



**Office of Temporary
and Disability Assistance**

Release Date: 05/01/2019

Request for Proposals

Making A Connection (MAC) Program

Submission Deadline: 06/05/2019 at 2:00pm

Bidders' Telephone Conference

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

Conference Call Date and Time	Wednesday, 05/15/2019 at 2:00pm
Conference Call-In Number	1-866-394-2346
Conference Code	4300590625 #

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PART A - SUMMARY INFORMATION

I. INTRODUCTION

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

BRS anticipates entering into 60-month contracts under this procurement. All program funds are subject to continued availability and state appropriation thereof. All funds allocated for the administration of the program are received from the federal Office of Refugee Resettlement (ORR). The amount of funding will be adjusted annually based on funding availability. Use of these funds must relate to the provision of employment and supportive services to refugees. Other costs, such as construction and renovation costs, are not allowable under this program.

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

If selected, the proposal and all parts of it submitted in response to this RFP may become part of a contract with BRS, subject to approval by the New York State Attorney General and the Office of the State Comptroller. At the time of contract development, awardees will be required to submit additional performance based budgets, program information and any revised M/WBE forms and documents for the final contract. Successful grantees will be required to submit all final contract documents, narratives and performance based budgets electronically. BRS reserves the right to negotiate any aspect of a proposal other than rates of payment so that the final agreement meets BRS objectives and requirements.

II. PREQUALIFICATION REQUIREMENT

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

Proposals received from not-for-profit applicants that have not registered and are not prequalified in the Grants Gateway on the proposal due date 06/05/2019 by 2:00pm cannot be evaluated. Such proposals will be disqualified from further consideration.

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The [New York State Prequalification System for Grants Contract Vendors Prequalification Manual](#) (A Resource Manual and User's Guide for Not-for-Profit Vendors) on the Grants Reform Website details the requirements and a [Streamlining State Grant Processes](#) 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 grantsgateway@its.ny.gov. If you do not know your Password please click the Forgot Password link from the main log in page and follow the prompts.

2. Complete your Prequalification Application

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

3. Submit Your Prequalification Application

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

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

III. PROCUREMENT SCHEDULE/SUBMISSION GUIDELINES

BRS reserves the right to modify the dates.

Release Date of the Request for Proposals	05/01/2019
Bidders' Conference Call	05/15/2019 at 2:00pm EST
Deadline for Written Questions	05/20/2019
Response to Questions	05/28/2019
Due Date and Time for Proposals	06/05/2019 at 2:00pm EST
Anticipated Notification of Awards	07/03/2019
Anticipated Contract Start Date	09/01/2019

1. QUESTIONS AND ANSWERS REGARDING THIS RFP

In addition to participating in the Bidder's Conference, prospective applicants may submit questions via email or written correspondence to the individual and address below. Questions must be submitted no later than 05/20/2019 to:

Leon Collier
New York State Office of Temporary and Disability Assistance
Bureau of Refugee Services
40 North Pearl Street, 10th Floor
Albany, New York 12243-0001
Email: Leon.Collier@otda.ny.gov

BRS will respond to questions by 05/28/2019. A written copy of the questions and answers, and/or clarifications or modifications to this RFP will be posted on OTDA's website on the Contract and Grant Opportunities web page, located at <http://otda.ny.gov/contracts/procurement-bid.asp>

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

2. PROPOSAL SUBMITTAL

Applications must be submitted electronically via Grants Gateway at <https://grantsmanagement.ny.gov> by 2:00 pm on 06/05/2019. Eligible applicants should answer all questions and submit all forms requested by this RFP. Failure to submit all forms and answer all questions will adversely affect the overall competitive score of an application. Applicants are strongly encouraged to complete the electronic application submission process several days before the application due date so the application is successfully accepted by <https://grantsmanagement.ny.gov>. Applicants should consider that the application due date may have a high volume of submissions, which may slow down State systems and increase the time needed for applications to be received by the Grants Gateway System <https://grantsmanagement.ny.gov>.

Applications must be received on or before the stated deadline. Applicants must take this processing time into consideration by allowing enough time to enter submissions so that the application is submitted error-free by the deadline.

Any proposal received after the deadline may be reviewed at the discretion of OTDA. OTDA will not accept mailed proposals, faxed proposals, or proposals sent via electronic mail. In order to be notified of future requests for proposals, agencies must be registered on the Grants Reform website. Complete instructions on how to register can be found at the following website: <https://grantsmanagement.ny.gov/resources-grant-applicants>.

IV. FEDERAL AUTHORITY

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

V. PROGRAM DESCRIPTION

The purpose of the MAC program is to match refugee youth ages 15-24 with positive adult mentors to promote positive civic and social engagement and support individual educational and vocational advancement. OTDA intends to fund local agencies that will serve refugees, ages 15-24, in the following impacted counties: Erie, Onondaga, Monroe, Albany and Oneida.

1. The MAC program has the following key objectives:

- Development of social and life skills;
- Helping youth to learn American culture while maintaining and celebrating the youth's cultural heritage;
- Providing opportunities for social engagement with peers;

- Providing information about opportunities to participate in civic and community services activities;
- Supporting youth in learning English, math, and other skills;
- Providing academic support, such as helping with homework, and assisting with transitions in school, such as the transition between middle school and high school or high school to post-secondary education;
- Helping youth with career development including skill building, resume drafting, worker's rights, and training opportunities; and
- Supporting youth in developing health and financial literacy.

2. To accomplish these specific objectives, MAC contractors will:

- Perform an initial assessment of the needs and goals of the youth and develop a plan to meet those needs through educational, vocational, and social activities;
- Provide case management that includes documenting services provided and the progress of each youth toward meeting the youth's needs and goals;
- Recruit and train mentors on how to support refugee youth; and
- Be able to meet the ORR program requirement that "grantees must screen potential mentors to see if the person has a criminal history or history of child abuse" consistent with all applicable laws and regulations which shall include, at a minimum: (1) self-disclosure, in writing, of criminal history and child abuse and/or maltreatment and; (2) use of the New York State Office of Court Administration criminal history record search process. In addition, applicants may use such other screening procedures available and permitted by existing law or regulation.

VI. ELIGIBLE GRANT APPLICANTS

Only proposals submitted by Eligible Grant Applicants, as defined below, will be accepted for review. Proposals submitted by ineligible applicants will not be reviewed.

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

Eligible applicants must be prequalified in Grants Gateway as outlined in Part A, section II.

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

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

VII. SERVICE STRATEGY

1. Program Intent

Successful MAC programs demonstrate the contractor's ability to develop social and life skills for participants. MAC mentors help youth learn and adapt to American culture, while also maintaining and embracing their own heritage. MAC mentors with the qualified skills to support refugee youth must be recruited and trained by the contractors. Additionally, contractors must be able to meet the ORR program requirement that "grantees must screen potential mentors to see if the person has a criminal history or history of child abuse" consistent with all applicable laws and regulations which shall include, at a minimum: (1) self-disclosure, in writing, of criminal history and child abuse and/or maltreatment and; (2) use of the New York State Office of Court Administration criminal history record search process. In addition, applicants may use such other screening procedures available and permitted by existing law or regulation. Such screening procedures must be consistent with applicable federal and New York State

laws and regulations, including the Human Rights Law. All decisions made in connection with an individual's criminal history must comply with all applicable laws and regulations, including, but not limited to, Executive Law § 296(15) and Correction Law §§ 752 and 753. Applicants are encouraged to review the law and to refer to guidance from the New York State Department of Labor, available at: <https://www.labor.ny.gov/careerservices/ace/overview.shtm> <https://www.labor.ny.gov/careerservices/ace/employers.shtm>.

The services outlined in this RFP address both the social needs and the barriers to adjusting to a new culture that refugee youth typically face. Effective delivery of these services will result in a more substantial integration of refugee youth into the community. The program design is sufficiently flexible to allow contractors to tailor their services to the needs of the local populations they plan to serve. Contractors will be expected to provide a comprehensive MAC program which incorporates several youth development principles such as: feeling connected, safe and welcomed; enjoying multiple caring relationships with peers and adults; participating in their communities; receiving the opportunities and supports to achieve high standards of learning resulting in higher expectations of themselves; developing and enhancing their physical, cognitive, emotional and social skills with experiential learning opportunities; and being exposed to positive social norms that facilitate engagement and reduce risk-taking behaviors.

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

Multilingual program information will be disseminated to the parents of potential participants to positively reinforce the youth or young adult's participation where that is a viable option.

2. Required MAC Program Elements

- Individual Connection Planning (ICP)

Once a refugee youth or young adult has expressed interest in participation, he/she will meet individually with a MAC mentor to develop an Individual Connection Plan (ICP). The written plan should include a skills and education assessment, a Native Language Literacy assessment, an English Language assessment, and an assessment of his/her social and family interactions. The most important conversations will be centered on the participant's education and career goals, both short-term and long-term and what it will take to achieve them. An ICP should outline which program services would best suit the participant's needs and the expectations within each. The ICP should clearly state the goal(s) for the participant (e.g. a job in the food service industry, completion of high school, GED/TASC completion, or enrollment in community college). As the interests of youth change, so may the paths they choose. The MAC program must allow for the participants to meet with a mentor individually to review and update their ICPs as necessary. The ICP process may continue to be assessed throughout participation in the program, and will serve as a guide against which success toward goals is measured. This type of one-on-one setting is where youths are more likely to be open and honest without fear of being judged by their peers.

As participants progress, there are often unforeseen impediments along the way. The MAC mentors may need to periodically meet one-on-one with a participant and in certain instances include the parent, community partner, teacher/instructor, and/or employer. If participants fail to meet the expectations of participation in the program, MAC mentors may need to engage participants in guidance or counseling. This can be for encouragement to achieve a goal of the program, discuss service needs, address behavior or assess progress. This can also be an opportunity to present an incentive item to facilitate participation as necessary.

The ICP includes proof of the following:

- ✓ Participant/Parent Meeting for Program Enrollment
- ✓ Skills and Education Assessment
- ✓ English Language Literacy Assessment
- ✓ Social and Family Interaction Assessment
- ✓ MAC Service Planning
- ✓ Native Language Literacy Assessment
- ✓ Completing an Application for Services; and
- ✓ Reviewing immigration documentation to determine eligibility

- Community Integration

Integrating young people into their new community is critical to the success of refugee youth. Community integration efforts should include age appropriate events and activities that incorporate the youth development principles as described in the program intent section above. Contractors are expected to encourage and facilitate the following:

- ✓ Field trips;
- ✓ Volunteering;
- ✓ Community service;
- ✓ Joining clubs and sports teams;
- ✓ Opportunities to expand civic engagement for refugee participants consistent with EO 190 (see page 23, section XVI)
- ✓ Mentorship services;
- ✓ Social adjustment/acclimation;

- Academic Support and Career Development

Refugee youth face numerous challenges once they arrive in the U.S., education and employment are at the top of that list. Participants will be strongly encouraged to remain in and complete high school or obtain their High School Equivalency (HSE) or Test Assessing Secondary Completion (TASC) diploma. Participants will receive assistance in enrollment in an appropriate certified program in which classes and testing are offered. Participants enrolled in school should have the opportunity to receive tutoring, additional language services and access to clubs and other extracurricular activities that enhance their education development. Participants deemed ready may also pursue higher education such as enrolling in a community college or university.

Attempting to integrate into the community and the labor market can be very intimidating. MAC mentors should focus on assisting program participants to hone the skills they already possess and help them develop new ones.

Through academic support and career development services, MAC mentors will assist refugee youth integration into their local community, state and new country. This presents the opportunity for MAC mentors to present and reinforce the MAC Curriculum modules, <http://otda.ny.gov/programs/bria/mac.asp>. Additionally, MAC mentors may use other identified resources for academic support and career development services.

Academic Support includes services such as:

- ✓ Tutoring
- ✓ English language training (ELT)
- ✓ Homework club

- ✓ Writing skills
- ✓ College preparation
- ✓ Mentorship services
- ✓ HSE/TASC
- ✓ Translation and interpretation

Career Development includes services such as:

- ✓ Employment skills preparation
- ✓ Interviewing skills preparation
- ✓ Job application assistance
- ✓ Job counseling
- ✓ Job readiness
- ✓ Job search
- ✓ Resume preparation
- ✓ Workers' rights training
- ✓ Translation and Interpretation
- ✓ NYS Driver's License assistance

Academic support and career development services may be provided in a group setting or by specific cohorts, such as age and ethnicity, as necessary. MAC Mentors may also provide individual academic support and career development services. These one-on-one sessions should be designed to redirect participants' focus, increase their understanding of curricula, improve participants' self-esteem, fulfill their sense of belonging and/or instill a strong work ethic. This may also be simply to provide translation or interpretation when necessary, related to academic support or career development support services.

- Health and Financial Literacy

MAC Mentors should also address the physical health and social issues affecting newly arriving refugee youths and young adults. To ensure that program participants become stronger, self-sufficient and responsible adults, they should promote choosing healthy lifestyles and developing productive relationships. Counseling and support services will be provided to help refugee youths to understand the long-term effects of poor health and will provide healthy alternative choices. Prevention of chronic diseases, promotion of health for refugee participants, and the promotion of well-being and prevention of mental and substance use disorders consistent with EO 190 (see page 23, section XVI) should be addressed. The topics from the MAC curriculum (<http://otda.ny.gov/programs/bria/mac.asp>) should be addressed:

- ✓ Personal Hygiene - Rationales and techniques for personal grooming, bathing, using deodorants, colognes, and perfumes, hand washing, avoiding spread of germs and maintaining a healthy diet.
- ✓ Dental Care - Techniques for proper brushing and flossing of teeth and general oral health;
- ✓ Anti-Smoking and Cessation - Education about the dangers of smoking. Overview of "No Smoking" policies in the school and workplace. Participants that are currently smoking will be introduced to the New York State Smokers Quitline information;
- ✓ Alcohol and Drug Prevention - Education which focuses on the harmful effects of long term alcohol and drug abuse, avoiding peer pressure and living drug free;
- ✓ Anti-Bullying and Hate Crimes - Introduction to anti-bullying messages. Focuses on preventing face-to-face bullying and cyber bullying (use of social media in bullying) and promoting diversity and cultural awareness. Additional education on Zero Tolerance policies in the workplace; and

- ✓ Gang Prevention - Education to provide the skills necessary to avoid involvement in gangs and violence. Focuses on intervention to address the range of personal, family, and community factors that contribute to gang activity.

Financial illiteracy affects all ages and all socioeconomic levels, but especially newly arriving refugee youth due to the lack of language skills and understanding of U.S. currency. Financial illiteracy can lead to refugee youth becoming victims of predatory lending and fraud, often resulting in bad credit or identity theft. Mentors should address these issues with program participants to help them better understand financial management. Financial literacy services should teach refugee youth personal budgeting strategies and the relationship between higher education and higher earnings. Refugee youth will learn about bank accounts, understanding their paycheck, credit cards, credit score, identity theft, and cyber security. The MAC curriculum provides specific activities aimed at delivering these important messages to refugee youth. Financial Literacy includes services such as:

- ✓ Personal budgeting
- ✓ Financial management

3. Program Administration

BRS requires contractors to do the following:

- a. Proactively monitor program on a regular basis;
- b. Program directors and MAC mentors must meet regularly to review refugee youth needs, so that service delivery remains current and effective and to prevent duplication of services;
- c. Staff, including program directors, must use the BRS Information Network (BIN)-generated reports to review quarterly, annual and overall program performance;
- d. Submit quarterly vouchers on a timely basis; and
- e. Review client files on a timely basis.

VIII. ELIGIBLE PARTICIPANTS

Only proposals that serve eligible participants, as defined below, will be accepted for review. Proposals to serve ineligible participants will not be reviewed. In the event of federal regulation changes that affect the type of immigration status eligible for these services, contractors will be notified of the change and required to comply with the new criteria for participant eligibility. MAC (Youth Mentoring) program funds must be used for services for persons who are eligible based on their immigration status, age and their length of stay in the United States or length of time in status, as follows:

1. Eligible Immigration Status

- A *refugee*, admitted under Section 207 of the Immigration Naturalization Act (INA);
- An *asylee*, granted asylum status under Section 208 of the INA;
- A Cuban or Haitian *Entrant* (as defined in subdivision (e) of Section 501 of the Refugee Education Assistance Act of 1980);
- An alien admitted into the United States as an *Amerasian Immigrant* as described in Section 402(a) 2 (A) (I) (V) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (8 USC. 1612 (a) 2 (A));
- A *Parolee* admitted as a refugee under section 212(d) (5) of the INA;
- A *Certified Trafficking Victim* who has received a certification or eligibility letter from the federal Office of Refugee Resettlement (ORR);
- Certain *family members of a certified trafficking victim* as described in Section 101 (A) (15) (T) (ii) of the INA;
- *Iraqis and Afghans Granted Special Immigrant Status* as described in Section 101 (a)(27) of the INA; and

- A *Lawful Permanent resident* admitted for permanent residence, provided that the individual previously held one of the statuses above

2. Age

MAC program services may be provided to all ORR-eligible individuals between the ages of fifteen and through the last day of age twenty-four. Contractors may provide services to ORR-eligible youth within the first five years of their arrival but recipients should prioritize services to youth who have been in the United States for one year or less and those requiring additional social, academic, vocational, or emotional support.

3. Length of time in the United States

Contractors should prioritize services to youth who have been in the United States for one year or less and those requiring additional social, academic, vocational, or emotional support. However, services may be provided to eligible participants who have been in the U.S. for up to 60 months (five years) from the date of arrival or from the date the eligible immigration status is granted. Eligibility for services will expire on the last day of the 60th month following: the refugee's date of arrival into the United States; the date that asylum status is granted to an asylee; the date that a trafficking victim is certified by the Office of Refugee Resettlement or the date that status is granted to the certain family members of the certified trafficking victim; or the date that a parolee was granted parole.

4. Residency Requirements

Eligible participants are required to be residents of New York State.

IX. FUNDING LIMITATIONS AND PROVISIONS

1. Available Funds

Anticipated allocations and continuation of contracts are subject to continued availability of federal funds and state appropriation of the funds thereof. Should funding become unavailable, OTDA reserves the right to withdraw or modify this RFP or terminate any contracts resulting from this procurement. Should additional funding become available, OTDA reserves the right to distribute them in accordance with this procurement. It also reserves the right to change the projected use of funds should additional funding for certain activities become available, an underserved region is identified and/or should regulations change regarding the use of funds for activities. In that event, OTDA may redistribute funds at its discretion according to the methodologies described in the Selection Process and Award Procedure sections of this Request for Proposals.

Awards for budget period (BP) 1 of MAC will be made from OTDA's federal fiscal year (FFY) 2018 RSS Set-Aside, Youth Mentoring, grant award. It is estimated that approximately \$553,986 in RSS Set-Aside funding will be available for the first budget period.

2. Distribution of Funds

The federal award to New York State will be initially divided among five counties as indicated below.

For each budget period, the allocation for each county is based on its percentage of New York State's refugee resettlement populations, ages 15-24. The BP 1 allocations are based on refugee arrivals, ages 15-24, for FFY 2017:

- Erie 30%
- Onondaga 20%
- Monroe 20%

- Albany 15%
- Oneida 15%

No more than one applicant may be funded per county.

Contractors providing services in a county will receive funds allocated only to that county. For example, contractors providing services in Erie County will receive funds only from the Erie County allocation.

However, if an award is not made in an eligible county, OTDA reserves the right to reallocate funds from one county to another, based on state needs.

3. Contract Term and Budget Periods

This RFP governs the provision of funds for the anticipated 60-month contract term starting on September 1, 2019 and ending on August 31, 2024. A Work Plan will be required for 60-month contract term. Throughout the length of the contract, funds will be made available to contractors for each pre-established budget period. A 12-month Attachment B-2 Performance-based Budget will be required from the contractor for each budget period. OTDA anticipates that there will be five budget periods within the contract term:

- Budget Period 1: September 1, 2019 to August 31, 2020
- Budget Period 2: September 1, 2020 to August 31, 2021
- Budget Period 3: September 1, 2021 to August 31, 2022
- Budget Period 4: September 1, 2022 to August 31, 2023
- Budget Period 5: September 1, 2023 to August 31, 2024

X. PROGRAM INFORMATION

1. Performance Based Contracts

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

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

Applicants will calculate the annual costs of your proposed program in the attached electronic budget (E-budget) and Budget Screens in Grants Gateway following the instructions on the screens and in this RFP in Part B Instructions for Completing the Application.

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

2. Payment Rates

Completing a line-item budget demonstrates how proposed program costs generate the proposed unit cost (rate) of each deliverable/outcome of the program. The completion of an E-budget for a twelve-month period is required; please follow the instructions that begin on page 32 in Part B of this RFP.

Please complete the Performance Based Budget Summaries on page 37 after completing the E-budget. These summarize the proposed unit costs as generated by your completed E-budget, and the number of deliverables/outcomes for the 12-month budget period and 60-month contract term.

3. Payment Limitations

The MAC program limits the number of payments per participant for **Individual Connection Planning (ICP) for the contract term**. This section will become part of an executed MAC program contract.

Deliverable/Outcome	Payment Limitations per participant per contract term
Individual Connection Planning	1

4. Deliverable/Outcomes

The parameters and documentation requirements of each deliverable/outcome are provided on the following chart. The applicant should use this information to project service levels and allocate funds to each deliverable/outcome. All required and allowable tasks an applicant proposes to provide must be described in the Work Plan per the instructions in Part B. Instructions for Completing the Application. Applicants are required to provide all Deliverables/Outcomes. In the event of federal statutory, rule, regulation, policy, guidance or programmatic changes that affect the Deliverables/Outcomes in the chart below, contractors will be notified of the change(s) and required to comply with the new requirements.

Deliverable/Outcome	Objective	Tasks	Documentation Requirements
<p>Individual Connection Planning (ICP)</p> <p><i>*ICP must not exceed one (1) per participant, per contract term</i></p>	<p>The contractor meets with individual participants to assess their skills, develop a plan for participation in the MAC Program and attaining success toward their goals.</p>	<p>The contractor provides all of the required allowable tasks to the participant.</p> <p>Required Allowable Tasks:</p> <ul style="list-style-type: none"> • Participant/Parent Meeting for Program Enrollment • Skills and Education Assessment • Native Language Literacy Assessment • English Language Literacy Assessment • Social and Family Interaction Assessment • MAC Service Planning 	<ul style="list-style-type: none"> • Proof of Immigration status; • Application for Services – signed and dated by both the participant and agency representative once the application is complete and prior to tasks being provided. The agency supervisor must sign and date the application within 30 days of the participant and agency representative signatures or prior to the submission of a voucher, whichever date is earlier; • Case note documentation of task provided to the participant and any other such documentation as required by OTDA.

Deliverable/Outcome	Objective	Tasks	Documentation Requirements
Community Integration	The contractor organizes or facilitates a one-time/one-day event or activity that introduces and orients the participant to their local community, state or country.	<p>The contractor provides one or more of the allowable tasks to the participant.</p> <p>Allowable Tasks:</p> <ul style="list-style-type: none"> • Volunteering • Community Service • Field Trips • Enrollment in Clubs or Sports Teams • Civic Engagement • NYS ID Assistance • Citizenship Services • Social Adjustment/ Acculturation • Translation and Interpretation • Other services or activities that have been approved by OTDA in writing. 	Case note documentation of task provided to the participant and any other such documentation as required by OTDA.

Deliverable/Outcome	Objective	Tasks	Documentation Requirements
Academic Support	<p>The contractor provides services to participants that benefit their education, transition to U.S. schools or college and other educational goals. These services can be provided individually or in a group setting.</p>	<p>The contractor provides one or more of the allowable tasks to the participant.</p> <p>Allowable Tasks:</p> <ul style="list-style-type: none"> • Tutoring • Mentorship Services • Peer Mentoring • Homework Club • English Language Training • Vocational English Language Training • HSE/TASC • Translation and Interpretation • Other services or activities that have been approved by OTDA in writing. 	<ul style="list-style-type: none"> • Case note documentation of task provided to the participant and any other such documentation as required by OTDA.

Deliverable/Outcome	Objective	Tasks	Documentation Requirements
Career Development	The contractor provides employment preparation services and career counseling to enrolled participants.	<p>The contractor provides one or more of the allowable tasks to the participant.</p> <p>Allowable Tasks:</p> <ul style="list-style-type: none"> • Employment skills preparation • Interviewing skills preparation • Job application assistance • Job counseling • Job readiness • Job search • Resume preparation • Workers' rights training • Translation and Interpretation • NYS Driver's License assistance • Other services or activities that have been approved by OTDA in writing. 	<ul style="list-style-type: none"> • Case note documentation of task provided to the participant and any other such documentation as required by OTDA.

Deliverable/Outcome	Objective	Tasks	Documentation Requirements
Health & Financial Literacy	The contractor provides services that allow participants to develop their financial literacy and encourage healthy choices and lifestyles.	<p>The contractor provides one or more of the allowable tasks to the participant.</p> <p>Allowable Tasks:</p> <ul style="list-style-type: none"> • Personal budgeting • Financial management • Health counseling • Health education 	<ul style="list-style-type: none"> • Case note documentation of task provided to the participant and any other such documentation as required by OTDA.

5. Additional Deliverable/Outcome Information

- All references to “the contractor” in the deliverable/outcome definitions refer to the contractor or subcontractor.
- The contractor must provide all deliverable/outcomes.
- In the case of a minor participant, the parent/guardian on behalf of the minor must sign the Application for Services within 30 days of the participant and agency representative.
- Case note documentation includes a record of all participant engagement in allowable tasks from intake to discharge. This includes a statement indicating the final disposition of the participant's enrollment in the program. For instance: Did the participant voluntarily withdraw? or Has the program met all of the participant's needs?
- Translation is defined as the act or process of converting written words from one language into their complete, accurate and intended meaning in another language resulting in a written document in the other language.
- Interpretation is defined as oral translation for parties conversing in different languages.

XI. SELECTION PROCESS

1. Evaluation Process

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

Regardless of score, OTDA reserves the right to fund or not fund an application based on other relevant information, such as the occurrence of RSS set-aside funds supplanting existing funds, an agency's financial position, an agency's prequalification status in Grants Gateway, vendor responsibility determination and the status of the vendor's NYS Office of the Attorney General Charities Registration filing.

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

2. Evaluation Criteria

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

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

The applicant's comprehensive explanation of the proposed program, why the program is needed, recruitment of participants, their unique needs, potential barriers and how they will be addressed, relationships with local community partners and other points that are relevant to proposed program.

- **Budget (25 points)**

Proposals will be rated based on the lowest cost per unduplicated participant and the reasonableness of distribution of deliverables/outcomes in the performance based budget summaries.

- **Work Plan (50 points)**

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

3. Award Methodology

Awards will be made to the highest scoring qualified applicant in each county. The following exceptions also apply:

- a. Awarded proposals may not receive the entire requested amount.
- b. Awards may be reduced or increased based on availability, to address statewide priorities and needs.
- c. If, after making awards, there is a balance of available funding, BRS may proportionally award the balance to the awardee(s) based on the requested amount.
- d. BRS reserves the right to increase an award in order to distribute the entire funding allocation.

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

Initial contract awards to successful applicants and the corresponding award for the first budget period (BP) are the result of this competitive procurement. During the contract term, however, subsequent budget period awards will be based on available funding, continuing need, and satisfactory contractor performance, as evidenced by voucher claims and program monitoring.

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

- a. Reallocate funding from contractor to contractor
- b. Reallocate funds from one region to another
- c. Suspend a budget period award to an underperforming contractor
- d. Award a lesser budget period award to an underperforming contractor
- e. Award a higher budget period award to an over-performing contractor
- f. Adjust annual contract awards to further the State's priorities and needs

4. Maintenance of Effort

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

XII. AWARD PROCEDURES

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

An appeal may be requested by following the protest procedures established by the Office of the State Comptroller (OSC). These procedures can be found in the OSC Guide to Financial Operations at <http://www.osc.state.ny.us/agencies/guide/MyWebHelp>. Go to Chapter XI Procurement and Contract Management, 17. Protest Procedures for further information.

1. Contract Development Process

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

The contracts will have a term of 60 months and will contain work plans reflecting goals for a 60- month time period and a performance based budget summary for each 12-month budget period.

2. Payment

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

No payments will be made until the contract is fully executed and signed by the State Comptroller and the State Attorney General. Once the contract has been fully executed by OTDA (signed and approved by OTDA, the State Attorney General and the Office of the State Comptroller), OTDA may, at its discretion, advance up to 25 percent of the first budget period amount, if requested and if deemed

appropriate by OTDA. There will be no advances for subsequent budget periods. Contractors will work at their own risk if they conduct program activities before the contract is executed.

XIII. REPORTS AND RECORD KEEPING

1. Record Keeping

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

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

If the Contractor expends \$750,000 or more in Federal funds during any one fiscal year, the Contractor will be subject to the Audit Requirements and provisions of OMB Super Circular, found in Federal regulations at 2 CFR Part 200 (Subparts A – F) - *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*; and, all other audit requirements determined applicable by the OTDA. The audit shall be completed on an annual basis and the audit report submitted within the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period, unless a longer period is agreed to in advance by the OTDA. The audit shall be conducted in accordance with generally accepted government auditing standards by an independent auditor and submitted in a form determined by the OTDA. The OTDA will report its findings and any recommendations to the Contractor and may impose any sanctions as determined appropriate.

2. Reporting and Vouchering Requirements

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

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

- Web browser's Microsoft Internet Explorer (version 11.0 or greater), Google Chrome 30, Mozilla Firefox, and Apple Safari 7. These browsers are free and can be downloaded from their respective websites.
- Internet service (via DSL, Cable Modem, Dial-up, etc.)
- Desktop computer(s) or laptop computer(s) with internet access
- Laser Printer

Reports and vouchers must be submitted by the contractor on a quarterly basis during the contract term, unless otherwise specified. Payments will be based on vouchers and any necessary documents that support the deliverables/outcomes in the performance based budget summary. Additional reporting, as may be determined by BRS, may also be required. Participant-specific deliverables/outcomes require a Social Security Number (SSN) to be entered into BIN to claim deliverables/outcomes for allowable services provided to a participant.

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

BIN provides contractors and subcontractors access to individual participant application for services, family self-sufficiency, and individual service plan screens for the purposes of screening and enrolling applicants, establishing financial targets for employment outcomes (if applicable), and developing service plans. A participant’s service history with any OTDA contractor will be made available to contractor/subcontractor intake staff to assist in data collection and in determining the potential for payment for service outcomes for the participant. Individuals who will be authorized to access BIN, or who will otherwise have access to Protected Information, as that term is defined in Attachment A-1, will be required to sign the standard Non-Disclosure Agreement (NDA), which is available for review in Grants Gateway and is attached at the end of this RFP. Applicants are encouraged to review the Master Contract for Grants, all attachments thereto, and the NDA prior to submitting a proposal.

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

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

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

BIN generates the Claim for Payment, Program Service Report, and Comprehensive Program Report, all of which must be submitted to BRS on a quarterly basis.

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

3. Case Records

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

4. Monitoring

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

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

Selected contractors are expected to provide services with the primary goal being community integration. As part of OTDA program oversight, BRS will monitor services provided for enrolled participants to assess the extent to which services provided are necessary and appropriate. OTDA reserves the right to place limitations on ICP, Community Integration, Academic Support/Career Development and Health/Financial literacy payments per participant, if determined to be in the best interest of the State.

5. Amendments to The Contract

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

XIV. GENERAL TERMS AND CONDITIONS

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

OTDA reserves the right to amend, modify or withdraw this RFP and to reject any proposals submitted, and may exercise such right at any time without notice and without liability to any applicant or other parties for any expenses incurred in the preparation of a proposal. OTDA reserves the right to accept or reject any or all proposals that do not completely conform to the requirements or instructions given in the RFP, including time frames for submission thereof.

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

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

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

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

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

NYS OTDA reserves the right to terminate in whole or in part, or modify the contract at its discretion or due to the unavailability of funds. Such termination shall not affect obligations incurred under the contract prior to the effective date of such termination.

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

Any contract awarded pursuant to this RFP will be subject to the Office's processing procedures for contracts of this type, including approval as to form by the State's Attorney General and by the NYS Office of the State Comptroller.

The terms and conditions for all funded projects are specified in a detailed contract which must be signed by OTDA and approved by the New York State Attorney General Office and the Office of the State Comptroller before any work is to begin or payments are made. The successful applicant will be sent the complete standard contract for execution. Before submitting the application, the Applicant is encouraged to review sections of the contract that are available to download from the Contract Document Properties section of the Forms Menu in the Grants Gateway grant opportunity.

It is the policy of OTDA to encourage the employment of qualified applicants/recipients of public assistance by both public organizations and private enterprises that are under contractual agreement with OTDA for the provision of goods and services. OTDA may require the Contractor to demonstrate how the Contractor has complied or will comply with the aforesaid policy.

Subject to the availability of funds, the contract award will be made to the applicants whose proposals are determined to best meet the criteria for proposal evaluation and selection set forth in this RFP.

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

OTDA reserves the right to reject any or all proposals received in response to the RFP. OTDA reserves the right to make an award under the RFP in whole or in part.

This RFP and any contract resulting from this RFP is subject to all applicable laws, rules, regulations, policies, guidance, and programmatic requirements promulgated by any Federal and State authority having jurisdiction over the subject matter thereof.

The contractor will be required to comply with all applicable Federal and State laws, regulations, policies, guidance, and programmatic requirements. The contractor must also comply with applicable, current New York State Executive Orders.

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

1. NYS Master Contract for Grants Face Page
2. NYS Master Contract for Grants (Terms and Conditions)
3. Attachment A-1, (Program Specific Terms and Conditions)
4. Attachment A-2 (Federal Terms and Conditions)
5. Attachment B-2, (Performance-based Budget)
6. Attachment C (Work Plan)
7. Attachment D (Payment and Reporting Schedule)

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

All plans and working documents prepared by the applicant under the contract to be awarded will become the property of the State of New York. OTDA reserves the right to use any and all ideas submitted in the proposals received.

All products, deliverable items, and working papers resulting from this contract will be the sole property of OTDA and the applicant is prohibited from releasing these documents to any persons other than the Commissioner of the Office of Temporary and Disability Assistance or his/her designee unless authorized by OTDA to do so.

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

All personal information concerning individuals served or studies conducted under the project are confidential and such information may not be disclosed to unauthorized persons, corporations, or agencies.

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

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

The proposal shall be signed by an official authorized to bind the applicant and shall contain a statement to the effect that the proposal is a firm offer for a 180-day period. The proposal shall also provide the name, title, address, telephone number, and area code of individuals with authority to negotiate and contractually bind the corporation or municipality and who may be contacted during the period of proposal evaluation.

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

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

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

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

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

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

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

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

1. Preventing Chronic Diseases
2. Promoting a Healthy and Safe Environment
3. Promoting Healthy Women, Infants and Children
4. Promoting Well-Being and Preventing Mental Health and Substance Use Disorders
5. Preventing Communicable Diseases

The WHO Eight Domains of Livability include:

1. Outdoor Spaces and Buildings
 - Providing safe, accessible places for the public to gather indoors and out. Ensuring that parks, sidewalks, safe streets, outdoor seating, and accessible buildings can be used and enjoyed by people of all ages.
2. Transportation
 - Increasing the accessibility, availability, and affordability of public transit options, as well as ensuring safe roadways.
3. Housing
 - Expanding affordable housing options for varying life stages, and enacting programs that help people remain in their homes longer to age in place.
4. Social Participation
 - Increasing access to affordable and community-based social activities can help address loneliness and isolation.
5. Respect and Social Inclusion
 - Increasing the availability of intergenerational activities and programs.
6. Civic Participation and Employment
 - Provide ways that all people, including older people, can, if they choose to, work for pay, volunteer their skills, and be actively engaged in community life.
7. Communication and Information
 - Providing information through a variety of means and in a culturally competent manner, recognizing that not everyone has a smartphone or internet access.
8. Community and Health Services
 - Ensuring accessible and affordable health services in every community.

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

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

XVII. EXECUTIVE ORDER NUMBER 38: LIMITS IN STATE-FUNDED ADMINISTRATIVE COSTS AND EXECUTIVE COMPENSATION

Funds requested in support of administrative personnel are subject to Executive Order #38. Pursuant to this order, grant funds may not be used to support the salaries of administrative personnel that receive compensation in excess of \$199,000 without an approved waiver. OTDA may adjust the compensation cap annually based on appropriate factors and with the approval of the Director of the Division of Budget.

On January 18, 2012, Governor Andrew M. Cuomo issued Executive Order Number 38, "Limits on State-Funded Administrative Costs and Executive Compensation," which required that certain State agencies, including those involved in this RFP, promulgate regulations limiting State reimbursement for administrative expenses and executive compensation of service providers. Any contract awarded through this RFP will be subject to the EO 38 regulations if the awardee is a "covered provider" within the meaning of those regulations. Important Legal Notice: Based upon the April 8, 2014 decision in Agencies for Children's Therapy Services, Inc. v. New York State Department of Health, et al. ("ACTS"), covered providers conducting business in Nassau County need not file Executive Order 38 disclosures. For purposes of this notice, "conducting business" means having a place of business within Nassau County, providing program services or administrative services involving the use or receipt of State funds or State-authorized payments within Nassau County, or otherwise conducting business within Nassau County in relation to which executive compensation is paid. Please note that the ACTS decision is under appeal. Those affected by the ACTS decision should periodically check the EO 38 website for updates regarding any changes to this notice. <http://executiveorder38.ny.gov/>.

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

Pursuant to New York State Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules and Regulations OTDA is required to promote opportunities for the maximum feasible participation of New York State-certified Minority and Women-owned Business Enterprises ("MWBEs") and the employment of minority group members and women in the performance of OTDA contracts.

1. Business Participation Opportunities for MWBEs

For purposes of this solicitation, OTDA hereby establishes an overall goal of 30% for MWBE participation, 15% percent for New York State-certified Minority-owned Business Enterprise ("MBE") participation and 15% percent for New York State-certified Women-owned Business Enterprise ("WBE") participation (based on the current availability of MBEs and WBEs). A contractor ("Contractor") on any contract resulting from this procurement ("Contract") must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors and suppliers in the performance of the Contract. To that end, by submitting a response to this RFP, the respondent agrees that OTDA may withhold payment pursuant to any Contract awarded as a result of this RFP pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>. For guidance on how OTDA will evaluate a Contractor's "good faith efforts," refer to 5 NYCRR § 142.8.

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

that shall be deemed to represent the commercially useful function performed by the MWBE shall be 25 percent of the total value of the contract]

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

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

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

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

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

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

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

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

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

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

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

2. Equal Employment Opportunity Requirements

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

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

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

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

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






PART B – Instructions for Completing the Application and the E-Budget Worksheet

Please read Pages 1-26 of the Request for Proposals carefully before completing the application. The entire Making A Connection Program application must be submitted in Grants Gateway.


Read and follow all instructions while completing the screens in Grants Gateway.

Completing the Application

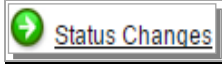

Here are some general guidelines for navigating the Grants Gateway System:

- Log into Grants Gateway as a **Grantee**, **Grantee Signatory** or **Grantee System Administrator**.
- Click the  button.
- From the “search by funding agency” drop-down menu, select Office of Temporary and Disability Assistance. Click .
- Locate **Making A Connection Program** and click on the blue link.
- Click the  button.
- From the  **Forms Menu**, complete the forms described in these instructions. Screens from the **Forms Menu** do not have to be completed in any particular order. Certain forms may be left blank if they do not apply to your application, such as the budget items not requested. There will be a “**global warning**” error if you try to submit an application without completing required forms.
- You must  YOUR WORK before moving onto a new screen.
- If you do not complete the application in one session, it will be in your “tasks” box,

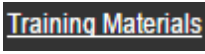


- Another way to find an application in process is to click the  tab at the top of the screen.

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

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

Other helpful information:

- There is a Grantee Application Tutorial Video available. After logging into Grants Gateway, click the  tab at the top of the screen.
- **The New York State Grants Gateway Vendor User Guide** can be downloaded via the Pre-Submission Uploads screen in Grants Gateway or found online at <https://grantsmanagement.ny.gov/system/files/documents/2019/03/grantsgatewayvendorusermanual03-13-2019.pdf>.
- Helpdesk information: Monday thru Friday 8am to 4pm
 - Phone: 1-518-474-5595 Email: grantsgateway@its.ny.gov

Screens in the Forms Menu in Grants Gateway are as follows:

Contract Documents

1. **Contract Document Properties Screen-** Click on [Sample Master Contract for Grants](#) to download a copy. To download copies of the **Attachment A-1: Program Specific Terms and Conditions** and **Attachment A-2: Federal Specific Terms and Conditions** click the [View File](#) link. You do not upload or complete anything on this screen.

Application Information

1. **Print Application-** Click the link to download a PDF copy of the grant application.

2. **Full Version of RFP-** Click the link to download a copy of this RFP.
3. **Application Instructions** – Pages 28-37 of this RFP.
4. **Application Versions-** There is nothing to do on this screen.

Program Information Screens

1. **Project Site Address Screen-**
 - Enter all the site addresses, one site per screen, including agency specific regional information. Name/Description is the name of the office or location. Regional council is n/a.
 - Click **SAVE**.
 - Click **ADD** for additional screens to add another site address.
2. **Program Specific Questions-** Follow the instructions at the top of the screen. Under Project Title, enter “New York State Making A Connection Program”. Answer all questions in this section. Narrative answer spaces are limited to maximum of 4,000 characters text and OTDA expects answers to be concise. Click **SAVE** frequently to avoid losing your work.

Performance Budget Screens

1. **Performance Based Budget-**
 - Complete the Performance Based Budget for **ANNUAL** grant funds requested for the first budget period.
 - Under “Details” in the textbox next to “Deliverable/Outcome” type the deliverable/outcome (ex. Academic Support) that your agency will provide. Applicants are required to provide all Deliverables/Outcomes which are listed on page 11.
 - Under “Financial”, using the payment rates developed from the completed E-budget of the RFP as a guide, complete “Total Amount Per Unit” and “Grant Amount Per Unit”. The same number should be in both boxes.
 - Under “Number of Units” include the **ANNUAL** units of the deliverable/outcome your agency is proposing.
 - Under “Total Grant Funds” put the amount per unit multiplied by the number of units to get the total amount being requested for the deliverable/outcome.
 - Click **SAVE**
 - To add the next Deliverable/Outcome, click **ADD** in the top right corner of the screen.
 - Repeat this process for each deliverable/outcome your agency will provide in your proposed Work Plan.
 - Only whole dollar amounts for funds requested may be used.
2. **Performance Summary-** Summarization of all Performance Budget Detail items for the first proposed budget period. You do not make any changes to the budget here.

Work Plan: Grant Opportunity Defined Screens- Section consists of the work plan overview form, deliverables/outcomes, tasks and performance measures.

1. **Work Plan Overview Form-** This section should be completed from an annual perspective. Therefore, the **Work Plan Period** should be from September 1, 2019 to August 31, 2020.
 - **Follow the instructions on the screen. All of the required information will not show on the initial screen, but will appear after attempting to save. Follow the red prompts at the top of the screen. Keep saving until the screen shows this message: “Your data has been saved”. Additionally, your responses should address the items below, in corresponding order:**

a. In the Project Summary section:

- Outline the high-level overview of the project, including any work to be done by subcontractors
- Describe overall goals and desired outcomes
- Provide a detailed description of the project location and hours of operation
- Include the target population, and overall numbers to be served
- Outline the applicant's and/or subcontractor's relevant experience and qualifications, staffing, language capacity and ongoing staff development/training activities
- Address how the applicant and/or subcontractor will recruit potential mentors, meets the ORR program requirement to screen potential mentors as described on page 4 of this RFP and train new staff in accordance to established rules and policies.
- Describe service delivery methods for the Deliverables/Outcomes and Service Strategy section of the application on pages 4-8 and 11-15 of this RFP, including:
 - Individual Connection Plan (ICP)
 - Community Integration, including, but not limited to, opportunities to expand civic engagement for refugee participants consistent with EO 190
 - Academic Support
 - Career Development
 - Health and Financial Literacy, including, but not limited to, prevention of chronic diseases, promotion of health for refugee participants, and the promotion of well-being and prevention of mental and substance use disorders consistent with EO 190

b. In the Organizational Capacity section:

- Describe staff language capacity and how services will be provided in a culturally and linguistically appropriate manner. Also describe how staff will assist members of the target population for whom the agency has no language capacity.
- Describe your organization's experiences in providing services to refugee youth.
- Describe how staff will receive regular training and updates on the latest immigration issues and social and economic issues affecting refugee youth.

2. **Objectives and Tasks**

- Each deliverable/outcome will appear on its own screen. Applicants are required to provide all Deliverables/Outcomes, however, not all tasks within a Deliverable/Outcome are required. Pay special attention to whether or not a particular task is "allowable" or "required" as outlined on pages 11-15 of the RFP. Failure to define the method of service for a required task may result in the loss of points for the overall score of your proposal.
- To start, select the deliverable/outcome you want to work on from the drop down and click **GO** (Example: Individual Connection Planning).
- Next to the required and/or allowable task you want to work on, click [View/Add](#) under Performance Measure (Example: Skills and Education Assessment).
- In the Performance Measure Name field, enter your first task. This field allows for very few characters (Example: Skills and Education Assessment).
- In the Narrative field define in sufficient detail (who, what, when, where, how) the method of service delivery providing the required and/or allowable tasks to achieve the deliverable/outcome.
- **SAVE**
- Using Individual Connection Planning as an example, if you have more than one required task, click **ADD** at the top of the screen and enter a different performance measure (Example: English Language Assessment), and complete the Narrative field.
- **SAVE**.
- There is a 1,000-character limit on the performance measure narrative section.
- Although not required, examples of assessment criteria, documentation of service engagement, etc. may be uploaded by clicking **Browse...** and attaching your file.

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

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


In addition to the above instructions, please include the following information in the Performance Measure Narratives for each deliverable/outcome:




- **INDIVIDUAL CONNECTION PLANNING**
 - a. Describe the method of service delivery (who, what, when, where, how) for each task that your agency proposes to provide and how each task will be delivered (i.e., group, workshop or individually).
 - b. Service providers are required to provide all allowable Individual Connection Planning tasks.
- **COMMUNITY INTEGRATION**
 - a. Describe your agency's process for assuring refugee youth are integrating into the community.
 - b. Describe the method of service delivery (who, what, when, where, how) for each Community Integration task that your agency proposes to provide and how each task will be delivered (i.e., group, workshop or individually).
 - c. Describe your agency's process for verifying the participant is engaged in the allowable task.
 - d. Service providers are not required to provide all allowable Community Integration tasks.
- **ACADEMIC SUPPORT**
 - a. Describe your agency's process to provide support to participants that require assistance with their education.
 - b. Describe the method of service delivery (who, what, when, where, how) for each Academic Support task that your agency proposes to provide and how each task will be delivered (i.e., group, workshop or individually).
 - c. Describe your agency's plan for verifying the participant's educational needs are being met.
 - d. Service providers are not required to provide all allowable Academic Support tasks.
- **CAREER SUPPORT**
 - a. Describe your agency's process to provide support to participants that require assistance with their employment or career interests.
 - b. Describe the method of service delivery (who, what, when, where, how) for each Career Support task that your agency proposes to provide and how each will be delivered (i.e., group, workshop or individually).
 - c. Service providers are not required to provide all allowable Career Support tasks.
- **HEALTH & FINANCIAL LITERACY**
 - a. Describe your agency's process to impart health and financial curricula to refugee youth.
 - b. Describe the method of service delivery (who, what, when, where, how) for each Health & Financial Support task that your agency proposes to provide and how each will be delivered (i.e., group, workshop or individually).

Pre-Submission Upload Screen- Follow the instructions on the screen and upload all required forms. See Part C of this RFP. Some forms have templates that must be downloaded and completed before they are uploaded. Download the template by clicking "Click Here":

No file chosen
Document Template: [Click here](#)
[View File](#)

Grantee Document Folder- Nothing needs to be done on this screen.

Application Submission- When you have completed your application, click  , located at the top-right of your screen. 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.

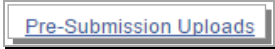
- **Remember that only the Grantee Signatory or System Administrator may submit the application.** To do so, the appropriate person must sign into Grants Gateway with their credentials. This is likely someone other than the person who created the application so at this juncture, log out.
- Once the appropriate person logs in to submit the application, click on the “Applications” tab at the top of the screen and search for “Making a Connection Program” under Grant Opportunity Name.
- Click  [Status Changes](#) then  located under the “Application Submitted” heading.
- 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 the time”.
- To check the status of an application, click on the “Details” link. After submitting your application the status will say “Assignment of Reviewers”. This means you have successfully submitted the application.

Completing the E-Budget Worksheet

Please visit <http://otda.ny.gov/contracts/2019/MAC/> to complete the MAC E-Budget Worksheet. Upon completion, applicants must upload to their Grantee Document Folder as part of their application.

E-Budget

These instructions should be used to complete the electronic budget (E-budget) for the Making A Connection Program. Although contracts awarded will be performance based, a line item budget is required. A line item budget is used to develop rates per deliverable outcome and unit cost per unduplicated participant.

The E-budget is an Excel spreadsheet that contains preset formulas to perform calculations and transfer data to summary matrices. You will find the E-Budget spreadsheet in the  section on the Forms Menu

When developing the budget, you must include all expenses necessary for running the project as described in the Work Plan. The budget should show all expenses associated with running the project for a 12-month period.


Instructions for Completion of the E-Budget

On the E-budget, you will note that data entry is only permitted in the yellow cells. Although this is a template, it works like any other spreadsheet (e.g., to move among worksheets, click on the tabs containing the worksheet names on the bottom of the screen, entries need to be saved, etc).

The section where a narrative is required is slightly different. Click on the cell where you want to display narrative information and type. Unfortunately, Excel does not allow you to make separate paragraphs without making different cells.

As sheet one is the Summary sheet, check this sheet last. Work on the budget subcomponent sheets first. Information from these sheets will be electronically transferred to the Summary sheet.

To print out a copy of the template for the budget, select File, Print, and Entire Workbook. If you wish to print only one budget or just the Summary select: File, Print, and Active Sheet(s).

After completing the E-Budget please upload through the browser window in the  section.

Summary Sheet

Enter name of applicant organization, contact name and telephone number.

1. Budget Expense Summary

All projected expenses will be listed here. Each of the dollar amounts entered on this summary are first determined by completing the individual Expense Details on the following sheets. Complete the Expense Details sheets first. The Expense Details totals are electronically transferred to this section.

After completing the Expense Details sheets first, enter the number of unduplicated participants to be served for a 12-month period into the yellow cell. After doing so, the Unit Cost per Unduplicated Participant is generated (Total project expenses divided by the number of unduplicated participants to be served equals the unit cost per unduplicated participant).

2. Anticipated Revenue

This value should be the same as "Total Project Expenses" in section 1: Budget Expense Summary.

3. Deliverable/Outcomes

As noted on page 10 of the RFP, the contracts are performance based. Compensation is directly tied to the completion of service outcomes or "DELIVERABLE/OUTCOMES". Enter the number of units (number of service outcomes) to be completed for each DELIVERABLE/OUTCOME for a 12-month period. After doing so, the rate of reimbursement of each DELIVERABLE/OUTCOME is generated.

PLEASE NOTE: You should take into consideration the number of DELIVERABLE/OUTCOMES that you can reasonably achieve, thereby ensuring that you would complete sufficient DELIVERABLE/OUTCOMES to earn the contract value. Discuss each DELIVERABLE/OUTCOME Summary Form with your fiscal office staff to jointly develop a realistic view of your organization's financial needs (projected program operating costs).

Budget Sections 1-A through 1-J

Enter the data noted in yellow. Data from these sections will be electronically totaled and transferred to the summary page.

1-A Through 1-J Overview

Sections 1-A through 1-J are also referred to as "Expense Details." The total amount of each Expense Detail should be shown in the appropriate budget line in Section 1: Budget Expense Summary.

The first two Expense Details are personnel-related (Salaried Employees/Hourly Employees and Fringe Benefits Expense). They require certain calculations and that each employee be listed. The remaining seven Expense Details: Consultants, Travel, Equipment, Supplies, Contractual, Space/Other and Indirect Charges, can all be completed in the same manner since the forms have identical components. Computations and hourly wages may have cents in them, however round figures to the nearest dollar.

In Expense Details 1A-1J, you will have to complete the yellow Explanation sections. Explanation is the section for a description of what the individual costs is the category of expense and how these costs relate to the project. Please provide the formula to compute expenses and the methodology used to allocate individual costs to this project.

1-A Personnel Expense Detail:

Employees who should be included on this form are those who will be paid in full or in part from “this contract.”

For the purpose of this contract:

- Salaried Employee – a person whose pay is determined on a basis other than hourly, e.g., weekly, biweekly, monthly or annually.
- Hourly Employee – a person whose pay is determined on an hourly basis.

To complete the form:

List the “Titles” of the appropriate salaried personnel.

Enter in “Total Annual Salary” column the employee’s total annual salary from the organization.

Once you have computed each line item, Excel will calculate the total. Transfer “Total Personnel Expenses” (Salary Total + Hourly Employee Total) to Section 1: Budget Expense Summary. (E-budget will electronically complete this exercise).

In the explanation section, please provide the formula to compute expenses and the methodology used to allocate individual costs to this project.

1-B Fringe Benefits Expense Detail:

For all employees, both salaried and hourly, you are required to pay mandatory employer payroll taxes: Social Security (FICA), NYS Unemployment Insurance (SUI), NYS Disability Insurance and Workers’ Compensation. You may provide additional fringe benefits such as pension, health, life or dental insurance.

Please provide a list of all fringe benefit categories and percentage value in the “Explanation” section.

Enter employees’ Titles and Fringe Percentage. The total fringe benefits per employee should be noted in the “Total Fringe” column. (E-budget will electronically complete this exercise).

Transfer “Total Fringe Benefits Expenses” to Section 1: Budget Expense Summary. (E-budget will electronically complete this exercise).

In the explanation section, please provide the formula to compute expenses and the methodology used to allocate individual costs to this project.

1-C Consultant Expense Detail:

Consultants are self-employed individuals who are not supervised by your organization. They perform their jobs according to general descriptions provided in written agreements. Since they are not employees, they are responsible for their own mandatory fringe benefits, i.e., employer share of Social Security, Workers’ Compensation and SUI, and are responsible for remitting their own State and Federal Income Taxes. Other consultant expenses, such as travel, should be included in the consultant rate.

In the Explanation Section, explain why you need to use a consultant. Attach a copy of the Consultant Agreement(s) with the application. If the consultant has not been selected and/or no Agreement is attached, you must indicate how the consultant costs were estimated and include a statement that an Agreement will be submitted prior to vouchering and will be subject to prior approval. Paid consultants may not be members of the Board of Directors.

In the Computation, indicate how each consultant will be paid, e.g., \$20/hour x 80 hours, or 6 days at \$75/day.

The e-budget will reflect the total cost of each consultant in the “Total Contract” column.

The e-budget electronically transfers the “Total Personnel Expenses” (Salary Total + Hourly Employee Total) to Section 1: Budget Expense Summary.

In the explanation section, please provide the formula to compute expenses and the methodology used to allocate individual costs to this project.

1-D Travel/Per Diem Expense Detail:

Travel may be used in several different ways, e.g., to transport project participants to the project location(s), to send employees to different organization locations, for outreach purposes, etc.

In the Explanation Section, describe who is traveling, to where they are traveling, and how it is necessary to the project. Consultant travel should not be included here but should be included in the consultant rate. In the Explanation Section, also provide the formula to compute expenses and the methodology used to allocate individual costs to this project.

In the computation for each item of travel, show the calculation used to determine the cost, i.e., $\$0.445 \times 100 \text{ miles} = \44.50 , or $100 \text{ bus tokens at } \$1.00 = \$100.00$.

Calculate the total for each type of travel expense and note this value in the “Total Contract” column. (E-budget will electronically complete this exercise).

The e-budget electronically transfers the “Total Personnel Expenses” (Salary Total + Hourly Employee Total) to Section 1: Budget Expense Summary.

New York State has travel rates established for its employees. The rates you charge may not exceed the current approved NYS rates. The mileage rate is currently \$0.545 per mile for personal car. Hotel and per diem vary upon the destination. Should you spend more than the established NYS rates, you will be reimbursed only up to the NYS rates. A guide is available upon request for both in-state and out-of-state travel. Out-of-state travel expenses must be approved prior to claiming.

1-E Equipment Expense Detail:

Equipment is any non-consumable, tangible property having a useful life of more than one year. Three written bids in response to written specifications are required for items costing \$5,000 and over. Three telephone bids are required for items costing between \$501 and \$5,000. Items costing \$500 or less per item are considered supplies and should be listed in the Supply Expense Detail (1F). The bids must be attached to the contract. The amount of the bid you have selected should be in the budget. If you have not yet sought bids or decided which bid to select, include a statement that bids will be provided prior to vouchering.

In the Explanation Section, describe the equipment and how it relates to service delivery. If other than the lowest bidder is selected, provide a statement indicating why that vendor was selected. Factors that may influence selection are free delivery and installation, special features, better warranty or maintenance agreement, etc. Also include the methodology used to allocate costs to the Program.

In the computation, indicate the cost for each item of equipment. The total cost of each type of equipment should be noted in the “Total Contract” column. (E-budget will electronically complete this exercise).

The e-budget electronically transfers the “Total Personnel Expenses” (Salary Total + Hourly Employee Total) to Section 1: Budget Expense Summary.

1-F Supply Expense Detail:

Supplies are those items that will be consumed during the life of the project. They may include office supplies, program supplies, janitorial supplies, etc.

In the Explanation Section, describe how the purchase of supplies relates to service delivery and the methodology for allocating supply costs to the program.

In the Computation, provide costs for each type of item. If you are buying large ticket items that do not qualify as equipment (less than \$500 per item, for example, a copier or office furniture) please provide per item prices. If you are purchasing consumable supplies, you need not provide as much detail (for example, file folders, copy paper, pens, etc. may be grouped together and listed as Consumable Office Supplies, without the need for a per item cost). Enter the total amount for each.

The total cost of each supply listed should be noted in the “Total Contract” column. (E-budget will electronically complete this exercise).

The e-budget electronically transfers the “Total Personnel Expenses” (Salary Total + Hourly Employee Total) to Section 1: Budget Expense Summary.

1-G Contractual Expense Detail:

This section should include any costs that have a formal (written) or informal (oral) contract, other than consultant agreements. Examples include rental/lease of equipment, rental of real estate, insurance, printing, photocopying, payroll services, janitorial services, etc.

If contractual services are to be paid for by this contract, you must include documentation for contracts, such as the real estate lease or insurance policy. If documentation is not available, include a reasonable estimate along with the basis for the calculation used to determine the cost.

In the Explanation Section, describe why the contractual services are needed for service delivery and methodology used to allocate costs to the program. If the costs to be paid for by this contract are estimated (there is no contractual agreement as of yet), include a statement that documentation will be submitted prior to vouchering and will be subject to prior approval.

In the Computation, list each contract. The total for each contract should be noted in the “Total Contract” column. (E-budget will electronically complete this exercise).

The e-budget electronically transfers the “Total Personnel Expenses” (Salary Total + Hourly Employee Total) to Section 1: Budget Expense Summary.

1-H Space/Other Expense Detail:

This section should include any costs that do not fit into the other expense categories. Examples include postage, telephone, office space, utilities, conference fees, advertising and stipends.

In the Explanation Section, describe how Other Expenses relate to service delivery and the methodology used to allocate these costs to this contract. Also list each type of cost, the total cost, and any calculation (40 percent of total utility, costs, etc.) used to allocate costs.

Totals for each entry should be noted in the “Total Contract” column. (E-budget will electronically complete this exercise).

The e-budget electronically transfers the “Total Personnel Expenses” (Salary Total + Hourly Employee Total) to Section 1: Budget Expense Summary.

1-J Administrative Costs.

Allowable administrative costs are those costs charged to each pertinent budget item for administering the program, and which are directly related to the service provided by the program. Allowable administrative costs are delineated in federal Office of Management and Budget (OMB) Circulars A-87, A-110, A-122, and A-133.

- Clearly identify the types of Administrative Costs that are directly charged to this contract so that they can be easily found and compared with the line item expenses.
- Calculate Subtotal. (E-budget will electronically complete this exercise).
- Calculate Total Administrative Costs. (E-budget will electronically complete this exercise).
- Add this amount to the Indirect Charges amount, if any.
- The total should not exceed 15 percent of the budget total.

Performance Based Budget Summary Screens-

- Under “Financial”, using the rates per unit derived from the completed E-budget as a guide, complete “Total Amount Per Unit” and “Grant Amount Per Unit”.
- Complete the Performance Based Budget Summary screen for **ANNUAL** grant funds requested for the first budget period.
- Complete the Performance Budget by clicking the **ADD** in the top right corner of the screen.
- Under “Details” in the textbox next to “Deliverable/Outcome” type the deliverable/outcome (ex. Academic Support) that your agency will provide.
- The same number should be in both boxes.
- Under “Number of Units” include the **ANNUAL** units of the deliverable/outcome your agency is proposing.
- Under “Total Grant Funds” put the amount per unit multiplied by the number of units to get the total amount being requested for the deliverable/outcome.
- Click **SAVE**.
- Repeat this process for each deliverable/outcome your agency will provide in your proposed Work Plan.
- Only use whole dollar amounts for funds requested.
- Due to whole dollar rounding from the E Budget, the Category Total Line will be slightly higher than the figure in cell C28 on the Summary Sheet Tab of the E-Budget.

Performance Based Budget Summary- Summarization of all Performance Budget Detail items for the first proposed budget period. You do not make any changes to the budget here.

PART C – Forms to Upload

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

- **Agency Organizational Chart** – Upload your agency's organizational chart to show where MAC Program is located.
- **Participant Flow Chart** - Upload a participant flow chart depicting your agency's service delivery sequence from intake to discharge.
- **Key Personnel Profile** - Upload a chart that depicts the staff involved with the project. For each staff member listed, include the person's name and job title, the responsibilities of the person, the required qualification for the position, the name and title of the supervisor, and the full time equivalent (FTE) of the person's position.
- **Agency Agreement Form** - Sign, complete and upload with the application.
- **Subcontractor and Supplier Identification Form** - Complete all applicable sections and upload with the application.
- **OTDA 4934 Equal Employment Opportunity Staffing Plan**- Complete all applicable sections and upload with the application.
- **OTDA 4970 M/WBE and EEO Policy Statement**- Complete all applicable sections and upload with the application.
- **Proof of Workers' Compensation Coverage** - To comply with coverage provisions of the WCL, the Workers' Compensation Board requires that a business seeking to enter into a State contract submit appropriate proof of coverage to the State contracting entity issuing the contract. For each new contract or contract renewal, the contracting entity must obtain the following form from the contractor and submit to OSC to prove the contractor has appropriate workers' compensation insurance coverage: **Form C-105.2** – Certificate of Workers' Compensation Insurance issued by private insurance carriers, or **Form U-26.3** issued by the State Insurance Fund; or **Form SI-12** – Certificate of Worker's Compensation Self-Insurance; or **Form GSI-105.2** Certificate of Participation in Workers' Compensation Group Self-Insurance; or **Form CE-200** – Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage.
- **Proof of Disability Benefits Coverage** - To comply with coverage provisions of the WCL regarding disability benefits, the Workers' Compensation Board requires that a business seeking to enter into a State contract must submit appropriate proof of coverage to the State contracting entity issuing the contract. For each new contract or contract renewal, the contracting entity must obtain the following form from the contractor and submit to OSC to prove the contractor has appropriate disability benefits insurance coverage: **Form DB-120.13** - Certificate of Disability Benefits Insurance.

Applicants are required to complete the **New York State Vendor Responsibility Questionnaire Not-For-Profit Business Entity**, but it will not be a required upload in Grants Gateway. The VendRep System Checklist can be accessed at <https://osc.state.ny.us/vendrep/documents/system/checklist.pdf> and the instructions on how to complete and file the Questionnaire can be found on the VendRep website www.osc.state.ny.us/vendrep.

The **New York State Grants Gateway Vendor User Guide** can be downloaded via the Pre-Submission Uploads screen in Grants Gateway or found online at <https://grantsmanagement.ny.gov/system/files/documents/2019/03/grantsgatewayvendorusermanual03-13-2019.pdf>.

AGENCY AGREEMENT

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

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

OTDA anticipates making an award to administer projects for sixty (60) months. Projects may be renewed for additional periods depending on continued need for the services, achievement of anticipated outcomes, continued availability of funding and at the sole discretion of OTDA. For those applicants selected as a result of this Request for Proposals (RFP), subsequent year's funding may be at a decreased level.

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

(Signature of official authorized to sign for applicant)

(Date)

(Type name and title)

CONFIDENTIALITY/NON-DISCLOSURE AGREEMENT

With regard to my work with _____(Requestor)

I, _____ am: _____
(INDIVIDUAL's name)

- ☐ an employee of Requestor
- ☐ a volunteer with Requestor
- ☐ a contractor of Requestor
- ☐ an employee of a contractor of Requestor
- ☐ a volunteer with a contractor of Requestor
- ☐ a subcontractor to a contractor of Requestor
- ☐ an employee of a subcontractor to Requestor
- ☐ a volunteer with a subcontractor to Requestor

and I understand that as part of performing my duties as an employee, volunteer, contractor or subcontractor I may have access to, see or hear "Protected Information," which, for purposes of this agreement, shall include, but not be limited to:

1. Data or information maintained in and/or obtained from OTDA and social services districts-owned applications, systems, networks and/or databases. Data or information maintained in and/or obtained from any other device, application, hardware, software, system, network and/or database created and/or maintained by a third-party contractor, agent, vendor, or subcontractor which may be encompassed by this Agreement.
2. Data or information identifying an individual, particularly where such disclosure could result in an unwarranted invasion of personal privacy. Such data or information may include, but is not limited to: home addresses; telephone numbers; Social Security numbers; client identification numbers; payroll information; financial information; health information; and/or, eligibility and benefit information;
3. Computer codes or other electronic or non-electronic data or information, the disclosure of which could jeopardize the compliance stature, security or confidentiality of OTDA's information technology solutions, applications, systems, networks or data;
4. Non-final OTDA policy or deliberative data or information related to the official business of OTDA;
5. Data or information which is not otherwise required to be disclosed under the NYS Freedom of Information Law;
6. Any other material designated by OTDA as being "Confidential," "Personal," "Private" or otherwise "Sensitive."

I acknowledge and agree that all Protected Information (oral, visual or written, including both paper and electronic) which I see or to which I have access shall be treated as strictly confidential and shall not be released, copied or otherwise re-disclosed, in whole or in part, unless expressly authorized by the New York State Office of Temporary and Disability Assistance (OTDA).

I understand and agree that access to and the use of Protected Information obtained in the performance of my duties shall be limited to purposes directly connected with such duties, unless otherwise provided in writing by OTDA. When access to such information or data also results in access to Protected Information or data beyond that which is necessary for the purpose for which access was granted, I agree to access only that Protected Information needed for the purpose for which access was given.

When I no longer require the use of or access to such Protected Information, I agree that I will not access or attempt to access any Protected Information, including, but not limited to any Protected Information in State systems or other sources, to which I have been given access. I will return any and all reports, notes, memoranda, notebooks, drawings, data and other Protected Information developed, received, compiled by or delivered to me in order to carry out my functions or which may be in my possession, regardless of the source of the Protected Information. Any Protected Information not returned will be catalogued, and thereafter securely scrubbed, shredded, or otherwise disposed of in accordance with New York State EISO policies [<http://www.its.ny.gov/tables/technologypolicyindex>].

I understand that federal and State law and regulation prohibit the release or disclosure of such Protected Information, in whole or part. I acknowledge and hereby agree that I will not copy, re-disclose or otherwise share Protected Information in whole or in part in any form to anyone unless I am expressly directed to do so by my supervisor and such disclosure complies with applicable federal and State law and regulation. I further understand that if I am unsure as to what information is confidential, I will immediately, and prior to any such access, use, or re-disclosure, consult with OTDA or my supervisor.

I will safeguard, and will not disclose to unauthorized parties, any user name and/or password that may be issued to me in furtherance of my access to the Protected Information unless authorized. I understand that my access to Protected Information may be revoked at any time if my responsibilities change, or for any other reason at the discretion and direction of OTDA, or my supervisor. Further, I will not facilitate access or disclosure of Protected Information to any unauthorized person or entity, whether by knowingly providing my user name and/or password or otherwise.

I will comply with all applicable Federal and State confidentiality, record security, compliance and retention laws, regulations, policies and procedures.

I will immediately report to my supervisor any activities by any individual or entity that I have reason to believe may compromise the availability, integrity, security or privacy of the Protected Information. I will immediately notify OTDA and my supervisor of any request for Protected Information that does not come from an individual directly involved in the project.

I agree not to attach or load any hardware or software to or into any State or Requestor equipment unless properly authorized, in writing, to do so by OTDA. I will use only my access rights to, and will access only those systems, directories, and Protected Information authorized for my use by OTDA.

I will not use OTDA telecommunications, Internet, E-mail or other services or equipment for any illegal, disruptive, unethical or unprofessional activities, for personal gain, or for any purpose that could jeopardize the legitimate interests of the State or expose some or all Protected Information.

I agree not to knowingly take any actions that may intrude upon, disrupt or deny OTDA or Requestor services or the flow of any Protected Information.

I agree to store any Protected Information received in secure, locked containers or, where stored on a computer or other electronic media, in accordance with state and federal law and regulation, as well as OTDA's and New York State Office of Information Technology Services' (ITS) security policies that protects Protected Information from unauthorized disclosure.

I understand and agree that the terms of this Agreement shall continue even when I am no longer an OTDA or Requestor employee, contractor, subcontractor, or volunteer and that I will abide by the terms of this Agreement in perpetuity.

I understand that failure to comply with these requirements may result in disciplinary action, termination, civil action and/or criminal prosecution, as well as any other penalties provided by law.

This Agreement shall be governed by the laws of the State of New York, unless otherwise required by Federal law.

(INDIVIDUAL's Signature)

(INDIVIDUAL's Printed Name)

(Entity of which INDIVIDUAL is an employee, subcontractor or volunteer)

(Date)

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: [REDACTED]

Federal Identification Number: [REDACTED]

Address: [REDACTED]

Telephone Number: [REDACTED]

City, State, Zip Code: [REDACTED]

Email: [REDACTED]

Region/Location of Work: [REDACTED]

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. [REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> NYS Business** <input type="checkbox"/> NYS Small Business**	[REDACTED]
B. [REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> NYS Business** <input type="checkbox"/> NYS Small Business**	[REDACTED]
C. [REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> NYS Business** <input type="checkbox"/> NYS Small Business**	[REDACTED]
D. [REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> NYS Business** <input type="checkbox"/> NYS Small Business**	[REDACTED]
E. [REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> NYS Business** <input type="checkbox"/> NYS Small Business**	[REDACTED]

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 benefitting 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):

[REDACTED]

Signature: [REDACTED]

Authorized Signature [REDACTED]

Date: [REDACTED]

Telephone Number: [REDACTED]

EMAIL Address: [REDACTED]

STAFFING PLAN

Submit with Bid or Proposal – Instructions on page 2

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

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

EEO-Job Category	Total Work force	Workforce by Gender		Workforce by Race/Ethnic Identification												
		Total Male (M)	Total Female (F)	White (M) (F)	Black (M) (F)	Hispanic (M) (F)	Asian (M) (F)	Native American (M) (F)	Disabled (M) (F)	Veteran (M) (F)						
Officials/Administrators																
Professionals																
Technicians																
Sales Workers																
Office/Clerical																
Craft Workers																
Laborers																
Service Workers																
Temporary /Apprentices																
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 (MWBE 101) and submit it as part of the bid or proposal package. Where the work force to be utilized in the performance of the State contract can be separated out from the contractor's and/or subcontractor's total work force, the Offeror shall complete this form only for the anticipated work force to be utilized on the State contract. Where the work force to be utilized in the performance of the State contract cannot be separated out from the contractor's and/or subcontractor's total work force, the Offeror shall complete this form for the contractor's and/or subcontractor's total work force.

Instructions for completing:

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

RACE/ETHNIC IDENTIFICATION

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

- **WHITE** (Not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- **BLACK** a person, not of Hispanic origin, who has origins in any of the black racial groups of the original peoples of Africa.
- **HISPANIC** a person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- **ASIAN & PACIFIC 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 Male or Female

MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES- EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

M/WBE AND EEO POLICY STATEMENT

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

M/WBE

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

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

EEO

(a) This organization will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability or marital status, will undertake or continue existing programs of affirmative action to ensure that minority group members are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on state contracts.

(b) This organization shall state in all solicitation or advertisements for employees that in the performance of the State contract all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex disability or marital status.

(c) At the request of the contracting agency, this organization shall request each employment agency, labor union, or authorized representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of this organization's obligations herein.

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

(e) This organization will include the provisions of sections (a) through (d) of this agreement in every subcontract in such a manner that the requirements of the subdivisions will be binding upon each subcontractor as to work in connection with the State contract

Agreed to this _____ day of _____, 20____

By _____

Print: _____ Title: _____

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

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

MWBE Contract Goals

% Minority and Women's Business Enterprise Participation
 % Minority Business Enterprise Participation
 % Women's Business Enterprise Participation

(Authorized Representative)

Title:

Date:

Offeror's Acknowledgment of Understanding of Post-Employment Provisions

CONTRACTOR'S ACKNOWLEDGEMENT OF UNDERSTANDING OF POST-EMPLOYMENT PROVISIONS
<p>The Authorized Signatory of the Contractor acknowledges that he/she has the authority to sign on behalf of the Contractor, has read and understands the provisions applicable to post-employment restrictions affecting former State officers and employees, and agrees to abide by the Provisions of the Public Officer's Law during the term of the Agreement.</p>
CONTRACTOR'S DISCLOSURE OF ANY EXISTING AND/OR CONTEMPLATED CONFLICT OF INTEREST
<p>Have you any existing or contemplated relationship with any other person or entity, including relationships with any member, shareholders of 5% or more, parent, subsidiary, or affiliated firm, which would constitute an actual or potential conflict of interest or appearance of impropriety, relating to other clients/customers of the Contractor or former officers and employees of the Agencies and their Affiliates, in connection with your rendering services enumerated in this Agreement.</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>If your answer to the above is "Yes", please attach a written explanation, include a statement with your Agreement documents describing how your Staffing Firm would eliminate or prevent the Conflict of Interest. Indicate what procedures will be followed to detect, notify OTDA of, and resolve any such conflicts.</p> <p>By my signature on this form, I certify that all information disclosed to the State is complete, true, and accurate with regard to Conflicts of Interest.</p>
CONTRACTOR'S DISCLOSURE OF FORMER STATE EMPLOYEES
<p>Do you employ and/or use any subcontractors who are former employees of OTDA that will be assigned to perform services under this Agreement.</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>If your answer to the above is "Yes", please attach a written statement identifying any/all employees and/or subcontractors who are former employees of OTDA that will be assigned to perform services under this Agreement, include a description of their work duties, and the dates of their employment.</p> <p>By my signature on this form, I certify that all information disclosed to the State is complete, true, and accurate with regard to Former State Employees.</p>
CONTRACTOR'S DISCLOSURE OF ANY INVESTIGATION OR DISCIPLINARY ACTION BY THE NEW YORK STATE COMMISSION ON PUBLIC INTEGRITY OR ITS PREDECESSOR STATE ENTITIES (COLLECTIVELY, "COMMISSION")
<p>Have you or any of your members, shareholders of 5% or more, parents, affiliates, or subsidiaries, have been the subject of any investigation or disciplinary action by the New York State Commission on Public Integrity or its predecessor State entities (collectively, "Commission").</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>If your answer to the above is "Yes", please attach a written explanation; include a statement with your Proposal providing a brief description indicating how any matter before the Commission was resolved, or whether it remains unresolved.</p> <p>By my signature on this form, I certify that all information disclosed to the State is complete, true, and accurate with regard to investigations or disciplinary actions by the Commission.</p>
CONTRACTOR'S AGREEMENT TO NOTIFY OTDA OF POTENTIAL FUTURE CONFLICTS
<p>By signature below, the Authorized Signatory of the Contractor, certifies that he/she will notify OTDA of any/all new potential conflicts of interest and any/all new contractor staff that are prior OTDA employees during the term of the contract, prior to hiring of said individual, and will complete and submit an updated version of this form to OTDA at the time of becoming aware of any such new potential conflicts of interest, and of any/all new contractor or subcontractor staff that are prior OTDA employees.</p>
THE SIGNATURE BELOW INDICATES CERTIFICATION/ACKNOWLEDGEMENT/UNDERSTANDING OF EACH OF THE ABOVE
<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 60%;"> <p>Authorized Signatory _____</p> <p>_____</p> <p>Printed or Typed Name</p> <p>_____</p> <p>Title _____</p> </div> <div style="width: 35%;"> <p>Date _____</p> <p>_____</p> <p>Contract Number _____</p> </div> </div>

Offeror Assurance of No Conflict of Interest or Detrimental Effect

The Offeror proposing to provide services pursuant to this solicitation, as Contractor, Joint venture contractor, subcontractor, or consultant, attests that its performance of the services outlined in this solicitation does not and will not create a conflict of interest with nor, position the Offeror to breach any other Agreement currently in force with the State of New York.

Furthermore, the attests that it will not act in any manner that is detrimental to any State project on which the Offeror is rendering services; Specifically the Offeror attests that:

1. The fulfillment of obligations by the Offeror, as proposed in the response, does not Violate, any existing Contracts or Agreements between the Offeror and the State;
2. The fulfillment of obligations by the Offeror, as proposed in the response, does not and will not create any conflict of interest, or perception thereof, with any current role or responsibility that the Offeror has with regard to any existing Contracts or Agreements between the Offeror and the State;
3. The fulfillment of obligations by the Offeror, as proposed in the response, does not and will not compromise the Offeror's ability to carry out its obligations under any existing Agreements between the Offeror and the State;
4. The fulfillment of any other contractual obligations that the Offeror has with the State will not affect or influence its ability to perform under any Agreement with OTDA resulting from this RFP;
5. During the negotiation and execution of any Agreement resulting from this RFP, the Offeror will not knowingly take any action or make any decision which creates a Potential, for conflict of interest or might cause a detrimental impact to the State as a whole including, but not limited to, any action or decision to divert resources from one State project to another;
6. In fulfilling obligations under each of its State contracts, including any Agreement which results from this RFP, the Offeror will act in accordance with the terms of each of its State contracts and will not knowingly take any action or make any decision which might cause a detrimental impact to the State as a whole including, but not limited to any action or decision to divert resources from one State project to another;
7. No former officer or employee of the State who is now employed by the Offeror, nor any former officer or employee of the Offeror who is now employed by the State, has played a role with regard to the administration of this procurement in a manner that may violate section 73(8)(a) of the State Ethics Law; and
8. The Offeror has not and shall not offer to any employee, member or director of OTDA any gift, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence said employee, member or director, or could reasonably be expected to influence said employee, member or director, in the performance of the official duty of said employee, member or director or was intended as a reward for any official action on the part of said employee, member or director.

Offeror's responding to this RFP should note that OTDA recognizes that conflicts may occur in the future because an Offeror may have existing or new relationships. OTDA will review the nature of any such new relationship and reserves the right to terminate the Agreement for cause if, in its judgment, a real or potential conflict of interest cannot be cured.

Dated:

Signature

Name: _____

Title: _____

NOTE: This form must be signed by an authorized executive or legal representative (person that is authorized to bind the Offeror contractually).

OTDA 11/2016

Sexual Harassment Prevention Certification

State Finance Law §139-I requires bidders on state procurements to certify that they have a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment training (that meets the Department of Labor's model policy and training standards) to all its employees.

"By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law."

Contractor: _____

Printed Name: _____

Title: _____

Signature: _____

Date: _____

Bids that do not contain the certification will not be considered for award; provided however, that if the bidder cannot make the certification, the bidder may provide a signed statement with their bid detailing the reasons why the certification cannot be made.

PROHIBITING CONTRACTS WITH ENTITIES THAT SUPPORT DISCRIMINATION

EO 177 Certification

The New York State Human Rights Law, Article 15 of the Executive Law, prohibits discrimination and harassment based on age, race, creed, color, national origin, sex, pregnancy or pregnancy-related conditions, sexual orientation, gender identity, disability, marital status, familial status, domestic violence victim status, prior arrest or conviction record, military status or predisposing genetic characteristics.

The Human Rights Law may also require reasonable accommodation for persons with disabilities and pregnancy-related conditions. A reasonable accommodation is an adjustment to a job or work environment that enables a person with a disability to perform the essential functions of a job in a reasonable manner. The Human Rights Law may also require reasonable accommodation in employment on the basis of Sabbath observance or religious practices.

Generally, the Human Rights Law applies to:

- all employers of four or more people, employment agencies, labor organizations and apprenticeship training programs in all instances of discrimination or harassment;
- employers with fewer than four employees in all cases involving sexual harassment; and,
- any employer of domestic workers in cases involving sexual harassment or harassment based on gender, race, religion or national origin.

In accordance with Executive Order No. 177, the Bidder hereby certifies that it does not have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, creed, color, national origin, sex, sexual orientation, gender identity, disability, marital status, military status, or other protected status under the Human Rights Law.

Executive Order No. 177 and this certification do not affect institutional policies or practices that are protected by existing law, including but not limited to the First Amendment of the United States Constitution, Article 1, Section 3 of the New York State Constitution, and Section 296(11) of the New York State Human Rights Law.

Contractor: _____

By: _____

Name: _____

Title: _____

Date: _____

NON-COLLUSIVE BIDDING CERTIFICATION REQUIRED BY

SECTION 139-D OF THE STATE FINANCE LAW

SECTION 139-D. Statement of Non-Collusion in bids to the State:

BY SUBMISSION OF THIS BID, BIDDER AND EACH PERSON SIGNING ON BEHALF OF BIDDER CERTIFIES, AND IN THE CASE OF JOINT BID, EACH PARTY THERETO CERTIFIES AS TO ITS OWN ORGANIZATION, UNDER PENALTY OF PERJURY, THAT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF:

[1] The prices of this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor,

[2] Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor, and

[3] No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

A BID SHALL NOT BE CONSIDERED FOR AWARD NOR SHALL ANY AWARD BE MADE WHERE [1], [2], AND [3] ABOVE HAVE NOT BEEN COMPLIED WITH; PROVIDED HOWEVER, THAT IF IN ANY CASE THE; BIDDER(S) CANNOT MAKE THE FOREGOING CERTIFICATION. THE BIDDER SHALL SO STATE AND SHALL FURNISH BELOW A SIGNED STATEMENT WHICH SETS FORTH IN DETAIL THE REASONS THEREFORE;

[AFFIX ADDENDUM TO THIS PAGE IF SPACE IS REQUIRED FOR STATEMENT.]

Subscribed to under penalty of perjury under the laws of the State of New York, this ____ day of _____, 20____ as the act and deed of said corporation or partnership.

Exhibit 1: Non-Collusive Bidding Certification-3

Identifying Data

Potential Contractor:

Address:

Telephone:

Title:

If applicable, Responsible Corporate Officer

Name:

Title:

Signature:

Joint or combined bids by companies or firms must be certified on behalf of each participant.

Legal name of person, firm or corporation

Legal name of person, firm or corporation

By:

Name

Name

Title

Title

Address:

Part D Printed Version of Program Specific Questions

<u>PROGRAM SPECIFIC QUESTIONS</u>

Instructions

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

Project Title

- 1. Describe in detail why MAC is needed in your county (Erie, Onondaga, Monroe, Albany or Oneida), how the services provided by your agency will utilize adult mentors to promote positive civic and social engagement and support individual educational and vocational advancement of refugee youth ages 15-24.
- 2. Describe other programs or services that your agency operates and how they will be used to enhance the effectiveness of your proposed program.
- 3. Describe your agency’s relationships with other community service providers. What specific resources will be made available to MAC participants through these partnerships?
- 4. Describe how your agency plans to recruit and serve participants who are newly arrived refugees during their first year in the U.S.
- 5. Describe how the program/services will improve community health and wellness and advance applicable New York State Prevention Agenda Priorities, consistent with Executive Order 190 (EO 190). Please see page 23 for additional information on EO 190.

END OF RFP