all Objectives and Tasks your agency will provide.

For each performance measure narrative, include the number of staff and each staff person’s role and responsibilities in providing the required and/or allowable task.

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

PART C – List of Forms to Upload

Upload all required forms in the places designated throughout the application. All forms must be uploaded as a PDF. OTDA will not accept other formats.

- **B-2 Performance Based Budget**
 - Complete and upload the budget.
- **Program Specific Questionnaire**
 - Complete the questionnaire and upload with application.
- **General Information Form**
 - Complete all applicable sections and upload with the application.
- **Agency Organizational Chart**
 - Upload your agency's organizational chart to show where MAC is located.
- **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.
- **Agency Agreement Form**
 - Sign, complete and upload with the application.
- **Subcontractor and Supplier Identification Form**
 - Complete all applicable sections and upload with the application.
- **OTDA 4934 Equal Employment Opportunity Staffing Plan**
 - Complete all applicable sections and upload with the application.
- **OTDA 4937 MWBE Utilization Plan**
 - Complete all applicable sections and upload with the application.
- **OTDA 4938 M/WBE Letter of Intent to Participate**
 - Sign, complete all applicable sections and upload with the application
- **OTDA 4970 M/WBE and EEO Policy Statement**
 - Complete all applicable sections and upload with the application.
- **OTDA 4976 MWBE Certification of Good Faith Efforts**
 - Sign, complete and upload with the application.
- **EO 177 Certification**
 - Sign, complete and upload with the application.
- **EO 16 Certification**
 - Sign, complete and upload with application
- **Non-Collusive Bidding Certification**
 - Sign, complete and upload with the application.
- **Offeror's Acknowledgment of Understanding of Post-Employment Provisions**
 - Sign, complete and upload with the application.
- **Offeror's Assurance of No Conflict of Interest or Detrimental Effect**
 - Sign, complete and upload with the application.
- **Sexual Harassment Prevention Certification**
 - Sign, complete and upload with the application.
- **Letter(s) of support**
 - Upload at least one letter demonstrating collaboration and partnership between the local school district and refugee resettlement agency(ies).

Applicants are required to complete the **New York State Vendor Responsibility Questionnaire Not-For-Profit Business Entity**, but it is not a required upload in SFS. Instructions on how to complete and file the Questionnaire can be found on the [VendRep website](#).

The **SFS Handbook: Grantee Processing in SFS (Grantee User Manual)** can be found in the SFS Coach.

The **Confidentiality/Non-Disclosure Agreement** is not a required upload in SFS. Upon award and approval of a resulting contract, it will be required to be signed by each of the contractor's staff who have access to

OTDA information. The contractor would keep the signed forms on file and would need to produce them upon request.

PART D - Printed Version of Program Specific Questions

Program Specific Questions

Instructions:

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

Project Title – Making a Connection Program

1. Describe in detail why MAC is needed and how the services provided by your agency will utilize adult mentors to promote positive civic and social engagement and support individual educational and vocational advancement of refugee youth ages 15-24.
2. Describe other programs or services that your agency operates and how they will be used to enhance the effectiveness of your proposed program.
3. Describe your agency's relationships with other community service providers. What specific resources will your MAC participants gain through these relationships?
4. Describe how your agency plans to recruit and serve participants who are newly arrived refugees during their first year in the U.S.
5. Describe how your agency plans to recruit, vet, and train mentors who will work with refugee youth.