



Office of Temporary
and Disability Assistance

Release Date: 2/4/15

Request for Proposals

Educational Resources

Submission Deadline: 4/10/15

TABLE OF CONTENTS

	<u>Page</u>
I. Important Information	
A. RFP Summary Information	3
B. Application Instructions	3
C. Required Uploaded Documents	3
D. Printed Version of Gateway Application	3
E. Prequalification Requirements	4
Part A – RFP Summary Information	
II. Timelines and Proposal Submission	
A. Questions Concerning this Request for Proposals (RFP)	6
B. Notice of Intent to Bid	6
C. Proposal Due Date	6
D. RFP Timetable	6
III. Summary of the RFP	
A. Purpose	7
B. Available Funds/Award Amounts	8
C. Contract Period (Multiyear)	8
D. Eligible Applicants	9
IV. Program and Contract Information	
A. Program Background	9
B. Participant Eligibility	10
C. Coordination with the District	12
D. Description of Services Sought	12
E. Milestone Structure	14
F. Documentation Requirements	19
V. Proposal Requirements – Format and Content	
A. Evaluation of Proposals	21
B. Evaluation Process	21
C. Evaluation Criteria	21
D. Method of Selection	23
E. Required Documents	24
F. Terms and Conditions Governing this RFP	26
VI. General Information for Successful Bidders	
Contracting Terms/State Payments	27

Part B – Instructions for Completing the Application	40
Part C – Required Uploaded Documents	
1. Notice of Intent to Bid (Attachment A1)	44
2. Department of Social Services Partnership Form (Attachment A2)	45
3. Educational Resources Reimbursement Schedule (Attachment A5)	52
4. Contractor/Subcontractor Background Questionnaire (Attachment B1)	53
5. Equal Employment Opportunity Staffing Plan (Attachment B2)	56
6. M/WBE – EEO Policy Statement (Attachment B4)	60
7. Subcontractor and Supplier Identification Form (Attachment B5)	62
Part D – Printed Version of the Gateway Application	63

I. IMPORTANT INFORMATION

This page contains information regarding the Educational Resources II (ER) Request for Proposals (RFP) that is essential for any prospective applicant. Since the ER RFP was released through the New York State Grants Gateway system, the traditional manner of submitting hard copy applications to OTDA is no longer a viable option. As a result, OTDA has altered the design of the RFP to assist applicants in navigating and submitting proposals through the Gateway system correctly. The ER RFP has been categorized into four sections listed below:

1. PART A: RFP Summary Information
2. PART B: Instructions for Completing the Application
3. PART C: Required Uploaded Documents
4. PART D: Printed Version of Gateway Application

A. RFP Summary Information:

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

B. Instructions for Completing the Application:

All agencies submitting a proposal for this procurement must use the New York State Grants Gateway system at www.grantsgateway.ny.gov. Because this is a new system and many agencies may not have had any experience in navigating and using the system, we have included this section to assist applicants in utilizing the system efficiently.

It is important to note that while any employee who has access may work on the application, only someone with a **Grantee Signatory** or a **System Administrator** role can submit the application to the State.

Applications may not be accepted outside of the Grants Gateway System.

C. Required Uploaded Documents:

This section will list all documents and forms that must be submitted with the application. Where there is a document requested, a link will be provided so that the applicant can download the form, complete, and upload it as required.

D. Printed Version of Gateway Application:

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

E. Prequalification Requirements:

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process which require not-for-profits to register in the Grants Gateway and complete the Vendor Prequalification process for proposals to be evaluated. Information on these initiatives can be found on the [Grants Reform Website](#).

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The [Vendor Prequalification Manual](#) on the Grants Reform Website, which details the requirements, and an [online tutorial](#) are available to walk users through the process.

1. Register for the Grants Gateway

- On the Grants Reform Website, download a copy of the [Registration Form for Administrator](#). A signed, notarized original form must be sent to the Division of Budget at the address provided in the instructions. You will be provided with a Username and Password allowing you to access the Grants Gateway.

If you have previously registered and do not know your Username please email grantsreform@budget.ny.gov. If you do not know your Password please click the [Forgot Password](#) link from the main log in page and follow the prompts.

2. Complete your Prequalification Application

- Log in to the [Grants Gateway](#). If this is your first time logging in, you will be prompted to change your password at the bottom of your Profile page. Enter a new password and click SAVE.
- Click the *Organization(s)* link at the top of the page and complete the required fields including selecting the State agency you have the most grants with. If you do not currently have a State contract(s) you should select OTDA. This page should be completed in its entirety before you SAVE. A *Document Vault* link will become available near the top of the page. Click this link to access the main Document Vault page.
- Answer the questions in the *Required Forms* and upload *Required Documents*. This constitutes your Prequalification Application. Optional Documents are not required unless specified in this Request for Proposal.
- Specific questions about the prequalification process should be referred to your agency representative or to the Grants Reform Team at grantsreform@budget.ny.gov.

3. Submit Your Prequalification Application

- After completing your Prequalification Application, click the **Submit Document Vault Link** located below the Required Documents section to submit your Prequalification Application for State agency review. Once submitted the status of the Document Vault will change to *In Review*.
- If your Prequalification reviewer has questions or requests changes you will receive email notification from the Gateway system.
- Once your Prequalification Application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State.

Other helpful information:

- There is a Grantee Application Tutorial Video available. After logging into Grants Gateway, click the “training materials” tab at the top of the screen.
- Helpdesk information: Monday thru Friday 8am to 8pm
- Phone: 1-800-820-1890 Email: helpdesk@agatesoftware.com

II. Timelines and Proposal Submission

A. Questions Concerning this Request For Proposals (RFP)

Bidders may submit typed questions via electronic mail, fax or by mail to the address provided below. Questions regarding the RFP will be accepted until 2:00 p.m., February 23, 2015. No handwritten or telephone inquiries will be accepted. Answers to all questions received by this date will be posted on the Grants Gateway website at www.grantsgateway.ny.gov and on the New York State Office of Temporary and Disability Assistance website at www.otda.ny.gov no later than March 10, 2015.

New York State Office of Temporary and Disability Assistance
Center for Employment and Economic Supports

Attn: Luke Posniewski
40 North Pearl Street, 11D
Albany, NY 12243-0001
Fax: (518) 486-7650
E-mail: luke.posniewski@otda.ny.gov

B. Notice of Intent to Bid

Organizations intending to submit a proposal in response to this RFP are **asked** to use the “Notice of Intent to Bid” form in order to help OTDA prepare for the number of proposals we may expect to receive. This form, completion and forwarding instructions are included in Attachment A1. The bid form is not a requirement.

C. Proposal Submission and Due Date

All Proposals must be submitted via the New York State Grants Gateway at www.grantsgateway.ny.gov and be received no later than 12:00 p.m., April 10, 2015. Once the deadline has passed, the Grants Gateway system will no longer accept applications. Eligible applicants should complete and submit all answers to questions and submit any forms required by 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.

D. RFP Timetable

- RFP Release Date – February 4, 2015
- Deadline Date for Questions – February 23, 2015
- Submission of Notice of Intent to Bid – February 23, 2015
- Deadline Date for Responses to Questions – March 10, 2015
- Proposal Due Date – April 10, 2015
- Date of Notification of Award – June 1, 2015
- Project Start Date – September 1, 2015

III. Summary of the RFP

A. Purpose

The Educational Resources (ER) Program is designed to assist social services districts (districts) in addressing the educational needs of their TANF eligible population and enable them to improve their literacy skills and become productive and successful in the workplace, home and community. Through this RFP the services of eligible organizations will be secured to provide the educational activities that are needed to enable participants to become employed, qualify for a better job or meet the entry requirements for job skills training.

Specifically, applicant organizations can choose from a menu of programs and services that best meet the needs of the target population, including:

- Adult Literacy Programs: to improve reading, math and English language skills and enhance participant employability. Includes Adult Basic Education (ABE), Adult Secondary Education (ASE), English as a Second Language (ESL) and High School Equivalency (HSE) Diploma preparation.
- Workplace Literacy Programs: which focus on the basic literacy and technical skills workers need to retain jobs, advance in their careers, or increase productivity. Curricula are developed by educational providers, working with employers and employee groups, by analyzing specific jobs to determine what educational, thinking and personal skills are required to perform tasks effectively.
- Family Literacy Programs: to promote career advancement and improved literacy by enhancing the educational opportunities of all family members. Children participate in age-appropriate educational programs while parents build the educational and related skills necessary to successfully assume their roles as parents, workers and community members. Parents and children learn together, and parents are viewed as the child's first and most important teacher.
- Job Readiness Training (JRT): including the instruction on topics such as employment applications, resumes, job interviewing techniques and career choices. JRT may include job club and life skills programs and may take place in a separate structured group setting or be integrated into the educational program. JRT must be offered in addition to one of the literacy programs listed above.
- * While no longer a reimbursable milestone, priority will be given to organizations that can leverage other resources to provide Job Skills Trainings specific to a particular vocation and training in the various skills necessary to successfully perform the functions of the job, and results in a certificate that will enhance the participant's employability and career opportunities.

Individuals enrolled in any ER activity should also receive case management services such as employment assessments, assistance with child care and transportation arrangements and

financial planning and management as needed to address barriers and support service delivery.

Please note that these programs can be offered as a post-employment and/or pre-employment component.

B. Available Funds/Award Amounts

A total of \$750,000 in federal TANF funds is available to support selected ER projects for a 12-month period beginning September 1, 2015. Funds for program periods beyond the initial 12-month period are contingent upon subsequent budget appropriations. Awards of up to \$100,000 will be made, with no more than one-half of the funds awarded to organizations within New York City. OTDA reserves the right to award contracts to bidders that score fewer points than others in order to serve additional geographical areas of the State. Should additional funds become available to support this RFP, OTDA reserves the right to make awards in excess of the amounts listed above.

Contractors will earn funds on a performance basis as participants improve their literacy skills, make educational gains, obtain a High School Diploma or equivalent and enter and retain employment. The award shall not duplicate any reimbursement provided or funding made available by OTDA or any other federal, State or local government entity.

In the event the amount requested by selected organizations exceeds the amount available, OTDA will reduce the award amounts to stay within the overall funding limit. Necessary award reductions may be achieved by a proportionate decrease across selected proposals, or by basing the reduction on the proposal's score and/or rank.

The Catalog of Federal Domestic Assistance (CFDA) title and number is 93.558. These funds are subject to requirements of Title IV-A of the Social Security Act as amended by Title IV-A of the Personal Responsibility and Work Reconciliation Act of 1996, PRWORA, P.L. 104-193. Award Name: Temporary Assistance for Needy Families (TANF) Program. Award Agency: Department of Health and Human Services, Administration for Children and Families.

C. Contract Period (Multiyear)

Successful applicants will receive a five-year contract to begin on September 1, 2015 and end August 31, 2020. Funding for the initial 12-month period and any subsequent periods is contingent on the continued availability of funding and satisfactory performance of the contractor. OTDA desires to engage the services of organizations that are successful in helping participants reach the milestones outlined in the RFP, and may terminate contracts or initiate modifications to reduce award amounts of those projects that are not on schedule to fulfill contract goals by the end of each program period.

D. Eligible Applicants

Organizations eligible to apply for funding under this initiative include non-profit organizations, including school districts, Boards of Cooperative Educational Services (BOCES), community colleges, libraries, and institutions of higher learning. For-profit organizations will not be allowed to respond to this RFP. Applicant organizations may apply for ER independently, or as a lead organization of a consortium of organizations. Proposals submitted on behalf of a consortium of providers must designate one of the agencies as the lead agency for the consortium, and must include in their application a description of the roles and responsibilities of the lead applicant and each co-applicant.

All applicants must complete OTDA's Bidder Application Form which can be found at:

www.otda.ny.gov/contracts/Ibidder

Private not-for-profit applicants must be registered and in good standing with the Charities Bureau of the Attorney General's Office.

IV. Program and Contract Information

A. Program Background

The Temporary Assistance for Needy Families program (TANF) provides assistance and work opportunities to eligible families. Policy requirements for this program include standards that are meant to ensure individuals fully participate in employment preparation and placement services. In response to the educational and job skill needs of low-income households throughout the State, the New York State Budget includes funding for a variety of employment preparation programs and services. The funding that supports this RFP is intended to address the educational needs of TANF eligible individuals.

Improved literacy for many individuals is an essential step toward the acquisition of job-related skills to expand employment options. As adult learners increase their literacy and job skills, they increase their employability and enhance their ability to support themselves and their families. To address literacy needs of low income adults, the ER program was created in 2006 as a means for improving access to adult literacy services in New York.

OTDA supports services that provide education and High School Equivalency (HSE) Diploma attainment to help develop the skills of individuals in receipt of public assistance so they may achieve improved employment and job advancement outcomes. The ER program will be instrumental in helping districts offer services to improve literacy and attainment of a HSE among recipients of public assistance.

B. Participant Eligibility

To be eligible for the ER program, the individual must be either a Family Assistance (FA) recipient, a TANF-eligible Safety-Net Assistance (SN) recipient or otherwise meet the TANF 200% of federal poverty level certification requirements. **At least 20% of the total funds awarded through this initiative will be reserved for reimbursement of milestones achieved by eligible individuals in receipt of Family Assistance or Safety Net Assistance who have low literacy (below 8.9 grade level) or low English proficiency (below 451 on the BEST Plus test).** Furthermore, public assistance recipients referred by districts must be given priority for services over other eligible program participants. If an agency demonstrates they are unable to meet this requirement due to lack of referrals, OTDA reserves the right to modify this requirement on a case-by-case basis provided the percentage for the program overall is met.

1. Public Assistance Recipients

An individual in receipt of cash assistance under the FA category or a former FA recipient who has reached their 60-month limit on TANF and have transitioned to Safety Net (SN) Assistance may be served.

2. Individuals at or below 200% of Poverty

A member of a household (individual or family) with gross monthly income at or below 200% of the federal poverty level. Participants served under this category must meet TANF certification requirements to be served.

In brief, to be eligible under 200% of poverty guidelines, an individual must:

- Be a resident of New York State;
- Be a United States citizen or qualified TANF non-citizen;
- Be a member of a family that includes a minor child or pregnant woman or be a non-custodial parent of a minor child. A minor child is defined as a child under the age of 18, or under age 19 and attending secondary school or its equivalent; and
- Have gross family income that does not exceed 200% of the federal poverty level listed in the below table.

Applicants under the age of 21 may be eligible for services regardless of whether the family includes a minor child as defined above.

OTDA has issued a Local Commissioners Memorandum (00-LCM-20) to provide guidance regarding the certification requirements and services for TANF-funded programs serving eligible individuals and families with incomes at or below 200% of the federal poverty level.

The TANF Services Application/Certification Form and the TANF Services Application/Certification Review Form, which are part of 00-LCM-20, must be completed by all applicants for 200% services. The Review Form must be completed within 30 days of the participant's application date. The 200% certification is valid for 12 months from the application date regardless of any change in the participant's circumstances. After 12 months, participants must be recertified. Recertification may occur prior to the end of the 12-month period. This LCM is accessible online at the NYS Office of Temporary and Disability Assistance website at <http://otda.ny.gov/policy/directives/2000/>. Applicant organizations intending to serve this group must familiarize themselves with the certification requirements and other elements discussed in this guidance.

**200% of Federal Poverty Guidelines Chart
TANF Program Year June 1, 2014 through May 31, 2015**

(Updated Annually)

Family Size	Annual Income	Monthly Income	Bi-Weekly Income	Weekly Income
1	\$23,340	\$1,945	\$898	\$449
2	\$31,460	\$2,622	\$1,210	\$605
3	\$39,580	\$3,298	\$1,522	\$761
4	\$47,700	\$3,975	\$1,835	\$917
5	\$55,820	\$4,652	\$2,147	\$1,073
6	\$63,940	\$5,328	\$2,459	\$1,230
7	\$72,060	\$6,005	\$2,772	\$1,386
8	\$80,180	\$6,682	\$3,084	\$1,542

For Family units with more than eight members, add

\$8,120	\$677	\$312	\$156
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In order to qualify under the 200% of poverty eligibility standards, a non-custodial parent is required to complete a Non-custodial Parent Referral to Child Support Enforcement Unit Form (LDSS-4728), which provides additional information regarding his/her noncustodial children. The information will be forwarded to the local child support office for the purpose of obtaining or enforcing a child support order. Form LDSS-4728 is accessible online at the NYS Office of Temporary and Disability Assistance website at http://otda.state.nyenet/ldss_eforms/eforms/4728.pdf.

C. Coordination with the District

Since public assistance recipients are a primary target population for the ER Program, it is important that proposals be developed in consultation with the social services district (district). The district will serve as a source of referrals to your program, will be able to identify appropriate individuals from the target groups that could benefit from the services and activities you offer, and provide individuals with the support services needed to facilitate participation. Applicant organizations should contact their district early in the planning process to learn what their process is for obtaining their support of your proposal, and to allow sufficient time for you to obtain the signed Department of Social Services Partnership Form (Attachment A2) by the submission deadline. For example, the NYC Human Resources Administration (HRA) requires that these requests be submitted to the Commissioner/Administrator and the Grants Officer in the Finance Office three weeks prior to the date the letter is required. At the time of the request, HRA also requires the submission of a complete or substantially complete proposal and a one-page summary of the proposal. Attachment A3 provides a list of Employment Coordinators by county. Agencies awarded a contract will be required to cooperate fully with the district for submitting attendance information for public assistance recipients within specific timeframes, and maintaining records of excused absence. Further, once cash assistance recipients become employed, agencies must submit proof of employment to the district.

D. Description of Services Sought

1. Program Features

The focus of ER is on improved literacy and attainment of a HSE diploma as an essential step towards the acquisition of job-related skills to expand employment options. The following section describes the features of the ER Program.

a. Career Plan

For each ER participant, providers must develop a Career Plan that identifies the education, training and job skills needed for the participant's future success.

At a minimum, the Career Plan should:

- Be designed in conjunction with the assessment and employability plan developed by the participant and the district;
- Consider the participant's education, work history and job preferences;
- Include an assessment of individual aptitudes, interests and acquired job skills;
- Contain measurable and verifiable long and short-term goals, such as educational gain, High School Equivalency achievement, completion of a job readiness training, job placement/retention or job improvement;
- Identify the participant's employment goal(s), both short-term and long-term;

- Specify a timeframe for completing program components and meeting goals;
- Include pre-test and post-test results with the corresponding National Reporting System educational functioning level as an indicator of the individual's proficiency at intake and any educational gains made as the result of instruction;
- Identify work skills and skill gaps;
- Address the barriers that have prevented the participant from successfully participating in welfare-to-work activities or obtaining/retaining a job as well as a plan for addressing these barriers; and
- Include a description of the type, method and location of instruction.

In addition to meeting the minimum requirements, applicant agencies proposing Workplace Literacy Programs must also address the following items:

- An assessment of employer needs in terms of the additional skills and knowledge that the employer feels are necessary for the client's promotion or advancement; and
- An assessment of the barriers that may prevent the participant from realizing job retention/improvement as well as a plan for addressing these barriers.

Once developed, the Career Plan should follow the individual as s/he moves through various education, training and employment experiences and settings. A Career Plan becomes a part of an individual's portfolio for employment or further education, and as such should be reviewed and updated on a regular basis to document the participant's progress.

It is strongly recommended that ER providers offer post-employment components in addition to pre-employment components. The provider's in-depth knowledge of each client's strengths and weaknesses (acquired while providing clients with pre-employment components) may be used to develop a post-employment plan of action that will promote job retention and wage progression.

OTDA will provide selected contractors with sample Career Plans.

b. Educational Instruction

Educational instruction may include:

- Adult Basic Education (ABE)
- Adult Secondary Education (ASE)
- High School Equivalency Preparation
- English as a Second Language Instruction
- Workplace Literacy
- Family Literacy

Instruction may be provided through several methods, including:

- Classroom settings: instruction in the classroom;

- One-on-one tutoring: the participant meets with a literacy tutor; and/or
- Distance learning: the participant engages in instruction offered through television, internet or other means from programs such as Learn to Read, Math Basics, GRASP, and Crossroads Café.

Wherever possible, training should be scheduled at a time that accommodates an individual's work schedule.

c. High School Equivalency

High School Equivalency includes attainment of a High School Equivalency Diploma or Secondary School Diploma through an External Diploma Program.

d. Connecting Participants with Available Jobs

Applicant organizations should develop a job placement strategy that matches the skills and abilities of participants with local labor market openings. While the goal for all ER participants is to find employment with advancement opportunities, it is understood that their career pathways are a process consisting of a series of steps. Many ER enrollees may test at low functioning levels, and at the present time may qualify for only certain types of jobs. Applicant organizations need to understand the local labor market and be aware of employers/industries that hire individuals with limited academic achievements. We encourage ER applicants to engage in discussions with employers who can support this initiative. We also suggest that organizations consider using assessment tools for entry level workers to ensure that appropriate job referrals are made such as the Strong Interest Inventory or the New York State Department of Labor's CareerZone.

Job readiness training is an essential part of any successful employment program and should be designed to complement the educational component and promote the overall goal of financial independence. Curriculum should be geared toward improving the job placement and retention outcomes of ER participants. Aspects of an appropriate job readiness training module include financial literacy, resume development tailored to individual job opportunities and workplace expectations.

e. Job Skills Training

While no longer a reimbursable milestone, priority will be given to organizations who propose to offer job skills training(s) as part of their instructional offerings. Job skills training includes instruction specific to a particular vocation and training in the various skills necessary to successfully perform the functions of the job. The job skills training should result in a training certificate that will promote advancement in a specific job field.

E. Milestone Structure

The ER milestones have been designed to promote the achievement of literacy gains, HSE attainment and gainful employment for its participants.

A table that describes the milestones is provided on the next page.

MILESTONE DEFINITIONS

Milestone	Milestone Value		Definition	Policy
	200% Participants	FA Participants		
Educational Gain	\$1,000	\$1,250	Participant advances one ABE, ASE, or ESL NRS functioning level as determined by pre- and post-testing. See Educational Functioning Levels table (Attachment A4).	Up to four Educational Gain milestones may be claimed per participant.
High School Equivalency	\$1,500	\$1,750	Participant obtains a High School Equivalency Diploma or a Secondary School Diploma through an External Diploma Program.	
* Job Entry (30 Day)	<ul style="list-style-type: none"> • \$1,000 • \$1,500 • \$2,000 	<ul style="list-style-type: none"> • \$1,250 • \$1,750 • \$2,250 	Participant has completed a Career Plan and entered unsubsidized employment: <ul style="list-style-type: none"> • Earning at least \$175 and \$257 per week over a 30-day period, or • Earning at least \$258 and \$412 per week over a 30-day period, or • Earning above \$413 per week over a 30-day period. 	If an individual is no longer participating in Educational Resources Program activities at the time of job entry, this milestone may only be claimed if it occurs within 90 days from the date the last milestone was achieved, or the last date the participant was actively enrolled as evidenced by case notes describing reciprocal contact with the participant.
* Job Retention (90 Day)	<ul style="list-style-type: none"> • \$1,000 • \$1,500 • \$2,000 	<ul style="list-style-type: none"> • \$1,250 • \$1,750 • \$2,250 	Participant has completed a Career Plan and entered unsubsidized employment: <ul style="list-style-type: none"> • Earning at least \$175 and \$257 per week over a 30-day period, or • Earning at least \$258 and \$412 per week over a 30-day period, or • Earning above \$413 per week over a 30-day period. 	If a participant is employed at the time of enrollment, the Job Retention Milestone is measured 90 days from the date the Career Plan was completed and a 20% increase in wages based on the average weekly earnings upon enrollment was obtained.

* The weekly earning threshold reflects the \$8.75 minimum wage starting 12/31/14. Thresholds will increase proportionately when the minimum wage is raised to \$9.00 starting 12/31/15 and any subsequent increase thereafter.

1. Career Plan

While not a reimbursable milestone, a Career Plan must be completed before any other ER milestones may be claimed.

2. Educational Gain

An *Educational Gain* is achieved when an individual advances one English as a Second Language (ESL), Adult Basic Education (ABE) or Adult Secondary Education (ASE) National Reporting System (NRS) educational functioning level from the NRS level determined at the start of the program, as evidenced by pre- and post-testing.

Test results obtained prior to September 1, 2015 may be used as the pre-test score if the scores are no more than three months old.

If the results of pre- and post-testing indicate an individual has achieved more than one NRS educational functioning level, the organization may claim reimbursement for each NRS level gained, up to a maximum of four levels. All four educational gains may be claimed at one time if appropriate documentation is submitted and test levels demonstrate that the participant has increased four functioning levels. Separate gains may be claimed for reading and math, up to a total of four gains for one individual.

Required Testing Instruments:

The following tests may be used to determine educational gain:

- BEST Plus
- Test of Adult Basic Education (TABE) Battery, Form 9/10
- Best Literacy
- Any other test approved by the New York State Education Department.

The NRS educational functioning levels and corresponding test scores are provided in Attachment A4.

For students testing with the TABE, an educational gain to NRS Level VII may be achieved only if a student pre-tests at NRS Level VI and subsequently passes the TASC exam. One educational gain from NRS Level VI to NRS Level VII may be claimed in this instance. An educational gain to NRS Level VII cannot be claimed if an individual pre-tests below NRS Level VI on the TABE. Therefore, if an individual pre-tests at NRS Level V and then passes the TASC exam, only one educational gain from NRS Level V to NRS Level VI may be claimed. The NRS Level VII claim is not valid unless the student pre-tests at NRS Level VI.

NRS Level VII may be achieved regardless of the pre-test level that results from the BEST Plus exam. For example, a student who pre-tests at NRS Level III with the

BEST Plus and scores at least 541 in the post-test would be considered to have made 4 educational gains (III to IV, IV to V, V to VI, and VI to VII).

The BEST Literacy exam may be used for students who achieve a score above 540 on the BEST Plus and the program feels they would be best served in ESL programming. The BEST Plus must be administered first and recorded in the student's record before the BEST Literacy may be administered. Since the use of the Best Literacy is an option, not a requirement, programs may continue to use the TABE for ESL students who score above a 540 on the Best Plus. Students who test at NRS Level VI on the Best Literacy should be transferred to ABE and tested with the TABE.

Providers should refer to the New York State Education Department for additional information regarding NRS guidelines and procedures for administering the TABE and Best Plus/Best Literacy testing instruments. Information on assessments in adult education can be found on their website at www.acces.nysed.gov/aepp/assessment.html.

3. High School Equivalency

The *High School Equivalency* milestone is achieved when the participant obtains either a High School Equivalency Diploma or a Secondary School Diploma through an External Diploma Program.

4. Job Entry Milestone (30 Day)

The *Job Entry* milestone may be claimed when the participant has obtained unsubsidized employment earning at least \$175 per week (average) and has retained the job for at least 30 days. The amount earned varies depending on the amount of average weekly earnings.

- **\$1,000\1,250:** For jobs with average gross earnings of at least \$175 but not more than \$257 per week and has retained the job for at least 30 days.
- **\$1,500\1,750:** For jobs with average gross earnings of at least \$258 but not more than \$412 per week and has retained the job for at least 30 days.
- **\$2,000\2,250:** For jobs with average gross earnings above \$413 per week and has retained the job for at least 30 days.

If an individual is no longer participating in ER activities at the time of job entry, this milestone may only be claimed within 90 days from the date the participant was actively participating.

Regarding the 30-day job retention requirement, if a gap in employment occurs that is less than 45 days, the count includes all the days worked minus the gap period. If the

gap in employment is longer than 45 days, the 30-day count must start over when employment resumes.

5. Job Retention Milestone (90 Day)

The *Job Retention* milestone may be claimed when the participant has maintained unsubsidized employment earning at least \$175 per week (average) and has retained the job for at least 90 calendar days. The amount earned varies depending on the amount of average weekly earnings.

- ~~\$1,000~~**\$1,250**: For jobs with average gross earnings of at least \$175 but not more than \$257 per week and has retained the job for at least 90 days.
- ~~\$1,500~~**\$1,750**: For jobs with average gross earnings of at least \$258 but not more than \$412 per week and has retained the job for at least 90 days.
- ~~\$2,000~~**\$2,250**: For jobs with average gross earnings above \$413 per week and has retained the job for at least 90 days.

Note: If a person is employed at the time of ER enrollment, the *Job Retention* milestone may be claimed if the participant is actively enrolled in an educational component with the provider **and** a 20% increase in wages based on the average weekly earnings upon enrollment was obtained. In this scenario, the *Job Retention* is measured 90 calendar days from the date the *Career Plan* was completed.

Regarding the 90-day job retention requirement, if a gap in employment occurs that is less than 45 days, the count includes all the days worked minus the gap period. If the gap in employment is longer than 45 days, the 90-day count must start over again when employment resumes.

F. Voucher Submittal and Record Keeping

Vouchers for claims for the ER program will be required to be submitted on at least a quarterly basis. Contractors must ensure that books, records, documents and other evidence pertaining to milestones achieved provide the detail required by OTDA. Additionally, all records pertaining to awards made under this funding opportunity including financial audits, budgets, plans/drafts, supporting documents, statistical records, etc., must be retained for a period of at least six (6) years following submission of the final expenditure report.

In the event that any claim, audit, litigation or State/federal investigation is started 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 resolved.

OTDA shall have access to any records relevant to the project, including books, documents, photographs, correspondence, and records to make audit, examinations,

transcripts, and excerpts. If OTDA determines that such records possess long term or historic value, they must be transferred to OTDA.

Projects will be monitored by OTDA on a regular basis throughout the term of the contract. Monitoring may include site visits as well as regular telephone contact. The goal of monitoring is to ensure that the terms of the contract are being met. In addition, monitoring enables OTDA to provide technical assistance, where necessary, in order to assist the contractor in meeting the terms of the contract. It is the responsibility of the contractor to monitor any and all subcontracts.

G. Documentation Requirements

The following table provides the documentation requirements for each Educational Resources Program milestone.

DOCUMENTATION REQUIREMENTS

Milestone	Case Record Documentation
Eligibility	<p><u>Public Assistance Recipients</u>: Include the Welfare Management System printout, Notice of Decision letter, or district referral form/letter in the case file.</p> <p><u>200% of Poverty Clients</u>: Retain the TANF Services Application/Certification Form and the TANF Services Application/Certification Review Form in the participant's file.</p>
Career Plan	The Career Plan must be completed and maintained in the participant's file. Attendance records (class sign-in sheets, instructor rosters, computer-generated records, or case record notes where applicable) must be maintained in order to document client participation.
Educational Gain	For ESL, the test answer sheets indicating the number correct on the pre-test and post-test and the corresponding NRS levels must be documented in the participant's case record. For ABE and ASE, the test answer sheets indicating the test dates, form and level, number correct, scale score, and corresponding NRS level must be documented in the file.
High School Equivalency	<p>Maintain in the participant's file:</p> <ul style="list-style-type: none"> ▪ A copy of the High School Equivalency/Secondary School Diploma or ▪ A copy of the TASC quarterly report or ▪ A copy of a TASC pass/fail report provided by SED upon request at (518) 485-2182 for the purposes of a case record audit.
Job Entry (30 Day)	Wage stubs verifying the start date of employment and at least 30 days of employment. An employer verification form or equivalent, if used in lieu of wage stubs, must be completed and maintained in the participant file.
Job Retention (90 Day)	Wage stubs verifying the start date of employment and at least 90 days of employment. An employer verification form or equivalent, if used in lieu of wage stubs, must be completed and maintained in the participant file. Documentation supporting enrollment in an educational component must be provided for participants employed at the time of enrollment.

a. Proposal Requirements – Format and Content**A. Evaluation of Proposals**

Proposals will consist of two parts – a technical section and a budget section. To ensure that all proposals are evaluated on the same basis, all of the following must be included. OTDA’s Center for Employment and Economic Supports will establish Review Committees to evaluate the proposals.

B. Evaluation Process

The evaluation process will abide by the following rules:

- A. All bidders that are determined not to be responsive or responsible will be disqualified after completing a review.
- B. Proposals that fail to meet the requirements may be disqualified after completing a full review.
- C. Applicant organizations must meet the prequalification requirements set forth on pages 4 and 5 of this RFP.

C. Evaluation Criteria

OTDA will evaluate proposals based on the following technical criteria. The points assigned are reflective of the importance of each item as it relates to the total technical score. Specific information regarding the evaluation criteria is included in Part D, which contains a printed version of the Gateway Application and the points associated with each question.

- **Priority Features** (10 points)
- **Recruitment Strategies** (10 points)
- **Case Management** (6 points)
- **Project Strategy, Design and Instructional Methodology** (44 points)
- **Organizational Experience and Past Accomplishments** (10 points)
- **Budget** (20 points): Proposals will be rated based on the proposed number of individuals, per Attachment A5, who will reach the following milestones divided by the total funds requested. The following formulas will be used to assign cost points.

- Educational Gains (EG) = 5 points
... (Low EG Bid ÷ EG Bid Being Evaluated) x 5 points = Points Earned
- High School Equivalency (HSE) = 5 Points
... (Low HSE Bid ÷ HSE Bid Being Evaluated) x 5 points = Points Earned
- Job Entry(JE)+Retention (JR) = 10 points
... (Low JE+JR Bid ÷ JE+JR Bid Being Evaluated) x 10 points = Points Earned

To illustrate how points would be earned for Education Goals (EG), the following example is provided. Proposal # 1 requests \$100,000 and expects that 50 EG milestones will be met (average cost = \$2,000). Proposal # 2 asks for \$50,000 and expects that 20 milestones will be met (average cost = \$2,500). Proposal # 3 asks for \$75,000 and expects that 30 individuals will meet the milestone (average cost = \$2,500).

The proposal's EG score would be determined as follows:

EG Sample Calculations			
Proposal	Average Cost Per Educational Gain	Formula	Score out of 5 Points
#1	\$2,000	$\$2,000/\$2,000 \times 5$	5
#2	\$2,500	$\$2,000/\$2,500 \times 5$	4
#3	\$2,500	$\$2,000/\$2,500 \times 5$	4

To illustrate how points would be earned for High School Equivalency (HSE), the following example is provided. Proposal # 1 requests \$100,000 and expects that 10 HSE milestones will be met (average cost = \$10,000). Proposal # 2 asks for \$50,000 and expects that 8 milestones will be met (average cost = \$6,250). Proposal # 3 asks for \$75,000 and expects that 10 individuals will meet the milestone (average cost = \$7,500).

The proposal's HSE score would be determined as follows:

HSE Sample Calculations			
Proposal	Average Cost Per High School Equivalency	Formula	Score out of 5 Points
#1	\$10,000	$\$6,250/\$10,000 \times 5$	3 (rounded down)
#2	\$6,250	$\$6,250/\$6,250 \times 5$	5
#3	\$7,500	$\$6,250/\$7,500 \times 5$	4 (rounded down)

The remaining points are earned based on the average cost per JE+JR. Proposal # 1 requests \$100,000 and expects that a total of 20 individuals will meet the Job Entry/Job Retention goal (average cost = \$5,000). Proposal # 2 requests \$ 50,000 and expects that 10 individuals will meet the Job Entry/Job Retention goal (average cost = \$5,000) and Proposal # 3 requests \$75,000 and expects that 12 individuals will meet the Job Entry/Job Retention goal (average cost = \$6,250).

JE+JR points would be earned as follows:

JE + JR Sample Calculations			
Proposal	Average Cost Per Job Entry + Job Retention	Formula	Score out of 10 Points
#1	\$5,000	$\$5,000/\$5,000 \times 10$	10
#2	\$5,000	$\$5,000/\$5,000 \times 10$	10
#3	\$6,250	$\$5,000/\$6,250 \times 10$	8

The EG, HSE and JE+JR points would then be added to arrive at a total cost score, with proposal # 2 receiving the highest score.

Total Cost Score		
Proposal	Scores	Total Score
#1	5 + 3 + 10	18
#2	4 + 5 + 10	19
#3	4 + 4 + 8	16

These scores and examples are used for **illustrative purposes only**. The actual scores will be derived from the submitted proposal budgets and scored, relative to one another, per the formulas provided.

Scores for each section will be rounded up or down based on standard rounding principles if the resulting score is not a whole number. See the example on the High School equivalency score.

D. Method of Selection

The method of selection will be based on a point system. Awards will be based on the highest total points except that OTDA reserves the right to consider lower ranked proposals to achieve greater geographical diversity. No more than one award will be made for any county outside the city of New York.

As stated previously, should additional funding become available at any time during the period which this RFP covers, in lieu of releasing a new RFP if deemed in the best interest of the State:

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

OTDA reserves the right to solicit and accept new proposals, as funding becomes available, should there not be acceptable remaining proposals. Should available funds be decreased in future years, OTDA reserves the right to reduce awards on a pro-rated basis and/or by reducing or eliminating contracts that have not sufficiently achieved positive educational and employment outcomes as determined by OTDA.

E. Required Documents

- 1. Department of Social Services Partnership Form (Attachment A2):**
This form must be signed by a representative from each district you plan on serving and acknowledge the district's commitment to supporting the program, and a willingness to work with your organization and make a sufficient number of referrals to justify the level of proposed funding.
- 2. Educational Resources Reimbursement Schedule (Attachment A5):**
Indicate the number of individuals you anticipate serving by milestone, the costs and the total funds requested. Applicants are also asked to project how five years' worth of funding (anticipated first year award amount multiplied by five) would be dispersed among the categories of expense.
- 3. Contractor/Subcontractor Background Questionnaire (Attachment B1):**
OTDA prefers that applicants complete the online version of the questionnaire through the Office of the State Comptroller's VendRep System at: http://www.osc.state.ny.us/vendrep/vendor_index.htm. If the applicant is unable to complete the form online, the hard copy available as part of the gateway application can be used. This form must be completed by the applicant and any proposed subcontractor if the value of the subcontract is in excess of \$10,000. The Contractor/Subcontractor Background Questionnaire requires an original signature.
- 4. Equal Employment Opportunity Staffing Plan (Attachment B2):**
This staffing plan is used to determine applicant's ability to meet the EEO workforce participation goals. All applicants must submit an Equal Employment Opportunity Staffing Plan with their proposals.

5. **M/WBE – EEO Policy Statement** (Attachment B4): This is an acknowledge that New York State is an Equal Employment Opportunity employer, and by extension it expects all vendors, contractors, and subcontractors that hold contracts with New York State to ensure the same standard of equal opportunity in their employment practices. Applicants must sign and return the M/WBE – EEO Policy Statement with their proposals.

6. **Subcontractor and Supplier Identification Form** (Attachment B5): This new form for OTDA For Profit and Not-for Profit procurements (IFB/RFP/Contract Reporter \$50k or more) was created for Offerors to complete as part of the bid solicitation. The form requires Offerors, for each new procurement (IFB/RFP/Contract Reporter Purchases \$50k or more), to list All subcontracts and the requested information for each that is in place to provide the goods and services required by that contract. This form was created to provide OTDA with a list of all subcontracts and key information including dollar value of the subcontracts over the contract term to assist OTDA in assessing the discretionary portion of each contract and overall compliance with NYS/OTDA MWBE requirements.

New York State businesses have a substantial presence in State contracts and strongly contribute to the economies of the State and the nation. In recognition of their economic activity and leadership in doing business in New York State, Offerors for this contract for commodities, services or technology are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the Contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles.

The Contractor will be strongly encouraged, to the maximum extent practical and consistent with legal requirements, to use responsible and responsive New York State businesses in purchasing commodities that are of equal quality and functionality and in utilizing services and technology. Furthermore, Offerors are reminded that they must continue to utilize small, minority and women-owned businesses, consistent with current State law.

Utilizing New York State businesses in State contracts will help create more private sector jobs, rebuild New York's infrastructure, and maximize economic activity to the mutual benefit of the Contractor and its New York State business partners. New York State businesses will promote the Contractor's optimal performance under the Contract, thereby fully benefiting the public sector programs that are supported by associated procurements.

Public Procurements can drive and improve the State's economic engine through promotion of the use of New York businesses. The State therefore expects Offerors to provide maximum assistance to New

York businesses in their use of the contract. The potential participation by all kinds of New York businesses will deliver great value to the State and its taxpayers.

To demonstrate their commitment to the use of New York State Businesses, Offerors are required to submit the Subcontractor and Supplier Identification form located in Attachment B5 of this RFP and submit it with their Proposal.

F. Terms and Conditions Governing this RFP

- 1) The award will be made to the applicants whose proposal is determined to best meet the criteria for proposal evaluation and selection set forth in this RFP.
- 2) Any contract awarded pursuant to this RFP will be subject to the Office's processing procedures for contracts of this type, including approval as to form by the State's Attorney General, and as to award by the NYS Division of the Budget and by the NYS Office of the State Comptroller.
- 3) This RFP does not commit OTDA to award any contracts, to pay the costs incurred in the preparation of a response to this RFP, or to procure or contract for services.
- 4) OTDA reserves the right to amend, modify or withdraw this RFP and to reject any proposals submitted, and may exercise such right at any time and without notice and without liability to any applicant or other parties for their expenses incurred in the preparation of a proposal.
- 5) This RFP and any contract resulting from this RFP is subject to all applicable laws, rules and regulations promulgated by any federal, State and municipal authority having jurisdiction over the subject matter thereof, including EO-127 requirements for all for-profit contractors.
- 6) OTDA reserves the right to award contract(s) to as many or as few applicants as it may select, and reject any or all proposals which do not completely conform to the instructions given in the RFP.
- 7) The proposal of the successful applicant(s) will serve as the basis for the contract, the terms of which will be modified within the context of this RFP.
- 8) 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.
- 9) Submission of a proposal will be deemed to be the consent of the applicant to any inquiry made by OTDA of third parties with regard to applicant's experience or other matters relevant to the proposal.

- 10) OTDA reserves the right to request and consider additional information from any applicant beyond that presented in the initial proposal. The award of the contract, if any, may be made in reliance on additional information requested. Such information may include budget justification, program information, operation details, personnel information, or other funding source information.
- 11) All products, deliverable items, and working papers resulting from this contract will be the sole property of OTDA and the applicant is prohibited from releasing these documents to any persons other than the Commissioner of the Office of Temporary and Disability Assistance or his designee unless authorized by the Office to do so.
- 12) 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.

b. General Information for Successful Bidders

A. Contracting Terms/State Payment

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

1. Cost of Proposal Preparation

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

2. Assurances

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

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

3. Electronic Files or Data

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

4. Conflict of Interest

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

5. Ownership of Materials

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

6. Equal Employment Opportunity

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

7. Prompt Payment Provisions

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

8. Contract Award

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

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

9. Advances

To the extent allowed by Federal law and regulation, OTDA may grant advances up to 25% of the contract if requested and with sufficient justification. Any unexpended advance balance at the end of the contract period will be refunded by the Contractor to OTDA. In the event either party terminates the contract prior to its expiration, the Contractor agrees to refund any outstanding advance

balance to OTDA immediately. The repayment schedule is part of the Master Contract, Attachment D: Payment and Reporting Schedule.

10. Publicity

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

11. Freedom of Information Law and Bidder's Proposals

The purpose of New York State's Freedom of Information Law (FOIL), which is contained in Public Officers Law Sections 84-90, is to promote the public's right to know the process of governmental decision making and to grant maximum public access to governmental records. Thus, a member of the public may submit a FOIL request for contracts awarded by the State or for the proposals submitted to the State in response to Requests for Proposals. After formal contract award, the proposal of the successful bidder and the proposals of non-successful bidders are subject to disclosure under FOIL. However, pursuant to Section 87(2)(d) of FOIL, a State agency may deny access to those portions of proposals or portions of a successful bidder's contract which "are trade secrets or submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Please note that information which you may claim as proprietary, copyrighted or rights reserved is not necessarily protected from disclosure under FOIL.

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

12. Americans with Disabilities Act (ADA)

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

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

13. Responsibility Determination

Article 11 of the New York State Finance Law requires that competitive bids be awarded to responsive and responsible bidders. In order to fulfill this requirement, you must complete the "Contractor/Subcontractor Background Questionnaire" (Attachment B1). By signing the bid proposal, you hereby authorize OTDA to review any records in its possession concerning your organization including, but not limited to, wage records, unemployment insurance records, public works records, labor standards and safety and health records. Based on the responses you provide, OTDA will determine whether your organization is a responsible bidder. If you are disqualified based on a determination of non-responsibility, you will be notified in writing and may appeal the determination in writing within 10 days to the Commissioner. If you fail to identify a violation and OTDA discovers the failure to disclose such violation, your contract may be terminated immediately upon written notice.

14. Contract Modification

The contract budget can be modified, upon mutual agreement of the parties, during any term by written amendment.

15. Contract Cancellation

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

16. Iran Divestment Act

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize for such Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.

During the term of the Contract, should OTDA receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, OTDA will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then OTDA shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the

Contractor in default. OTDA reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

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

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

OTDA has developed compliance requirements, forms and procedures to ensure that (i) all contractors as defined under § 310 (3) (to include those who submit bids/proposals in an effort to be selected for contract award as well as those successful bidders/proposers with whom OTDA enters into State Contracts, as defined in § 310 (13) [hereinafter “Contractors”], as well as proposed or actual “Subcontractors”, as defined in § 310 (14) shall comply with requirements to ensure Equal Employment Opportunities for Minority Group Members and Women, and, (ii) there are meaningful participation opportunities for certified minority or women-owned business enterprises (M/WBEs) in the OTDA procurement process. Contractors participating in and/or selected for procurement opportunities with OTDA shall fulfill their obligations to comply with applicable Federal, State and Local requirements concerning Equal Employment Opportunity and opportunities for Minority and Women Business Enterprises, including but not limited to the Statute and its implementing regulations as promulgated by the New York State Division of Minority and Women's Business Development (DMWBD) and set forth at 5 NYCRR Parts 140-144). Please refer to Appendix Z, attached and incorporated by reference herein, for the specific EEO/MWBE requirements and associated forms required by this procurement. These forms are to be submitted without change to goals specified in the RFP or contract, unless otherwise authorized by OTDA. Copies of the required OTDA Forms are identified in this Appendix and available on OTDA’s Internet site at <http://otda.ny.gov/contracts/mwbe/forms.asp>.

It is important to note that in addition to direct sub-contracting on State contracts, contractors can also utilize a number of other vendors in support of their overall operations. Using NYS Certified MWBEs (link to Directory of NYS Certified MWBEs, <http://www.nylovesmwbe.ny.gov>) as providers of these second tier services can be counted in satisfaction of the goals. The following are examples of indirect services that you may want to consider for compliance with MWBE subcontracting participation requirements: Accounting Services, Advertising,

Building Maintenance, Car Rental, Cleaning Supplies, Copying, Electrical Services, Furniture, Heating and Cooling, Janitorial Services, Office Supplies, Pest Control, Printing Services, Publishing, Rubbish Removal, Security, Shredding Services, Tax Preparation, Technical Writing, Training, Travel Services, etc.

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

I. General Provisions

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

- minority group members and women (“EEO”) and contracting opportunities for certified minority and women-owned business enterprises (“MWBEs”). Contractor’s demonstration of “good faith efforts” pursuant to 5 NYCRR § 142.8 shall be a part of these requirements. These provisions shall be deemed supplementary to, and not in lieu of, the nondiscrimination provisions required by New York State Executive Law Article 15 (the “Human Rights Law”) or other applicable federal, state or local laws. Contractors participating in and/or selected for procurement opportunities with OTDA shall fulfill their obligations to comply with applicable Federal, State and Local requirements concerning Equal Employment Opportunity and opportunities for MWBEs, including but not limited to the Statute and its implementing regulations as promulgated by New York State’s Empire State Development (ESD) Division of Minority and Women’s Business Development (DMWBD) and set forth at 5 NYCRR Parts 140-144).
- C. Copies of the required OTDA Forms are identified in this Appendix and available on OTDA’s Internet site at <http://www.otda.ny.gov>. The Contractor agrees to complete and submit these forms without change in response to goals specified in the RFP or contract. An electronic link to the current list of certified minority- and women-owned business enterprises also is available on OTDA’s Internet site.
 - D. Failure to comply with all of the requirements herein may result in a finding of non-responsiveness, non-responsibility and/or breach of contract, leading to the withholding of funds or such other actions, liquidated damages pursuant to Section VII of this Appendix or enforcement proceedings allowed by the Contract.
 - E. Further information regarding Article 15-A of the New York State Executive Law and the New York State Minority and Women’s Business Enterprise Program is available on the DMWBD Internet site at <http://www.esd.ny.gov/ContactUs.asp>

II. Contract Goals

- A. For purposes of this procurement, the OTDA hereby establishes an overall goal of [0%] for Minority and Women-Owned Business Enterprises (“MWBE”) participation, [0%] for Minority-Owned Business Enterprises (“MBE”) participation and [0%] for Women-Owned Business Enterprises (“WBE”) participation (based on the current availability of qualified MBEs and WBEs). Additionally, an overall goal of 10-20% is established for Equal Employment Opportunity (“EEO”) participation.
- B. For purposes of providing meaningful participation by MWBEs on the Contract and achieving the Contract Goals established in Section II-A hereof, Contractor should reference the directory of New York State Certified MBWEs found at the following internet address: <http://www.esd.ny.gov/ContactUs.asp>

Additionally, Contractor is encouraged to contact the Division of Minority and Woman Business Development ((518) 292-5250; (212) 803-2414; or (716) 846-

8200) to discuss additional methods of maximizing participation by MWBEs on the Contract.

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

III. EEO Requirements

- A. Contractor agrees to be bound by the provisions of Article 15-A and the MWBE Regulations promulgated by the DMWBD. If any of these terms or provisions conflict with applicable law or regulations, such laws and regulations shall supersede these requirements.
- B. Contractor shall comply with the following provisions of Article 15-A:
 - 1. Contractor and Subcontractors shall undertake or continue existing EEO programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, EEO shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation.
 - 2. The Contractor shall submit an EEO policy statement to the OTDA within seventy two (72) hours after the date of the notice by OTDA to award the Contract to the Contractor.
 - 3. If Contractor or Subcontractor does not have an existing EEO policy statement, the OTDA may provide the Contractor or Subcontractor a model statement (see OTDA 4970 – Minority/Women Business Enterprise (MWBE)/Equal Employment Opportunity (EEO) Policy Statement).
 - 4. The Contractor’s EEO policy statement shall include the following language:

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

C. OTDA Form 4934.1 Equal Employment Opportunity (EEO) Staffing Plan

To ensure compliance with this Section, the Contractor shall submit a staffing plan to document the composition of the proposed workforce to be utilized in the performance of the Contract by the specified categories listed, including ethnic background, gender, and Federal occupational categories. Contractors shall complete the Staffing plan form and submit it as part of their bid or proposal or within a reasonable time, but no later than the time of award of the contract.

D. OTDA Form 4971 Equal Employment Opportunity (EEO) Workforce Employment Utilization/Compliance Report ("Workforce Report")

1. Once a contract has been awarded and during the term of the Contract, Contractor is responsible for updating and providing notice to the OTDA of any changes to the previously submitted Staffing Plan. This information is to be submitted on a quarterly basis during the term of the contract to report the actual workforce utilized in the performance of the contract by the specified categories listed including ethnic background, gender, and Federal occupational categories. The Workforce Report must be submitted to report this information.
2. Separate forms shall be completed by Contractor and any subcontractor

performing work on the Contract.

3. In limited instances, Contractor may not be able to separate out the workforce utilized in the performance of the Contract from Contractor's and/or subcontractor's total workforce. When a separation can be made, Contractor shall submit the Workforce Report and indicate that the information provided related to the actual workforce utilized on the Contract. When the workforce to be utilized on the contract cannot be separated out from Contractor's and/or subcontractor's total workforce, Contractor shall submit the Workforce Report and indicate that the information provided is Contractor's total workforce during the subject time frame, not limited to work specifically under the contract.
 4. In the case where the Contractor's and/or subcontractor's work force does not change within the quarterly period, the Contractor shall so notify OTDA in writing.
 5. All forms and reports will be submitted to the OTDA program manager for this contract and forwarded to NYS OTDA, MWBE Program Management Unit, Harlem Center, 317 Lenox Avenue, NYC, NY 10027; (212) 961-8214; e-mail to: otda.sm.co.quarterly.compliance.eo.staffing.reports@otda.ny.gov
- E. Contractor shall comply with the provisions of the Human Rights Law, and all other State and Federal statutory and constitutional non-discrimination provisions. Contractor and subcontractors shall not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

IV. MWBE Requirements

The Contractor acknowledges that it is the policy of the State of New York and of OTDA that MWBEs shall be given the opportunity for meaningful participation in the performance of State Contracts. Therefore, Contractors agree to make good faith efforts to solicit active participation to meet established goals under this procurement by MWBEs identified in the ESD directory of certified businesses¹, which can be viewed at:

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

1. For the purposes of this Appendix Z, the question of whether a Contractor has engaged in and documented “Good Faith Efforts” to solicit active

¹ All MWBE firms are required to be certified by Empire State Development (ESD) or must be in the process of obtaining certification from ESD. Should the Contractor identify a minority-owned or woman-owned firm that is not currently certified as an MWBE, the Contractor should request that the firm submit a certification application to ESD for an eligibility determination, with a copy to the OTDA MWBE Program Management Unit. OTDA's MWBE Program Management Unit will work with ESD to expedite the application; however, it is the responsibility of the Contractor to ensure that a sufficient number of certified MWBE firms have been identified in response to this procurement, in order to facilitate full MWBE participation.

participation to meet established goals under this procurement by MWBEs in the performance of State Contracts shall be determined by the OTDA Commissioner or his/her designee, after a thorough consideration of the factors listed in 5 NYCRR § 142.8.

2. The separate MBE and WBE participation goals established by OTDA for this procurement are based on the overall availability of MWBEs that have been certified to perform the specific scope of work identified under this procurement. For compliance purposes, these goals should not be construed as rigid and inflexible quotas which must be met, but must be targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire Minority and Women-owned Business Program work.
- A. The Contractor represents and warrants that Contractor has submitted the following OTDA forms either prior to, or at the time of, the execution of the contract:
1. MWBE Utilization Plan (OTDA Form 4937)
 - a. Contractor agrees to use such MWBE Utilization Plan for the performance of MWBEs on the Contract pursuant to the prescribed MWBE goals set forth in Section II-A of this Appendix.
 - b. If a Contractor seeks modification to its previously approved MWBE Subcontractor Utilization Plan, the Contractor shall first notify OTDA in writing of such change and obtain approval from OTDA.
 - c. Contractor further agrees that a failure to submit and/or use such MWBE Utilization Plan shall constitute a material breach of the terms of the Contract. Upon the occurrence of such a material breach, the OTDA shall be entitled to any remedy provided herein, including but not limited to, a finding of Contractor non-responsiveness.
 2. Certification of Good Faith Efforts (OTDA Form 4976) to achieve the overall prescribed MWBE participation percentage (0%) goals set forth in the procurement.
 3. A MWBE Subcontractor's and/or Suppliers' Letter of Intent to Participate (OTDA Form 4938), which should document the names and signatures of certified MBEs and/or WBEs which have agreed to participate as subcontractors on the Contract.

V. Waivers

- A. For Waiver Requests Contractor should use OTDA Form 4969 Minority/Women Business Enterprise (MWBE) Subcontractor Request for Waiver Form.

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

VI. Quarterly MWBE Contractor Compliance Reports

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

VII. Liquidated Damages – MWBE Participation

- A. Where OTDA determines that Contractor is not in compliance with the requirements of the Contract and Contractor refuses to comply with such requirements, or if Contractor is found to have willfully and intentionally failed to comply with the MWBE participation goals, Contractor shall be obligated to pay to the OTDA liquidated damages.
- B. Such liquidated damages shall be calculated as an amount equaling the difference between: (a) all sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals; and (b) all sums actually paid to MWBEs for work performed or materials supplied under the Contract.

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

- C. Determinations of compliance or non-compliance with the Contract's MWBE participation requirements shall be based upon the Contractor's Utilization Plan, MWBE Sub-Contractor Quarterly Reports, and any relevant documentation related thereto. The determination of what constitutes the willful and intentional failure to comply with the MWBE participation requirements will be based upon the evaluation of the same criteria considered in evaluating an MWBE subcontractor waiver request.
- D. Upon a determination that a willful and intentional failure to comply with the MWBE participation requirements has occurred, the OTDA shall withhold the amount established in paragraph B from any future payments otherwise required by this Contract. All funds being withheld pursuant to this provision shall be offset as liquidated damages upon the expiration or termination of the contract, unless the Contractor comes into compliance with the MWBE requirements at any time during the term of the Contract but prior to the submission of a request for final payment on the contract. All payments withheld pursuant to this provision shall be released upon OTDA's determination that the Contractor has come into compliance.
- E. In the event a determination has been made which requires the payment of liquidated damages and such identified sums have not been withheld by the OTDA, Contractor shall pay such liquidated damages to the OTDA within sixty (60) days after they are assessed by the OTDA unless prior to the expiration of such sixtieth day, the Contractor has filed a complaint with the Director of the Division of Minority and Woman Business Development pursuant to Subdivision 8 of Section 313 of the Executive Law in which event the liquidated damages shall be payable if Director renders a decision in favor of the OTDA.

VIII. Sanctions

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

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

PART B

Instructions for Completing the Application:

The Educational Resources Application must be submitted in Grants Gateway. Eligible entities are not-for-profit community-based organizations. Applicants should submit one application per agency. Read and apply all instructions while completing the screens in Grants Gateway. A printed version of the application appears in Section D. Please note, though others may work on the application, only someone with a Grantee Signatory or a System Administrator role can submit the application to the State. Applications may not be accepted outside of the Grants Gateway system.

1. Find  Enter your search criteria then click .
2. Click the link for your opportunity.
3. From the  [Forms Menu](#), complete the following Forms/Screens listed below. Sections from the **Forms Menu** do not have to be completed in any particular order. You must save your work before moving onto a new screen. If you do not complete it all in one session, search for the application in progress from the application link at the top of the screen when you return. After each section is completed and saved , return to the **Forms Menu** and click on the next section to be completed.

Forms/Screens

Project Site Address Screen: Enter all site addresses, one site per screen. Click . Click  for additional screens.

Program Specific Questions Screen: Follow instructions at top of screen. Answer all questions in this section. Upload forms when required. Click .

Expenditure Budget: As indicated in Part A, the Educational Resources program is performance-based; however, to accommodate the new parameters of the Grants Gateway system, for the purpose of submitting your proposal, your application must be reflected in a cost-based manner. The numbers needed to accomplish this will be drawn directly from your completed Educational Resources Reimbursement Schedule.

Other Expenses Detail: For each ER Milestone, you will transfer the information from your ER Reimbursement Schedule to the gateway application. Below are the steps to take to for each milestone. Please complete in order.

For the following steps you will **ONLY** use the First Year Reimbursement Schedule.

1. For the “Educational Gain” Milestone, enter the EXACT name of the milestone as indicated in Row “A”, column “1” of the reimbursement schedule in the Type/Description field of the Other Expenses Detail. Enter the \$ amount in Row “A”, column “4” of the reimbursement schedule in the Total Grant Funds field of the Other Expenses Detail. Remember to click , then .
2. For the “High School Equivalency” Milestone, enter the EXACT name of the milestone as indicated in Row “B”, column “1” of the reimbursement schedule in the

Type/Description field of the Other Expenses Detail. Enter the \$ amount in Row “B”, column “4” of the reimbursement schedule in the Total Grant Funds field of the Other Expenses Detail. Remember to click , then .

3. For the “Job Entry and Job Retention” Milestone, enter the EXACT name of the milestone as indicated in Row “C”, column “1” of the reimbursement schedule in the Type/Description field of the Other Expenses Detail. Enter the \$ amount in Row “C”, column “4” of the reimbursement schedule in the Total Grant Funds field of the Other Expenses Detail. Remember to click .

After all three Milestones have been entered your Category Total field should equal your proposal request. Click  to view a breakout of the funds requested and ensure they equal you requested award.

Other Narrative: While this section appears because of the need to enter the performance measures in Gateway Budget, you do not need to enter anything in this section.

Expenditure Summary: You must click on the Expenditure Summary screen and hit .

Work Plan: Grant Opportunity Defined Screens: Section consists of the workplan overview form, objectives, tasks and performance measures.

Workplan Overview Screen: This section should be completed from an annual perspective. Therefore, the first annual Work Plan should be September 1, 2015 – August 31, 2016.

1. In the Project Summary section, project how many individuals will be served annually and what percentage will be public assistance recipients. Briefly describe your organization and the types of programs it provides. If your organization will subcontract or partner with other agencies, their roles and responsibilities in the program must be described.
2. In the Organizational Capacity section, describe staffing, qualifications and ongoing staff development/training activities and the relevant experience of the provider organization to support the project.

Objectives and Tasks:

Hover over the Objective and Tasks link. The following two objectives will appear:

1. New Monthly Enrollments
2. New Monthly Public Assistance Enrollments

Select the New Monthly Enrollments objective, click View/Add. Type the objective name “New Monthly Enrollments” in the narrative section and enter the estimated monthly enrollments. Click .

*You must return to the full Forms Menu (the menu that list all the sections of the application) in order to see the second objective.

From the forms menu hover over the Objective and Tasks link again and select the New Monthly Public Assistance Enrollments objective, click **View/Add**. Type the objective name “New Monthly Public Assistance Enrollments” in the narrative section and enter the estimated monthly enrollments. Click **SAVE**.

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

Application Submission: When you have completed your application, click **CHECK GLOBAL ERRORS**. If you receive any error messages, all items must be addressed prior to submitting your application. The system will let you know when there are no outstanding items.

Remember only the Grantee Signatory or System Administrator may submit the application. To do so, the appropriate person must sign into the Gateway with their credentials. This likely is someone other than the person who created the application, so at this juncture, log out. Once the appropriate person logs in, to submit the application, click **Applications** and **SEARCH** for your application. When you find it, click **Application Number**. When you are ready to submit, click **Status Changes** then **APPLY STATUS**. Prior to submission, you will need to certify the agreement as stated. You must click I Agree for your application to be submitted. You will know your application has been submitted successfully if you hover your mouse over **Status Changes** and it shows “There are no available status options at this time.”

PART C**Forms to Upload:**

All required forms must be completed and uploaded where requested.

1. Notice of Intent to Bid (Attachment A1): This form is not uploaded in the Gateway system but is faxed or mailed to OTDA as indicated on the form.
2. Department of Social Services Partnership Form (Attachment A2)
3. Educational Resources Reimbursement Schedule (Attachment A5)
4. Contractor/Subcontractor Background Questionnaire (Attachment B1)
5. Equal Employment Opportunity Staffing Plan (Attachment B2)
6. M/WBE – EEO Policy Statement (Attachment B4)
7. Subcontractor and Supplier Identification Form (Attachment B5)

NOTICE OF INTENT TO BID

This confirms our intent to respond to the Educational Resources Request for Proposals issued by the New York State Office of Temporary and Disability Assistance and to submit a proposal.

Signed:

(Name/Title/Organization/Bidder Name)

(Address/Phone)

Please respond by February 23, 2015 by faxing or mailing this form to:

New York State Office of Temporary and Disability Assistance

Center for Employment and Economic Supports

Attn: Luke Posniewski

40 North Pearl Street, 11D

Albany, New York 12243

Fax: (518) 486-7650

Department of Social Services Partnership Form

Agency: _____

The _____ County Department of Social Services has reviewed the proposal developed by the above referenced agency and agrees to identify and refer appropriate Family Assistance recipients and/or eligible Safety Net families for participation in the Educational Resources program.

Comments:

Department of Social Services Representative

Name: (print) _____

Signature: _____

Title: _____

Phone: _____

Date: _____

Employment Coordinators

<p>Albany County DSS 162 Washington Avenue Albany, New York 12210</p> <p>Eric Ehrmann, Commissioner (518) 447-7333 Alice Geel, Director of Employment Division (518) 447-7685</p>	<p>Allegany County DSS 7 Court Street Belmont, New York 14813</p> <p>Vicki Grant, Commissioner (585) 268-9622 Jeanette Kaiser, Employment Coordinator (585) 268-9305</p>
<p>Broome County DSS 36-42 Main Street Binghamton, New York 13905</p> <p>Arthur Johnson, Commissioner (607) 778-2600 Marge Hergel, Employment Coordinator (607) 778-2542</p>	<p>Cattaraugus County DSS One Leo Moss Drive, Suite 6010 Olean, New York 14760</p> <p>Dan Piccioli, Commissioner (716) 373-8060 Tammy Hinman, Employment Coordinator (716) 373-8065</p>
<p>Cayuga County Department of Health and Human Services 160 Genesee Street Auburn, New York 13021</p> <p>Raymond Bizzari, Interim Director (315) 253-1451 Janet Wilbur, Employment Coordinator (315) 253-1231</p>	<p>Chautauqua County DSS H.R. Clothier Building, 7 North Erie Street Mayville, New York 14757</p> <p>Christine Schuyler, Commissioner (716) 753-4590 Jill Triana, Employment Coordinator (716) 661-8148</p>
<p>Chemung County DSS Human Resource Center P.O. Box 588, 425 Pennsylvania Avenue Elmira, New York 14902</p> <p>Jennifer Stimson, Commissioner (607) 737-5309 Veronica Hart, Employment Coordinator (607) 737-5404</p>	<p>Chenango County DSS P.O. Box 590, 5 Court Street Norwich, New York 13815</p> <p>Bette Osborne, Commissioner (607) 337-1552 Teresa Foster-Jones, Employment Coordinator (607) 337-1589</p>
<p>Clinton County DSS 13 Durkee Street Plattsburgh, New York 12901</p> <p>John Redden, Commissioner (518) 565-3221 Starr Burke, Employment Coordinator (518) 565-3299</p>	<p>Columbia County DSS P.O. Box 458, 25 Railroad Avenue Hudson, New York 12534</p> <p>Kary Jablonka, Acting Commissioner (518) 828-9411 Ext. 103 Dianne Lugo, Employment Coordinator (518) 828-9411, Ext. 126</p>
<p>Cortland County Human and Health Services 60 Central Avenue Cortland, New York 13045-5590</p> <p>Kristen Monroe, Commissioner (607) 753-5303 Mary Tryon, Employment Coordinator (607) 753-5302</p>	<p>Delaware County DSS 111 Main Street Delhi, New York 13753-0469</p> <p>Dana Scuderi-Hunter, Commissioner (607) 746-2325 Suzanne Marsico, Employment Coordinator (607) 746-2325, Ext. 139</p>

<p>Dutchess County DSS 60 Market Street Poughkeepsie, New York 12601</p> <p>Robert B. Allers, Commissioner (845) 486-3001 Jacky Cooper, Employment Coordinator (845) 486-3184</p>	<p>Erie County DSS 95 Franklin Street Buffalo, New York 14202</p> <p>Carol Dankert, Commissioner (716) 858-7511 Sandra Neubert, Employment Manager (716) 858-1382</p>
<p>Essex County DSS P.O. Box 217, 7551 Court Street Elizabethtown, New York 12932</p> <p>John P. O'Neill, Commissioner (518) 873-3302 Lisa Trapasso, Employment Coordinator (518) 873-3458</p>	<p>Franklin County DSS 355 West Main Street, Suite 331 Malone, New York 12953</p> <p>Michele Mulverhill, Acting Commissioner (518) 481-1873 Tina Taylor, Employment Coordinator (518) 481-1699</p>
<p>Fulton County DSS P.O. Box 549, Daisy Lane Johnstown, New York 12095</p> <p>Sheryda Cooper, Commissioner (518) 736-5640 Erica Lee, Employment Coordinator (518) 736-5633</p>	<p>Genesee County DSS 5130 East Main Street, Suite 3 Batavia, New York 14020</p> <p>Eileen Kirkpatrick, Commissioner (585) 344-2580, Ext. 6405 Carla Mindle, Employment Coordinator (585) 344-2580, Ext. 6424</p>
<p>Greene County DSS P.O. Box 528, 411 Main Street Catskill, New York 12414</p> <p>Kira Pospesal, Commissioner (518) 719-3646 Mindy Grownay, Employment Coordinator (518) 719-3710</p>	<p>Hamilton County DSS P.O. Box 725, White Birch Lane Indian Lake, New York 12842-0725</p> <p>Roberta A. Bly, Commissioner (518) 648-6131 Stephanie Hutchins, Employment Coordinator (518) 648-6131</p>
<p>Herkimer County DSS 301 N. Washington Street, Suite 2110 Herkimer, New York 13350</p> <p>Timothy Seymour, Commissioner (315) 867-1222 Joseph Bellino, Employment Coordinator (315) 867-1223</p>	<p>Jefferson County DSS 250 Arsenal Street Watertown, New York 13601</p> <p>Teresa Gaffney, Commissioner (315) 785-3101 Kim Leonard, Employment Coordinator 315-782-9030</p>
<p>Lewis County DSS P.O. Box 193, 5274 Outer Stowe Street Lowville, New York 13367</p> <p>Stacy Alvord, Commissioner (315) 376-5402 Pennie Getman, Employment Coordinator (315) 376-5409</p>	<p>Livingston County DSS 3 Murray Hill Drive Mount Morris, New York 14510-1699</p> <p>Diane Deane, Commissioner (585) 243-7300 Sharon Koch, Director of Financial Assistance Programs</p>
<p>Madison County DSS Madison County Complex, Bldg. 1 P.O. Box 637, North Court Street Wampsville, New York 13163</p> <p>Michael Fitzgerald, Commissioner (315) 366-2248 Inez DeGroat, Director of Child Support/Financial Aid (315) 366-2622</p>	<p>Monroe County Dept. of Human Services 111 Westfall Road Rochester, New York 14620</p> <p>Kelly A. Reed, Commissioner (585) 753-6298 Elizabeth O'Brien, Financial Asst. Coordinator (585) 753-6024</p>

<p>Montgomery County DSS County Office Building, P.O. Box 745 Fonda, New York 12068-0745</p> <p>Michael McMahon, Commissioner (518) 853-8291 Johanna DelCostello, Director of Eligibility (518) 853-8310</p>	<p>Nassau County DSS 60 Charles Lindbergh Blvd., Suite 160 Uniondale, NY 11553-3686</p> <p>John Imhof, Commissioner (516) 227-7403 Sunita Manjrekar, Deputy Commissioner (516) 227-7970</p>
<p>New York City Human Resources Administration 180 Water Street New York, New York 10038</p> <p>Steven Banks, Commissioner (929) 221-7315 James Whelan, Executive Deputy Commissioner (929) 221-6803</p>	<p>Niagara County DSS P.O. Box 506, 20 East Avenue Lockport, New York 14095</p> <p>Anthony Restaino, Commissioner (716) 439-7604 Pamela Gatto, Director of Eligibility (716) 278-6801</p>
<p>Oneida County DSS 800 Park Avenue Utica, New York 13501</p> <p>Lucille Soldato, Commissioner (315) 798-5733 Vacant - Employment Coordinator Send Employment Correspondence To: Phil Martini (315) 798-5839</p>	<p>Onondaga County DSS Civic Center, 421 Montgomery Street Syracuse, New York 13202</p> <p>Sarah Merrick, Commissioner (315) 435-2985 Janice Mayne, Employment Coordinator (315) 442-3242 x 1305</p>
<p>Ontario County DSS 3010 County Complex Drive Canandaigua, New York 14424-1296</p> <p>Eileen M. Tiberio, Commissioner (585) 396-4014 Brian Young, Director of Workforce Development (585) 396-4024</p>	<p>Orange County DSS Box Z, 11 Quarry Road Goshen, New York 10924</p> <p>Anne Caldwell, Acting Commissioner (845) 291-4311 Kristina Patsalos, Employment Coordinator (845) 568-5083</p>
<p>Orleans County DSS 14016 Route 31 West Albion, New York 14411</p> <p>Thomas Kuryla, Commissioner (585) 589-7000, Ext. 3228 Gloria Nauden, Employment Coordinator (585) 589-2740</p>	<p>Oswego County DSS P.O. Box 1320, 100 Spring Street Mexico, New York 13114</p> <p>Gregg Heffner, Commissioner (315) 963-5399 Christine Weaver, Employment Coordinator (315) 591-9003</p>
<p>Otsego County DSS 197 Main Street Cooperstown, New York 13326</p> <p>Eve Bouboulis, Commissioner (607) 547-7594 Deborah Currie, Employment Coordinator (607) 547-1748</p>	<p>Putnam County DSS 110 Old Route Six Center Carmel, New York 10512</p> <p>Michael J. Piazza, Jr., Commissioner (845) 808-1651 Marie Daly, Employment Coordinator (845) 808-1651</p>
<p>Rensselaer County DSS 127 Bloominggrove Drive Troy, New York 12180</p> <p>Randy Hall, Commissioner (518) 833-6005 Carol Croak, Employment Coordinator (518) 270-3975</p>	<p>Rockland County DSS Building L, Sanatorium Road Pomona, New York 10970</p> <p>Susan Sherwood, Commissioner (845) 364-3300 John Fella, Deputy Commissioner (845) 364-3578</p>

<p>St. Lawrence County DSS 6 Judson Street Canton, New York 13617</p> <p>Christopher Rediehs, Commissioner (315) 379-2101 Jim Connors, Employment Coordinator (315) 229-3318</p>	<p>Saratoga County DSS 152 West High Street Ballston Spa, New York 12020</p> <p>Tina Potter, Commissioner (518) 884-4140 Pat Design, Employment Coordinator (518) 884-4140</p>
<p>Schenectady County DSS 797 Broadway Schenectady, New York 12308</p> <p>Dennis Packard, Commissioner (518) 388-4400 Jennifer Bargo, Employment Coordinator (518) 344-2799</p>	<p>Schoharie County DSS P.O. Box 687 Schoharie, New York 12157</p> <p>Paul J. Brady, Commissioner (518) 295-8310 Maria Wrubel, Employment Coordinator (518) 295-8334</p>
<p>Schuyler County DSS Human Services Complex 323 Owego Street, Unit 3 Montour Falls, NY 14865</p> <p>JoAnn Fratarcangelo, Commissioner (607) 535-8303 Susan Brill, Employment Coordinator (607) 535-8322</p>	<p>Seneca County DSS P.O. Box 690, 1 DiPronio Drive Waterloo, New York 13165-0690</p> <p>Charles L. Schillaci, Commissioner (315) 539-1832 John Vrabel, Employment Coordinator (315) 539-1904</p>
<p>Steuben County DSS 3 East Pulteney Square Bath, New York 14810</p> <p>Kathryn A. Muller, Commissioner (607) 664-2444 Jan Kenyon, Employment Coordinator (607) 664-2070</p>	<p>Suffolk County DSS 3085 Veterans Memorial Highway Ronkonkoma, New York 11779</p> <p>John F. O'Neill, Commissioner (631) 854-9930 Jean Carlsson, Employment Coordinator (631) 853-3844</p>
<p>Sullivan County Department of Health and Family Services Box 231, 16 Community Lane Liberty, New York 12754</p> <p>Randy J. Parker, Commissioner (845) 292-0100, Ext. 2201 Kevin Bennett, Employment Coordinator (845) 513-2288</p>	<p>Tioga County DSS P.O. Box 240 Owego, New York 13827</p> <p>Shawn Yetter, Commissioner (607) 687-8301 Katherine Garrison, Principle Social Welfare Examiner (607) 687-8403</p>
<p>Tompkins County DSS 320 West State Street Ithaca, New York 14850</p> <p>Patricia Carey, Commissioner (607) 274-5252 Gerard Veninsky, Employment Coordinator (607) 274-5239</p>	<p>Ulster County DSS 1061 Development Court Kingston, New York 12401-1959</p> <p>Michael A. Iapoce, Commissioner (845) 334-5194 Marijane Knudsen, Employment Coordinator (845) 334-5358</p>
<p>Warren County DSS Warren County Human Services Building 1340 State Route 9 Lake George, New York 12845</p> <p>Maureen Schmidt, Commissioner (518) 761-6309 Rebecca Hill, Principle Welfare Examiner (518) 761-6311</p>	<p>Washington County DSS Washington Municipal Center 383 Broadway Fort Edward, New York 12828</p> <p>Tammy DeLorme, Commissioner (518) 746-2323 Judith Taylor, Employment Coordinator (518) 746-2361</p>

<p>Wayne County DSS P.O. Box 10, 77 Water Street Lyons, New York 14489-0010</p> <p>M. Josh McCrossen, Commissioner (315) 946-7600 Kathy Templar, Employment Coordinator (315) 946-7703</p>	<p>Westchester County DSS County Office Building #2, 112 East Post Road White Plains, New York 10601</p> <p>Kevin McGuire, Commissioner (914) 995-5502 Karen Kyle, Employment Programs Coordinator (914) 995-9334</p>
<p>Wyoming County DSS P.O. Box 231 Warsaw, New York 14569-0231</p> <p>David Rumsey, Commissioner (585) 786-8901 Judith Gardner, Director of Programs (585) 786-8900 ext. 6238</p>	<p>Yates County DSS 417 Liberty Street, Suite 2122 Penn Yan, New York 14527</p> <p>Amy Miller, Commissioner (315) 536-5183 Betsy Russell-Orr, Employment Coordinator (315) 536-5140</p>

NRS Levels and Corresponding Test Scores

Educational Functioning Level	Best Plus Scores	Best Literacy Scores
1. Beginning ESL Literacy	400 and below	0-20
2. Beginning ESL	401-417	21-52
3. Low Intermediate ESL	418-438	53-63
4. High Intermediate ESL	439-472	64-67
5. Low Advanced ESL	473-506	68-75
6. High Advanced ESL	507-540 – 541 exit point	76-78

ADULT BASIC AND SECONDARY EDUCATION	
NRS Level	TABE 7/8 and 9/10
Beginning ABE Literacy—Level I	Reading score of 367 or below Math score of 313 or below (Grade Level 0-1.9)
Beginning Basic Education—Level II	Reading score of 368-460 Math score of 314-441 (Grade Level 2-3.9)
Low Intermediate Basic Education—Level III	Reading score of 461-517 Math score of 442-505 (Grade Level 4-5.9)
High Intermediate Basic Education—Level IV	Reading score of 518-566 Math score of 506-565 (Grade Level 6-8.9)
Low Adult Secondary Education—Level V	Reading score of 567-595 Math score of 566-594 (Grade Level 9-10.9)
High Adult Secondary Education—Level VI	Reading score of 596 or above Math score of 595 or above (Grade Level 11-12)

**Educational Resources
First Year Reimbursement Schedule**

	1	2	3	4
	Milestone Category	Milestone Goal	Milestone Value	Total Funds Requested By Category (2) x (3)
A	Educational Gain		\$1,250 ¹	
B	High School Equivalency		\$1,750 ¹	
C	Job Entry (JE)		\$2,250 ^{1,2}	
	& Job Retention (JR)	(JE + JR)		

¹ While there are separate reimbursement levels for individuals in receipt of FA and those in receipt of assistance under 200% of poverty guidelines, for planning purposes agencies should estimate milestone goals based on the highest (FA) reimbursement value.

² Although the reimbursement values vary for job entry and retention milestones based on average weekly earnings, for planning/scoring purposes agencies should estimate the number of equivalent milestones to be achieved at the highest reimbursement value (\$2,250 for jobs with average earnings above \$413).

**Educational Resources
5-Year Projected Reimbursement Schedule***

	1	2	3	4
	Milestone Category	Milestone Goal	Milestone Value	Total Funds Requested By Category (2) x (3)
A	Educational Gain		\$1,250 ¹	
B	High School Equivalency		\$1,750 ¹	
C	Job Entry (JE)		\$2,250 ^{1,2}	
	& Job Retention (JR)	(JE + JR)		

* Please use the above 5-Year Reimbursement Schedule to project how funds will be earned through milestone reimbursement over a period of five (5) years.

**NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
CONTRACTOR/SUBCONTRACTOR BACKGROUND QUESTIONNAIRE**

General Information

Federal Identification Number: _____

Name of Firm: _____

Mailing Address: _____

Actual Location: _____

City: _____ **State:** _____ **Zip code:** _____

Fax Number: () _____ **Telephone Number:** () _____

Background Questionnaire

The following section must be fully completed by the Bidder or bid will be deemed non-responsive. Where appropriate, provide additional details using space provided or by inserting additional sheets following this part. Any proposed subcontractor must also complete this form if the value of that subcontract will be in excess of \$10,000.

1a. If you, the bidder, are a natural person, are you a New York State resident?	_____ NO _____ YES
1b. If you are a corporation, are you a New York State corporation?	_____ NO _____ YES
1c. Are you registered with the New York State Department of State (DOS) to do business in New York State? If no, you will be required to comply with the New York State Department of State guidelines for doing business in New York State before you will be eligible for a Contract award. Do you agree to these conditions?	_____ NO _____ YES _____ NO _____ YES
2. How many years has the bidder been in business?	_____ Years
3a. Are you a certified minority owned business enterprise, certified by the NYS Department of Economic Development? (Your company is eligible to be certified if it is at least 51% owned and controlled by minority group members (i.e. Black, Hispanic, Asian, Pacific Islander, American Indian or Alaskan Native)?)	_____ NO _____ YES
3b. Are you a woman owned business enterprise, certified by the NYS Department of Economic Development? (Your company is eligible to be certified if it is at least 51% owned and controlled by women.)	_____ NO _____ YES
4. How many people are employed by the bidder?	_____ Employees
1. Total number of people employed by the bidder: * Within New York State? * Outside of New York State? * Outside of United States?	_____ _____ _____
6. Is the bidder independently owned and operated?	_____ NO _____ YES (If no, provide details.)
7. List and describe any liquidated damages assessed, and/or liens or claims over \$25,000 filed against the bidder and remaining undischarged or unsatisfied for more than 90 days, on any contracts within the past five years.	_____ NO _____ YES

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

CERTIFICATION

The undersigned: 1) recognizes that this questionnaire is submitted for the express purpose of inducing the New York State Office of Temporary of Disability Assistance to award a contract or approve a subcontract;

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

Authorized Signature: _____

Name: _____

Title: _____

Date: _____

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

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

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

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

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

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

Instructions for completing:

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

RACE/ETHNIC IDENTIFICATION

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

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

OTHER CATEGORIES

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

**EQUAL EMPLOYMENT OPPORTUNITY
WORK FORCE EMPLOYMENT UTILIZATION/COMPLIANCE REPORT**

Contract No.:	Reporting Entity: <input type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor	Reporting Period: <input type="checkbox"/> January 1, 20__ - March 31, 20__ <input type="checkbox"/> April 1, 20__ - June 30, 20__ <input type="checkbox"/> July 1, 20__ - September 30, 20__ <input type="checkbox"/> October 1, 20__ - December 31, 20__
Offeror's Name:		Report includes: <input type="checkbox"/> Work force to be utilized on this contract <input type="checkbox"/> Contractor/Subcontractor's total work force
Offeror's Address:		

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

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

PREPARED BY (Signature):	TELEPHONE NO.: EMAIL ADDRESS:	DATE:
NAME AND TITLE OF PREPARER (Print or Type):	Submit completed form to M/WBE Program Unit: NYS OTDA M/WBE Program Management Unit Harlem Center, 9 th Floor 317 Lenox Avenue New York, NY 10027	

General Instructions: The work force utilization/compliance report (**EEO Workforce Utilization report04-10**) is to be submitted on a quarterly basis during the life of the contract to report the actual work force utilized in the performance of the contract broken down by the specified categories. When the work force utilized in the performance of the contract can be separated out from the contractor's or subcontractor's total work force, the contractor or subcontractor shall submit a Utilization Report of the work force utilized on the contract. When the work force to be utilized on the contract cannot be separated out from the contractor's or subcontractor's total work force, information on the contractor's total work force shall be included in the Utilization Report. Utilization reports are to be completed each quarter and submitted to OTDA within 10 days of the end of each quarter. If there are no changes to the work force utilized on the contract during the reporting period, the contractor can submit a written statement of no change or submit a copy of the previously submitted report with the date and reporting period updated.

Instructions for completing:

9. Enter the number of the contract that this report applies to along with the name and address of the Contractor preparing the report.
10. Check off the appropriate box to indicate if the entity completing the report is the contractor or a subcontractor.
11. Check off the box that corresponds to the reporting period for this report.
12. Check off the appropriate box to indicate if the work force being reported is just for the contract or the Contractor's total work force.
13. Enter the total work force by EEO job category.
14. Break down the total work force by gender and enter under the heading 'Work force by Gender'
15. Break down the total work force by race/ethnic background and enter under the heading 'Work force by Race/Ethnic Identification'.
16. Enter information on any disabled or veteran employees included in the work force under the appropriate heading.
17. Enter the name, title, phone number and email address for the person completing the form. Sign and date the form in the designated boxes.

RACE/ETHNIC IDENTIFICATION

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

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

OTHER CATEGORIES

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

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

M/WBE AND EEO POLICY STATEMENT

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

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

- | M/WBE | EEO |
|---|--|
| <p>(1) Actively and affirmatively solicit bids for contracts and subcontracts from qualified State certified MBEs or WBEs, including solicitations to M/WBE contractor associations.</p> <p>(2) Request a list of State-certified M/WBEs from NYS-OTDA and solicit bids from them directly.</p> <p>(3) Ensure that plans, specifications, request for proposals and other documents used to secure bids will be made available in sufficient time for review by prospective M/WBEs.</p> <p>(4) Where feasible, divide the work into smaller portions to increase participation by M/WBEs and encourage the formation of joint ventures and other partnerships among M/WBE contractors to encourage their participation.</p> <p>(5) Document and maintain records of bid solicitation, including those to M/WBEs and the results thereof. The Contractor will also maintain, or, where appropriate, require its subcontractors to maintain and submit, as required by OTDA, records of actions that its subcontractors have taken toward meeting M/WBE contract participation goals.</p> <p>(6) Ensure that project payments to M/WBEs are made on a timely basis so that undue financial hardship is avoided, and that bonding and/or other credit requirements may, in the sole discretion of OTDA, be waived and/or appropriate alternatives are developed to encourage M/WBE participation.</p> <p>(7) This organization will include the provisions of sections (1) through (6) of this agreement in every subcontract in such a manner that the requirements of the subdivisions will be binding upon each subcontractor as to work in connection with the State contract.</p> | <p>(a) This organization will not discriminate against any employee or applicant for employment because of race, religion/creed, color, national origin, sex, age, disability, sexual orientation, military status, predisposing genetic characteristics, victim of domestic violence status, or marital status, will undertake or continue existing programs of affirmative action to ensure that minority group members are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on state contracts.</p> <p>(b) This organization shall state in all solicitation or advertisements for employees that in the performance of the State contract all qualified applicants will be afforded equal employment opportunities without discrimination because of race, religion/creed, color, national origin, sex, age, disability, sexual orientation, military status, predisposing genetic characteristics, victim of domestic violence status or marital status,</p> <p>(c) At the request of the contracting agency, this organization shall request that each employment agency, labor union, or authorized representative will not discriminate on the basis of race, religion/creed, color, national origin, sex, age, disability, sexual orientation, military status, predisposing genetic characteristics, victim of domestic violence status or marital status, and that such union or representative will affirmatively cooperate in the implementation of this organization's obligations herein.</p> <p>(d) This organization will include the provisions of sections (a) through (c) of this agreement in every subcontract in such a manner that the requirements of the subdivisions will be binding upon each subcontractor as to work in connection with the State contract.</p> |

Agreed to this _____ day of _____, 2 _____

By _____

Print: _____ Title: _____

Minority/ Women Business Enterprise Liaison

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

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

(Authorized Representative)

Title: _____

Date: _____

Contact:

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

SUBCONTRACTOR AND SUPPLIER IDENTIFICATION FORM

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

Offeror's Name:

Federal Identification Number:

Address:

Telephone Number:

City, State, Zip Code:

Email:

Region/Location of Work:

Will New York State businesses be used in the performance of this contract?

YES NO

1. Subcontractors/Suppliers Business Name, Address, Email Address, Telephone No.	2. Service/Product Provided	3. Federal ID No.	4. Business Designation Check all that apply	5. Dollar Value of Subcontracts/Supplies/Services over the term of the contract.
A.			MBE WBE NYS Business** NYS Small Business**	
B.			MBE WBE NYS Business** NYS Small Business**	
C.			MBE WBE NYS Business** NYS Small Business**	
D.			MBE WBE NYS Business** NYS Small Business**	
E.			MBE WBE NYS Business** NYS Small Business**	

Please Identify **ALL** subcontracting and supplier purchasing opportunities.
NOTE: Any Subcontractor or Supplier purchases in excess of \$100,000 must comply with NYS Vendor Responsibility Requirements.

**New York State businesses have a substantial presence in State contracts and strongly contribute to the economies of the state and the nation. In recognition of their economic activity and leadership in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles.

Bidders/proposers need to be aware that all authorized users of this contract will be strongly encouraged, to the maximum extent practical and consistent with legal requirements, to use responsible and responsive New York State businesses in purchasing commodities that are of equal quality and functionality and in utilizing services and technology. Furthermore, bidders/proposers are reminded that they must continue to utilize small, minority and women-owned businesses, consistent with current State law.

Utilizing New York State businesses in State contracts will help create more private sector jobs, rebuild New York's infrastructure, and maximize economic activity to the mutual benefit of the contractor and its New York State business partners. New York State businesses will promote the contractor's optimal performance under the contract, thereby fully benefiting the public sector programs that are supported by associated procurements.

Public Procurements can drive and improve the State's economic engine through promotion of the use of New York businesses by its contractors. The State therefore expects bidders/proposers to provide maximum assistance to New York businesses in their use of the contract. The Potential participation by all kinds of New York businesses will deliver great value to the State and its taxpayers.

NAME AND TITLE OF PREPARER (Print or Type):

Signature:
Authorized Signature

Date:

Telephone Number:

EMAIL Address:

PART D

Printed Version of Gateway Application: See file labeled “Printed Gateway Application”

Organization	Grant Opportunity	Document #	Document Role	Current Status
414 418 E 119TH STREET GREENHOPE HOUSING	Educational Resources II	TDA01-ER-2015-00001	Grantee Contract Signatory	Application in Process

PROJECT/SITE ADDRESSES

Instructions:

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

Name/Description:

Project Statewide

Address 1

Address 2

City

County

State

NY

Zip

Regional Council:

Agency Specific Region:

PROGRAM SPECIFIC QUESTIONS

Instructions:

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

Project Title

Proposals will consist of two parts – a technical section and a budget section. To ensure that all proposals are evaluated on the same basis, all of the following questions must be answered. OTDA's Center for Employment and Economic Supports will establish Review Committees to evaluate the proposals. The evaluation process will abide by the following rules:

- A. All bidders that are determined not to be responsive or responsible will be disqualified after completing a review.
- B. Proposals that fail to meet the requirements may be disqualified after completing a full review.
- C. Applicant organizations must meet the pre-qualification requirements set forth on pages 4 and 5 of the RFP.

Priority Features (10 Points)

For questions 1 and 2 please respond either yes or no if your agency will meet the stated priority feature.

- 1 Will your program serve at least 50% of clients who are Public Assistance recipients that pre-test at or below an 8.9 grade level or have low English proficiency?
- 2 While no longer a reimbursable milestone, will your program offer Job Skills Trainings as part of the instructional offerings? If you answer "Yes", you do not automatically receive full points. You must also answer questions 11 to 14 adequately and you may receive up to the maximum points.

Recruitment Strategies (10 Points)

For questions 3 through 5 please respond in narrative form.

- 3 Describe your methods of outreach that will be used to recruit eligible Educational Resources (ER) participants. Include your efforts to target Public Assistance (PA) recipients and individuals at or below 200% of poverty.
- 4 Describe the process established with the social services district (district) to request and accept referrals.

- 5 Describe the entrance criteria that you have established for client participation and the process you will use to determine an individual's appropriateness for ER.

Career Plan / Case Management (6 Points)

For questions 6 and 7 please respond in narrative form.

- 6 Using the elements listed in Section IV (D) (1) (a.) on page 12 of the RFP document, describe how the Career Plan will be developed with the client and used to help achieve the client's goals.
- 7 Please provide a detailed description of the case management approach utilized for program participants to help overcome barriers to participation and support successful program completion.

Project Strategy, Design and Instructional Methodology (44 Points)

For questions 8 through 23 please respond in narrative form.

Educational Component

- 8 Please provide details about the specific educational programs that will be provided. Include the level(s) of instruction and the intervals at which program participants will be tested to assess educational gain. (7 points)
- 9 How many hours per week is educational instruction offered? When will the instruction be offered (days, nights, etc.) and what is the duration? Specify whether it is open enrollment or if there are training cycles. Describe the benefits that these programmatic choices afford your participants.
- 10 Describe how attendance will be monitored. For PA recipients, describe how attendance will be reported to the district.

Job Skills Training (If Applicable)

If you answered "Yes" to the priority feature in question 2, you must answer questions 11 through 14. If you answered "No" to question 2, you must type in N/A in each box.

If you answered "Yes" to question 2 and do not complete these questions, you will not receive the priority points.

- 11 Describe the types of Job Skills Training that will be provided. Also include the entrance criteria for each training provided. Enter N/A if not applicable.
- 12 How many hours per week is the Job Skills Training instruction offered? When will the instruction be offered (days, nights, etc.) and what is the duration? Specify if open enrollment will be available or if training cycles will be used? Describe the benefits that these programmatic choices afford your participants. Enter N/A if not applicable.
- 13 How is successful completion of training defined? What requirements must be met? What specific credential will be achieved? Enter N/A if not applicable.

14 What is the likelihood for employment and advancement opportunities for participants who complete the training? Enter N/A if not applicable.

Job Readiness Training

15 Describe your Job Readiness Training Component. Include the instruction on topics such as employment applications, resumes, job interviewing techniques, workplace expectations and career choices if applicable.

Job Placement and Retention

16 Describe your Job Placement and Retention efforts. Who will be responsible for helping participants secure employment?

17 Describe your efforts to identify job openings and to develop relationships with area employers who are willing to hire clients who may have limited academic achievement.

18 Once employed, who will follow up with the employee to address any issues and by what means? How frequently will follow up be conducted?

19 What efforts will be made to help participants secure employment that offers promotional opportunities?

Coordination

20 How will Educational Resources goals be reached through the integration with services available in the community, such as One-Stop Center(s)? If applicable, include the roles and responsibilities other agencies will have in your program.

21 How was the district(s) involved in the development of your proposal? You must upload the Department of Social Services Partnership Form(s) (Attachment A2) in the upload section of the application. You must obtain a Department of Social Services Partnership Form for each district you propose to serve. If you are serving more than one district, you must scan the Attachment A2's together to form one document. The system only allows for a single uploaded document.

22 For PA recipients, how will countable hours of participation be monitored and coordinated with the district?

Support Services

23 How will each individual be connected with the support services (child care, transportation) needed to participate?

Organizational Experience and Past Accomplishments (10 Points)

For questions 24 and 25 please respond in narrative form.

24 What experience has your agency/organization had in operating an adult education and/or training program? Evidence must be provided to verify past efforts, such as a letter from a funding agency that outlines performance information. Please include contact information so we may verify your references. Upload any supportive evidence to this question in the space provided.

Upload

25 What experience has your agency/organization had in providing job placement and job retention services? Evidence must be provided to verify past efforts, such as a letter from a funding agency that outlines performance information. Please include contact information so we may verify your references. Upload any supportive evidence to this question in the space provided.

Upload

Reimbursement Schedule (20 Points)

The Reimbursement Schedule (Attachment A5) will be used to score your budget compared to other applicants. Only the 1 year goals will be used in scoring. However, you are required to complete the 5 year projected schedule for purposes of the multiyear period of the ER program. The 5 year schedule will not be used in scoring.

There is not a question associated with the budget here. Your budget score will be derived from the information you provide in the Reimbursement Schedule in the pre-submission upload section.

You will also need to use the Reimbursement Schedule to "build" the budget in the Gateway system. Instructions on how to complete are provided in Part B of the RFP.

OTHER EXPENSES DETAIL

Instructions:

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

Other Expenses Detail

If Other Expenses is not applicable, leave this section blank.

[Details](#)

Other Expenses - Type/Description

[Financial](#)

Total Grant Funds

Total Match funds

Match % %

Total Other funds

Line Total	\$0
Category Total	\$0

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

| CATEGORY TOTAL SUMMARY |

OTHER NARRATIVE

Instructions:

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Click Forms Menu to return to the navigation links.

Other Expenses Narrative

If applicable, please provide an explanation of any extraordinary costs or significant changes to the original contract. For example, a program may have a dollar threshold whereby the other cost category expenses of a certain amount must be justified.

EXPENDITURE SUMMARY

Instructions:

1. Save this form to display a roll-up of the category budget details.
2. Click Forms Menu to return to the navigation links.

Category of Expense	Grant Funds	Match Funds	Match % Calculated	Match % Required	Other Funds	Total
1. Personal Services						
a) Salary	\$0	\$0	%	%	\$0	\$0
b) Fringe	\$0	\$0	%	%	\$0	\$0
Subtotal	\$0	\$0	%		\$0	\$0
2. Non Personal Services						
a) Contractual	\$0	\$0	%	%	\$0	\$0
b) Travel	\$0	\$0	%	%	\$0	\$0
c) Equipment	\$0	\$0	%	%	\$0	\$0
d) Space/Property & Utilities	\$0	\$0	%	%	\$0	\$0
e) Operating Expenses	\$0	\$0	%	%	\$0	\$0
f) Other	\$0	\$0	%	%	\$0	\$0
Subtotal	\$0	\$0	%		\$0	\$0
Total	\$0	\$0	%		\$0	\$0
PERIOD TOTAL	\$0	\$0	%		\$0	\$0

WORK PLAN OVERVIEW FORM

Instructions:

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

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

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

Work Plan Period From To

Project Summary

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

Organizational Capacity

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

OBJECTIVES AND TASKS

Instructions:

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

Objective
Objective Name
New Monthly Enrollments
Objective Description
Enter the total of new enrollments during the month regardless of eligibility.

OBJECTIVES AND TASKS

Instructions:

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

Objective
Objective Name
New Monthly Public Assistance Enrollments
Objective Description
Enter the number of new Monthly Enrollments who are Public Assistance recipients

DEFINE TASKS

Objective: New Monthly Enrollments

Task

Enter the total of new enrollments during the month regardless of eligibility.

DEFINE TASKS

Objective: New Monthly Public Assistance Enrollments

Task

Enter the number of new enrollments during the month who are Public Assistance recipients.

PERFORMANCE MEASURE**Instructions:**

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

Objective: New Monthly Enrollments

Task:

Performance Measure Name

Integer

PERFORMANCE MEASURE**Instructions:**

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

Objective: New Monthly Public Assistance Enrollments

Task:

Performance Measure Name

Integer

PRE-SUBMISSION UPLOADS**Instructions:**

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

Please upload the required documents in this section. Each question will only allow one uploaded document. If you have a form that may require multiple instances (i.e. the Department of Social Services Partnership Form) you must scan those forms together and upload as one document.

NYS Grants Gateway Vendor's Quick Start Guide

This document is not a required upload. It is provided as a "quick start" guide for grantees who want to apply for a grant opportunity online via the Grants Gateway. A comprehensive vendor system user manual (Grantee User Guide) can be found at www.grantsreform.ny.gov/Grantees.

Document Template: [Click here](#)

Notice of Intent to Bid (Attachment A1)

The Intent to Bid (Attachment A1) template can be accessed here. You do not upload the Intent to Bid into the Grants Gateway system. You should fax the completed form to (518) 486-7650 by the date indicated.

Document Template: [Click here](#)

Department of Social Services Partnership Form (Attachment A2)*

Please complete and upload the Department of Social Services Partnership Form (Attachment A2) here. If you are serving multiple counties you must acquire a form from each county you intend to serve. You must also scan all the partnership form together to upload as one document. The gateway system only allows for one scanned document per upload question.

Document Template: [Click here](#)

Educational Resources Reimbursement Schedule (Attachment A5)*

Please complete and upload the Educational Resources Reimbursement Schedule (Attachment A5) here.

Document Template: [Click here](#)

Contractor/Subcontractor Background Questionnaire (Attachment B1)

Please complete and upload the Contractor/Subcontractor Background Questionnaire (Attachment B1) here if applicable.

OTDA prefers that applicants complete the online version of the questionnaire through the Office of the State Comptroller's VendRep System at: http://www.osc.state.ny.us/vendrep/vendor_index.htm.

If you cannot complete the online version, please upload the printed version here.

Document Template: [Click here](#)

Employment Opportunity Staffing Plan (Attachment B2)*

Please complete and upload the Employment Opportunity Staffing Plan (Attachment B2) here.

Document Template: [Click here](#)

M/WBE – EEO Policy Statement (Attachment B4)*

Please complete and upload the M/WBE – EEO Policy Statement (Attachment B4) here.

Document Template: [Click here](#)

Subcontractor and Supplier Identification Form (Attachment B5)*

Please complete and upload the Subcontractor and Supplier Identification Form (Attachment B5) here.

Document Template: [Click here](#)