



**Office of Children  
and Family Services**

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**New York State  
Office of Children and Family Services  
New York State Commission for the Blind**

**Grant Procurement**

**REQUEST FOR PROPOSALS**

**RFP # 1082  
Grants Gateway # CFS01-ATC-2022**

**Assistive Technology Centers**

**Issued: 3/18/2022**

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## 1.0 GENERAL INFORMATION/CALENDAR OF EVENTS

The New York State Office of Children and Family Services (OCFS) New York State Commission for the Blind (NYSCB) is the state entity designated to provide vocational rehabilitation services to New Yorkers who are legally blind. NYSCB recognizes the benefits of assistive technology in enabling legally blind individuals to access print or computer-based information, especially in education and employment, and intends to continue its assistive technology program through the release of this request for proposal (RFP).

**Applicants must operate in accordance with all applicable laws, rules and regulations.**

**Note:** Throughout this document, the terms *proposals*, *bids*, *offers*, and *applications* are used interchangeably, as are *applicants*, *bidders*, and *offerers*.

If the offerer discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the offerer shall immediately notify OCFS (See **Section 1.1 Procurement Contact**) of such error in writing and request clarification or modification of the document.

If before the deadline for submission of written questions an offerer fails to notify OCFS of a known error in or omission from the RFP, or of any error or omission or prejudice in bid specification or documents with the RFP that the offerer knew or should have known, the offerer agrees that it will assume such risk if awarded funds, and the offerer agrees that it is precluded from seeking further administrative relief or additional compensation under the contract by reason of such error, omission, or prejudice in bid specification or documents.

### 1.1 Procurement Contact

All inquiries concerning this procurement must be addressed to the director of contracts in the Procurement Unit or his/her designee(s) at OCFS, via email (preferred) [RFP@ocfs.ny.gov](mailto:RFP@ocfs.ny.gov) or via hard copy mailed to:

Director of Contracts  
Questions for RFP # 1082 Assistive Technology Centers  
NYS Office of Children and Family Services  
Bureau of Contract Management  
52 Washington Street  
Room 202S – Procurement Unit  
Rensselaer, NY 12144

## 1.2 Calendar of Events

RFP # 1082 Assistive Technology Centers	
EVENT	DATE
Issuance of RFP	3/18/2022
<b>Deadline for submission of written questions</b>	<b>4/1/2022 by 5:00 PM ET</b>
Responses to written questions posted ( <i>on or about</i> )	4/13/2022
<b>Recommended deadline for not-for-profits to prequalify in the NYS Grants Gateway</b>	<b>4/20/2022</b>
<b>Deadline for submission of proposals</b>	<b>4/29/2022 by 4:00 PM ET</b>
<b>Anticipated</b> notification of award ( <i>not earlier than</i> )	7/1/2022
<b>Anticipated</b> contract start date ( <i>not earlier than</i> )	1/1/2023

## 1.3 Bidder's Conference

Not applicable.

## 1.4 Submission of Written Questions

All communications to report errors or omissions in the procurement process, to ask questions, or to request clarification of this RFP should cite the particular RFP section and paragraph number and must be submitted via email (preferred) to [RFP@ocfs.ny.gov](mailto:RFP@ocfs.ny.gov) or via hard copy mailed to the director of contracts no later than the deadline for submission of written questions specified in **Section 1.2 Calendar of Events**. Questions received after the deadline for posting responses to written questions may not be answered. The comprehensive list of questions and responses will be posted in the solicitation announcement in the New York State Grants Gateway (Gateway) (<https://grantsgateway.ny.gov>), on the OCFS Website (<https://ocfs.ny.gov/main/contracts/funding/>), and The New York State contract Reporter (Contract Reporter) at (<https://www.nyscr.ny.gov/login.cfm>) on or about the date specified in **Section 1.2 Calendar of Events**.

To view the comprehensive list of questions and responses that are posted to the NYS Grants Gateway, click the link under the grant opportunity announcement in the Grant Opportunity Portal.

## 1.5 Deadline for Prequalification in the Grants Gateway

Not-for-Profit applicants are strongly encouraged to prequalify in the Grants Gateway by the date specified in the table in **Section 1.2 Calendar of Events**,

and MUST prequalify by the date of submission. Please refer to **Section 3.0: MINIMUM QUALIFICATIONS TO PROPOSE AND PREQUALIFICATION PROCESS**.

NOTE: Government entities are not required to prequalify in Grants Gateway, but must register in order to submit an application.

## 1.6 **Submission of Proposals**

All proposals must be submitted electronically through Grants Gateway. Please refer to **SECTION 5: PROPOSAL CONTENT AND SUBMISSION** for further information. before submitting a proposal, bidders must prequalify in the Grants Gateway System if not a Government Entity. (See **SECTION 3: MINIMUM QUALIFICATIONS TO PROPOSE AND PREQUALIFICATION PROCESS** for further information.)

**Forms Required To Be Submitted Into the “Pre-Submission Uploads” Section of the Application (click the hyperlinks below to access the files):**

- A. [OCFS-2633, MacBride Fair Employment Principles Certification Form](#)
- B. [OCFS-2634, Non-Collusive Bidding Certification](#) (Required by section 139d of State Finance Law.)
- C. [Attachment A-2, Federal Assurances and Certifications](#) (If applicable.)
- D. For complete proposal and contract requirements for the Minority-and-Women-Owned Business Enterprises (MWBE) and Equal Employment Opportunity (EEO) requirements, refer to Section 7.10. The following are forms to be completed and submitted with your Administrative Proposal and can be found [here](#):
  - [OCFS-4629, Project Staffing Plan Form](#)
  - [OCFS-3460, Minority and Women-Owned Business Enterprises \(MWBE\) Equal Employment Opportunity \(EEO\) Policy Statement](#)
  - [OCFS-4631, M/WBE Utilization Plan Form](#)
- E. [OCFS-2647, EO 177 Certification](#) (See section 7.15 for more information.)
- F. [OCFS-4821, CMS User Authorization](#) (Required for the OCFS contract Management System)

## 1.7 **OCFS Reserved Rights**

OCFS reserves the right to

1. place a monetary cap on the funding amount made in each contract award;

2. change any of the schedule dates stated in this RFP before the due date for the submission of proposals;
3. reject any or all proposals received in response to the RFP;
4. withdraw the RFP at any time at the agency's sole discretion;
5. make an award under the RFP in whole or in part;
6. disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of the RFP;
7. reject any proposal if, in the sole discretion of OCFS, it determines the bidder is not a responsible vendor;
8. seek clarification and revisions of proposals. Request bidders to present supplemental information clarifying their proposals either in writing or by formal presentation. Other than the requested clarification and supplemental information, submission of new information is not permitted;
9. require that bidders demonstrate, to the satisfaction of OCFS, any feature(s) present as a part of their proposal, which may include an oral presentation of their proposal. Any such demonstration or presentation may be considered in the evaluation of the proposal;
10. amend any part of this RFP before opening of bids, with notification to all bidders, and direct all bidders to prepare modifications addressing RFP amendments, if necessary. Expenses incurred in the preparation of any proposals or modifications submitted in response to this RFP are the sole responsibility of the bidder or other party and will not be incurred or reimbursed by OCFS;
11. make funding decisions that maximize compliance with and address the outcomes identified in this RFP;
12. fund only one portion, or selected activities, of the selected bidder's proposal and/or adopt all or part of the selected bidder's proposal based on federal and state requirements;
13. eliminate any RFP requirements that cannot be met by all prospective bidders upon notice to all parties that submitted proposals;
14. waive procedural technicalities or modify minor irregularities in proposals received after notification to the bidder involved;
15. correct any arithmetic errors in any proposal or make typographical corrections to proposals with the concurrence of the bidder;

16. negotiate with the selected bidder(s) before contract award.
17. conduct contract negotiations or award a contract to the next highest bidder if contract negotiations with the selected bidder(s) cannot be accomplished within an acceptable time frame. No bidder will have any rights against OCFS arising from such actions;
18. award contracts to more than one bidder or to other than the lowest bidder;
19. require that all proposals be held valid for a minimum of 180 days from the closing date for receipt of proposals, unless otherwise expressly provided for in writing;
20. fund any or all of the proposals received in response to this RFP. However, issuance of this RFP does not commit OCFS to fund any proposals. OCFS can reject any proposals submitted and reserves the right to withdraw or postpone this RFP without notice and without liability to any bidder or other party for expenses incurred in the preparation of any proposals submitted in response to this RFP and may exercise these rights at any time;
21. use the proposal submitted in response to this RFP as part of an approved contract. At the time of contract development, awardees may be requested to provide additional budget and program information for the final contract;
22. utilize any and all ideas submitted in the proposals received where an award is ultimately made;
23. 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 offerer's proposal and/or to determine an offerer's compliance with the requirements of the solicitation;
24. make additional awards based on the remaining proposals submitted in response to this RFP and/or provide additional funding to awardees if such funds become available;
25. make inquiries of third parties, including but not limited to, bidder's references, with regard to the applicants' experience or other matters deemed relevant to the proposal by OCFS. By submitting a proposal in response to this RFP, the applicant gives its consent to any inquiry made by OCFS;
26. require contractors to participate in a formal evaluation of the program to be developed by OCFS. Contractors may be required to collect data for these purposes. The evaluation design will maintain confidentiality of participants and recognize practical constraints of collecting this kind of information;
27. consider statewide distribution and regional distribution within New York City, including borough distribution methodology, in evaluating proposals;



28. rescind awards for failure of awardees to meet time frames that OCFS is required by statute to meet for contract development and approval;
29. cancel this RFP, in whole or in part, at any time and to reject any and all proposals when appropriate in the best interests of the state;
30. make adjustments to the funding amount requested based on program need and based on the total dollar value of the applications submitted; and
31. reject any extraneous terms, alternate activities/work to be performed, added conditions, or exceptions stated by applicants within their proposal(s). This includes, but is not limited to, proposed changes to the standard terms and conditions of the resulting contract(s).

Before the deadline for submission of proposals, any such clarifications or modifications as deemed necessary by OCFS will be posted in Grants Gateway, the NYS contract Reporter, and on the OCFS website. Potential offerers that were sent the original bid notice via email will receive an email from the Procurement Unit regarding the clarifications or modifications. All other individuals will have to check the NYS contract Reporter or the OCFS website for any changes and check the posted Q&As.

## **2.0 EXECUTIVE OVERVIEW**

### **2.1 Introduction/Description of Program Objectives and Background**

NYSCB recognizes the benefits of assistive technology in enabling legally blind individuals to access print or computer-based information, especially in education and employment, and intends to continue its assistive technology program through the release of this request for proposal (RFP).

The State of New York participates in the provision of services pursuant to the Federal Vocational Rehabilitation Act of 1973, as amended, and has, through its designated state agency (OCFS's NYSCB or Commission), received approval from the federal Rehabilitation Services Administration for a comprehensive State Plan for Vocational Rehabilitation and Supported Employment Services as set forth in 34 CFR Part 361, Subpart B, Section 361.10, of the Act. <https://www.law.cornell.edu/cfr/text/34/part-361/subpart-B>

The OCFS's NYSCB is the state entity designated to provide vocational rehabilitation services to New Yorkers who are legally blind.

### **2.2 OCFS Statewide Considerations**

OCFS's mission is to serve New York's public by promoting the safety, permanency and well-being of our children, families and communities. OCFS effectuates results by setting and enforcing policies and building partnerships at the federal, state, county and community levels that impact practice. OCFS funding investments assist communities to create and/or enhance the provision

of quality services in the areas of child welfare, juvenile justice, adult protective services, and services for the legally blind and visually impaired.

OCFS conducts ongoing analysis of demographic data and fiscal expenditures to aid counties and communities in administering safe, effective and cost-efficient services to the residents of our state. Paramount is ongoing self-assessment within “the system” to identify changes in service needs, interventions, and partnerships. OCFS data reveals that many children and families who are involved with the child welfare and juvenile justice systems in New York State are disproportionately Black and Latino, and many are poor. For the blind and visually impaired service area, Black and Latino adults are underrepresented in the receipt of services from the legally blind and visually impaired service network.

In response to this situation, OCFS has been implementing various activities to

- assess relevant data,
- identify which communities across the state are affected,
- identify evidence-based and/or best-practice strategies and/or approaches that can be replicated in New York State to respond to the issue, and
- provide funding to designated high-need communities to facilitate implementation of programs and services that address disproportionality and disparity rates.

This RFP provides OCFS and localities an opportunity to provide services to our most vulnerable children and families and to implement activities that address disproportionality in identified communities. OCFS will invest in services that are culturally and linguistically competent, cost efficient, and contribute toward alleviating issues identified for the respective communities. Organizations that are interested in applying for OCFS funding are therefore encouraged to review their community’s demographic data (i.e., child welfare, home visiting, adoption, and juvenile justice) and as indicated and where deemed appropriate per the target population and/or scope of services for the funding source, consider the following element(s) in their proposal design:

- **Disconnected/High-Need Youth**

OCFS’s priority is to “protect those in greatest need” through ongoing assessment and enhancement of services that promote safety and general well-being for at-risk children, adolescents, families and adults. This priority includes targeting services for “disconnected/high need youth” who are: youth aging out of foster care; youth in or reentering the community from the juvenile justice system; and children of incarcerated parents. Grant applications that propose to serve the “disconnected/high-need youth” population must consider that the clients cited above often require service intervention from multiple service systems. Where required by the OCFS RFP narrative, applications must demonstrate capacity and scope for cross-agency collaborations and partnership with relevant community organizations.

- **Racial Equity and Cultural Competence**

OCFS continues work in the area of Racial Equity and Cultural Competence (RECC). Effort to address RECC includes examination of the issues related to the overrepresentation of Black, Latino and Native American children and their families in the State's child welfare and juvenile justice systems. It also entails a consideration of issues related to the underrepresentation of Blacks, Native Americans and Latinos in various service delivery systems to identify how best to enhance outreach and preventive measures that support the safe reduction of out-of-home placements for children and adults, and focus on the well-being of children, youth and families. OCFS has enlisted the participation of our state and local partners in this effort and is working with a number of counties to examine local data and develop strategies to address, reduce and ultimately eliminate racial and ethnic disparities and to seek equity within the systems of care and custody. We continue to partner with national experts Casey Family Programs and have also collaborated with the Center for the Study of Social Policy (CSSP) and other national experts dedicated to this work. The effort must be data driven and therefore, we have generated and shared county-level data with partners and stakeholders in our effort to encourage transparency and collaboration.

Current OCFS statewide data indicates that Black and Latino children and families continue to comprise 75 percent of the state's children in foster care and about 85 percent of the juvenile justice placements. OCFS views this RFP as an opportunity to heighten public awareness of the issue of disproportionality and to begin to promote policies and practices that will gradually reduce it.

Specific areas that every applicant and community are requested to consider in the design of their program and scope of services identified in their application for OCFS funding include, but are not limited to the following:

- Providing service strategies, approaches, and linguistic capacities that promote the delivery of services that are culturally competent and reflective of the population and community to be served
- Collecting and analyzing data relevant to disproportionality and service provision
- Strategically locating services within communities, to promote better access to service delivery in high-need areas
- Promoting cross-agency dialogue and partnership regarding service planning to address disproportionality (including, but not limited to, social services, mental health, health, education, housing, substance abuse, probation agencies, and community-based providers)

- **Disproportionate Minority Representation (DMR) in the Child Welfare and Juvenile Justice Systems**

Disproportionate Minority Representation (DMR) or disproportionality occurs when the percentage for the representation of a particular minority group (racial, ethnic) involved with a service system is significantly higher or lower than that group's percentage or representation in the general population. Disproportionality has implications across all services administered by OCFS, including child welfare, juvenile justice, child care, youth development, and those services for the blind and visually impaired. In some service categories, disproportionality manifests itself by over-representation of racial/ethnic groups, and in other service categories, it is manifested by under-representation of racial/ethnic groups.

Further information regarding Disproportionate Minority Representation (DMR) and data in New York State can be found through the following link: [Disproportionate Minority Representation \(DMR\)](#).

### **2.3 Purpose and Funding Availability**

NYSCB is seeking proposals that continue the project goals: (1) providing assessment of the assistive technology (AT) needs and abilities of participants referred from NYSCB; (2) recommending assistive equipment configurations that meet participants' individual needs; and (3) providing comprehensive training to assist participants in achieving proficiency in the use of the recommended equipment in the workplace or during their educational or vocational training.

The Assistive Technology Center (ATC) must be located in the Service Delivery Area originally bid upon, for the duration of the contract. See Service Delivery Areas listed in this RFP Section 4.3.

An approximate amount up to \$1.8M annually, or \$9M over a 5-year period, is anticipated to be available across the service delivery areas. The funding for this project will be a mix of federal and state funds, with 78.7% of the funds (\$7,083,000) from federal sources.

There are no specific match requirements; however, there is a cost component in the evaluation process, and proposals with lower costs due to higher efficiencies or local match may score higher than more expensive programs without a match.

Payments will be made quarterly for all completed work upon submission of an accurate claim meeting contract requirements. Advances will be allowed only in rare circumstances subject to the provisions of New York State and federal regulations.

As noted in **Section 1.7 OCFS Reserved Rights** above, OCFS reserves the right to place a monetary cap on the funding amount made in each contract award.

## **2.4 Term of Contract**

The contract(s) awarded in response to this RFP will be for five (5) years. The anticipated start date is January 1, 2023, and the anticipated end date is December 31, 2027. Funding is currently anticipated to be available for the first year of the contract, and the award of a multiyear contract does not guarantee that funding will be available for subsequent years. Contractors may not begin to provide services prior to the contract start date; OCFS has no obligation to pay for services rendered prior to that time. Payments cannot be made prior to the formal execution of a contract and approval by the Office of the State Comptroller (OSC).

## **3.0 MINIMUM QUALIFICATIONS TO PROPOSE AND PREQUALIFICATION PROCESS**

### **3.1 Minimum Qualifications**

- Proposals in response to this RFP will be accepted from any for-profit organization, not-for-profit organization, or government entity that is authorized to do business in New York State.
- Applicants must agree to the standards defined in the Assistive Technology Center Contract Guidelines and provide all services as outlined in RFP **Section 4 Program Requirements**.
- Be prequalified, if not exempt, in the NYS Grants Gateway on the application deadline. (See section 3.2 for additional information)

### **3.2 Prequalification Process**

New York State has instituted key reform initiatives to the grant contract process that require not-for-profit organizations to register in the New York State Grants Gateway System (Gateway) and complete the Vendor Prequalification process in order for proposals to be evaluated. After becoming prequalified, not-for-profit organizations will have the responsibility to keep their information current by updating on an annual basis.

**Proposals received from not-for-profit applicants that are not prequalified in the Grants Gateway on the proposal due date and time listed in Section 1.2 Calendar of Events will be disqualified from further consideration.**

**NOTE:** Government entities are not required to prequalify in the Grants Gateway, but must still be registered in order to submit an application. Government entities

that are exempt from prequalification should have a document vault status of “Document Vault Available.”

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

### 3.2.1 Register for the Grants Gateway

- On the Grants Management 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, email [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov). If you do not know your password, click the [Forgot Password](#) link from the main log in page and follow the prompts.

### 3.2.2 Complete Your Prequalification Application

- Log into the [Grants Gateway](#). If this is your first time logging in, you will be prompted to change your password at the bottom of the “Profile” page. Enter a new password and click “SAVE.”
- Click the “Organization(s)” link at the top of the page and complete the required fields including selecting the state agency with which you have the most grant contracts. If you currently do not have any contracts with NYS, select OCFS. This page should be completed in its entirety before you click “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 directed to the agency contact listed in **Section 1.1 Procurement Contact**, or to the Grants Gateway Team at: [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov).

### 3.2.3 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 expedited review of your prequalification application is desired, please send an email request to the agency contact listed in **Section 1.1 Procurement Contact** and identify your organization by including your Grants Gateway Document Vault (GDV) number, organization name, Federal EIN, and SFS Vendor ID. It is recommended that you submit this request for expedited review before the **Recommended Deadline to Prequalify in the Grants Gateway** noted in **Section 1.2 Calendar of Events**.
- Your document vault will be assigned to a prequalification specialist for review. If your prequalification specialist requests modifications, you will receive an email notification from the Gateway and the status of your document vault will change to “Modifications Requested.”
- Requests for modifications should be addressed by the vendor and resubmitted for review without delay. The status of the document vault must change back to “In Review” for modifications to be reviewed and approved by a prequalification specialist.
- 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. The status of the document vault should be “Document Vault Prequalified.”

**Vendors are strongly encouraged to complete this process as soon as possible or by the date specified in RFP Section 1.2 Calendar of Events to participate in this grant opportunity. Prospective applicants are responsible for monitoring their status in the Grants Gateway. OCFS cannot be held responsible in the event an applicant fails to submit their Document Vault for review in a timely manner, or if the documents uploaded by the applicant to their Document Vault are found deficient.**

### 3.3 Vendor Responsibility Requirements

Section 163(9)(f) of the NY State Finance Law requires that a state agency make a determination that a bidder is responsible before awarding that bidder a state contract. Vendor responsibility will be determined based on the information provided by the bidder, online, through the New York State VendRep System

Questionnaire or through a paper copy of the Vendor Responsibility Questionnaire. OCFS will review the information provided before making an award.

OCFS reserves the right to reject any proposal if, in its sole discretion, it determines the bidder is not a responsible vendor. All proposals are subject to a vendor responsibility determination before the award is made, and the determination can be revisited at any point up to the final approval of the contract by the New York State Office of the State Comptroller (OSC). Vendors must maintain their vendor responsibility throughout the duration of the contract.

Enrolling and completing the questionnaire online through the New York State VendRep System is the best method because both the questionnaire and answers are stored in the system. Thus, subsequent questionnaires in response to contracts or Request for Proposals from any state agency would only need to be updated in the VendRep System.

To access or enroll in the VendRep System or update your existing online questionnaire, click [Online Questionnaire](#). Questionnaires in the VendRep System that have been completed in the last six months in response to contracts or bid announcements do not need to be updated. If the vendor is using the hard copy notarized questionnaire, then it also has to be current within six months of the due date of the proposal.

Vendors opting to complete a paper questionnaire, can access the questionnaire by clicking the following link: [Paper Questionnaire](#). Please note that there are separate questionnaires depending on the contractor status. Not-for-profit vendors must use the *Vendor Responsibility Questionnaire Not-For-Profit Business Entity* form. For-profit vendors must use the *Vendor Responsibility Questionnaire For-Profit Business Entity* form.

Vendors are also encouraged to have subcontractors file the required Vendor Responsibility Questionnaire online through the New York State VendRep System. These subcontractors are required to submit a questionnaire when the value of the subcontract is \$100,000 or more.

Before executing a subcontract agreement, the contractor must provide the information required by OCFS to determine whether a proposed subcontractor is a responsible vendor.

Vendors must provide their New York State Vendor Identification Number when enrolling. To request a Vendor Identification Number or for direct VendRep System user assistance, contact the OSC Help Desk at 866-370-4672 or 518-408-4672 or by email at [ciohelpdesk@osc.state.ny.us](mailto:ciohelpdesk@osc.state.ny.us).

The New York State VendRep System offers the following benefits:



- Ease of completion, filing, access to and submission of the questionnaire; efficiencies are multiplied for vendors who bid and contract with the state frequently or with multiple state agencies.
- Questionnaire updates are easily filed by updating only those responses that require change from the previously saved questionnaire (as opposed to a paper copy where a new questionnaire is required each time there is a change).
- The stored questionnaire information eliminates the need to reenter data for each subsequent questionnaire submission.
- Reduction of costs associated with paper documents including copying, delivery and filing
- Online questionnaire information is secure and accessible to authorized vendor users only. State agencies can only view certified and finalized questionnaires.
- VendRep question prompts ensure that the correct forms are completed.
- The VendRep Online System contains links to all definitions of the terms used in the questionnaire.

Note: The vendor responsibility questionnaire must be dated within six months of the proposal due date. Any subcontractors under that proposed contract must also complete a Vendor Responsibility Questionnaire when the value of the subcontract is projected to be \$100,000 or more for the contract term.

Confirmation of **completion** of the vendor responsibility process must be submitted with your proposal. This confirmation can take the form of registration in the VendRep System, or by submitting your completed hardcopy questionnaire. To submit this confirmation with your application, go to the bottom of your certified questionnaire, and click the button called “Form Overview.” Print this page and upload it to the proposal. Upload the page into your proposal by going to the “Pre-Submission Uploads” section of the RFP in the Gateway. While it is not recommended, you have the option of uploading a completed hardcopy vendor responsibility questionnaire to the “Pre-Submission Uploads” section.

## **4.0 PROGRAM REQUIREMENTS**

### **4.1 ATC Contract Guidelines**

All services will be provided in conformance with the standards defined in the NYSCB “2023 to 2027 Assistive Technology Center Contract Guidelines” and with any future updates, including curriculum changes, to the guidelines. The guidelines are available online at: [https://ocfs.ny.gov/main/cb/provider\\_info.asp](https://ocfs.ny.gov/main/cb/provider_info.asp) and located under the “Future Guidelines” section. These guidelines will hereafter be referred to as the “ATC Guidelines.” See also Attachment 2 – ATC Guidelines.

NYSCB reserves the right to refine or modify any of the below conditions by issuing updated versions of the ATC Guidelines post bid. These updates will be administrative in nature.

### General Information

For general information about NYSCB requirements, see Section 1: General Information of the ATC Guidelines.

### Outcome Services

NYSCB seeks vendors who can complete outcomes for the following outcome services:

1. ATC Readiness Evaluation
2. ATC Assessment
3. ATC Training

For a complete description and scope of outcome services see Section 2: Outcome Services of the ATC Guidelines.

### Fee for Services

Fee for services are services paid on an hourly basis. NYSCB seeks vendors who can provide the following fee for services:

1. ATC Training (Hourly)
2. ATC On-Site Evaluation
3. ATC On-Site Installation
4. ATC Technical Job Coach Development
5. ATC On-the-Job Technical Support
6. ATC Technical Support for Placement Staff
7. ATC Refresher Training
8. ATC Remote Technical Assistance

For a complete description and scope of fee for services, see Section 3: Fee for Service of the ATC Guidelines.

### ATC Contract Providers Requirements and Information

NYSCB has specific requirements for vendors who wish to receive an ATC contract. These requirements include, but are not limited to, a physical plant, hours of operations, classroom presence, and equipment.

For a complete description and scope of ATC Contract Providers Requirements and Information, see Section 4.07: Appendix G: ATC Contract Providers Requirements and Information of the ATC Guidelines.

## Payments/Reimbursements

### Outcome Payment Procedure under Contract

#### Quarterly Payments

The first four quarterly outcome services will be reimbursed at the end of each quarter for all successful ATC outcomes in that quarter from a reconciliation report generated from the NYSCB's Case Management System. This quarterly reconciliation report can be generated by the contractor or NYSCB on the first day following the end of the quarter.

The contractor will be reimbursed upon submission of a properly completed claim for payment form that matches the amount of the quarterly reconciliation report above.

#### Final Reconciliation Payment

Within 90 days after the end of the calendar year, NYSCB will receive a list from the contractor of all successful outcome services they completed within the prior calendar year. NYSCB will compare that list versus NYSCB's Case Management System. As needed NYSCB will make adjustments to reconcile the two lists. Once the reconciliation is complete and NYSCB and the contractor agree on the status of all outcomes, NYSCB will issue a final payment if needed. If a refund is required to NYSCB/State, the refund will take the form of the reduction of a future quarterly payment, when possible. If the difference cannot be recouped from a future payment, then the vendor will send a check to NYSCB/OCFS for the overpayment amount.

### Fee for Services Payment Procedures Under Contract

Fee for services may only be provided upon receipt by the contractor of an authorization for service from the NYSCB district office.

The contractor will be reimbursed for all NYSCB-authorized fee for services provided upon receipt and approval by the NYSCB district office of a properly completed authorization and the appropriate fee for service report outlining the completed work.

For a complete description and scope on ATC Payments/Reimbursements, see Section 1.12: Payments/Reimbursements of the ATC Guidelines.

Contractors must have the capacity to provide services at the level identified in this RFP Section 4.2 dependent upon referrals from NYSCB. Bidders should keep in mind that the numbers in this RFP Section 4.2 are based on historical NYSCB referral levels, and that actual annual referrals from NYSCB may be lower or higher than the numbers identified. No minimum or maximum number of referrals is guaranteed. Reimbursement to the contractor will be based on attainment of outcomes (assessment and training) as a result of the contractor's provision of services to the individuals referred from NYSCB.

Applicants may subcontract components of the scope of work. For those applicants that propose subcontracting, it is preferable to identify subcontracting agencies during the application process. Applicants that plan to subcontract are expected to state in the application the specific components of the scope of work to be performed through subcontracts. Applicants should note that the lead organization (prime contractor) will have total responsibility for all contract activities, including those performed by subcontractors, and will be the primary contact for OCFS. If requested by OCFS, the contractor agrees not to enter into any subcontracts, or revisions to subcontracts, that are in excess of \$100,000 for the performance of the obligations contained herein until it has received the prior written permission of the State, which shall have the right to review and approve each and every subcontract in excess of \$100,000 before giving written permission to the contractor to enter into the subcontract. All subcontractors must be approved by OCFS.

#### **4.2 Anticipated Annual Performance Targets**

The performance targets below are based upon the 2018 and 2019 provided services. 2020 and 2021 performance outcomes were greatly affected by COVID-19 and therefore referral and performance data were not used for those years as NYSCB considered the data to not be representative of future referrals.

These numbers are provided for staffing and budget purposes only, actual reimbursement will be based upon services completed.

<b>Area</b>	<b>Number of ATC Readiness Evaluation Services<sup>1</sup></b>	<b>Number of ATC Assessment Services<sup>1</sup></b>	<b>Number of ATC Training Services<sup>1</sup></b>	<b>Total Projected Dollar Value of Fee For Services<sup>2</sup></b>
<b>Area 1 - Buffalo</b>	25	33	36	\$43,300
<b>Area 2 - Rochester</b>	19	31	21	\$8,600
<b>Area 3 - Syracuse</b>	8	20	15	\$10,000
<b>Area 4 - Albany</b>	16	24	15	\$7,200
<b>Area 5 - Westchester</b>	30	36	25	\$6,500
<b>Area 6 - NYC</b>	31	90	60	\$16,000
<b>Area 7 - Garden City</b>	45	100	70	\$10,100

<sup>1</sup> These estimated caseload numbers are used in the **Attachment 1 – Cost Per Outcome and Total Cost Bid Form**. Please refer to **Section 4.4 Maximum Cost Per Outcome** and **Section 5.2 Proposed Budget**.

<sup>2</sup> The estimated fee for service amounts are 20% higher than historical usage. This allows NYSCB to provide services to more individuals as needed. Please refer to **Section 4.5 Hourly Fee for Service Rates**.

**4.3 Service Delivery Areas**

Area 1 Buffalo	Area 2 Rochester	Area 3 Syracuse	Area 4 Albany	Area 5 Westchester	Area 6 New York City	Area 7 Garden City
Allegany Cattaraugus Chautauqua Erie Genesee Niagara Orleans Wyoming	Chemung Livingston Monroe Ontario Schuyler Seneca Steuben Wayne Yates	Broome Cayuga Chenango Cortland Herkimer Jefferson Lewis Madison Oneida Onondaga Oswego Tioga Tompkins	Albany Clinton Columbia Delaware Essex Franklin Fulton Greene Hamilton Montgomery Otsego Rensselaer Saratoga Schenectady Schoharie St. Lawrence Warren Washington	Dutchess Orange Putnam Rockland Sullivan Ulster Westchester	Bronx Manhattan Queens	Nassau Suffolk Kings Richmond

**4.4 Maximum Cost Per Outcome**

As an essential part of the proposal, the bidder must propose a cost per outcome for ATC Assessments and ATC Training for each of the five years of the project. The proposed costs per outcome may not exceed the following limits:

- ATC Readiness Evaluations.....\$600 per evaluation
- ATC Assessments.....\$1,300 per assessment
- ATC Training.....\$4,850 per training

NYSCB will not provide an inflationary adjustment for any of the above rates or bid rates unless the inflationary amount of the “National Consumer Price Index - All Urban Consumers (CPI-U), Not Seasonally Adjusted, U.S. City Average, All Items” reflects a 3% or higher rate for two consecutive calendar years or a single year CPI adjustment exceeds 5% starting on January 1<sup>st</sup>, 2023.

If either of the two conditions are met, NYSCB may consider a CPI adjustment to rates at its sole discretion. In the event of a rate increase above the bid amount, the total rate increase will not exceed the All Urban Consumers (CPI-U), Not Seasonally Adjusted, U.S. City Average, All Items CPI for the contract term.

#### 4.5 Hourly Fee for Service Rates

NYSCB may occasionally need to provide services to individuals on an hourly or Fee for Service basis. Those amounts are listed in the Anticipated Annual Performance Targets (see RFP Section 4.2). The costs for providing these services will be reimbursed on an hourly basis at the fees listed in the chart below.

Service	Rate
ATC - Training (Hourly)	\$100/Hour
ATC - On-Site Eval	\$100/Hour
ATC - On-Site Installation	\$100/Hour
ATC - Tech Job Coach Development	\$100/Hour
ATC - On-the-Job Tech Support	\$100/Hour
ATC - Tech Support for Placement Staff	\$100/Hour
ATC - Refresher Training	\$100/Hour
ATC - Remote Tech Assistance	\$100/Hour

#### 4.6 Accessibility of Web-Based Information and Applications

Any web-based Intranet and Internet information and applications development or programming delivered pursuant to this procurement must comply with New York State Enterprise IT Policy NYS-P08-005, *Accessibility Web-Based Information and Applications*, and New York State Enterprise IT Standard NYS-S08-005, *Accessibility of Web-Based Information Applications*, as such policy or standard may be amended, modified or superseded, which requires that state agency web-based intranet and internet information and applications are accessible to persons with disabilities. Web content must conform to New York State Enterprise IT Standards NYS-S08-005 as determined by quality assurance testing. OCFS will conduct such quality assurance testing and the test results must be satisfactory to OCFS before web content will be considered a qualified deliverable under the contract or procurement.

### 5.0 PROPOSAL CONTENT AND SUBMISSION

#### 5.1 Technical Proposal Content/Work Plan

**NOTE:** This section describes the content requirements of the Work Plan and how to prepare your Work Plan to assist you with your application. Please refer to **Section 5.5 Proposal Submittal Process**.

The purpose of the Work Plan is to provide a clear description of what requested project funds will pay for, the expected outcomes for the proposed project services and the programmatic rationale for the proposed project budget. The Work Plan must be in compliance with all applicable state and federal laws, rules, and regulations and be responsive to the desired outcomes identified in **Section 4.1 Desired Outcomes and Program Requirements** of the RFP and provide

value to the OCFS mission. OCFS expects that all project services funded by this initiative will be designed to be culturally and linguistically competent and cost efficient. Appropriate planning and development activities must be conducted by applicants to promote responsiveness to the target population of this RFP. Services provided must accommodate cultural and linguistic requirements of the target population and/or community to be served.

Before entering their responses to the application in the Gateway, applicants should create a word document from the Work Plan Template available in Gateway and use it in preparing proposed responses to questions on the Work Plan (**See Section 5.4 Proposal Content.**) To use the Work Plan template:

1. Download the Work Plan template from the “Pre-Submissions Uploads” folder in your grant application.
2. Complete the Word document, and save it to refer to later when responding to questions as part of your proposal submission in the grants gateway system. This document **will not** be submitted into the Grants Gateway with your application.
3. Save the Work Plan for future reference, because if the applicant is awarded a contract, this document will be the basis for the Work Plan in the subsequent contract for services.

Your proposal will be rated based on your organization’s responses to the sections listed below. Please be sure to address all of the questions in each section comprehensively, yet succinctly. The number of points allocated to each area in the technical review appear in (parentheses) after each section below. OCFS reserves the right to add additional bonus points to the final score/rating for proposals that are responsive to **Section 2.2 OCFS Statewide Considerations**. RFPs that include the applicants’ ability to receive additional bonus points will state such in **Section 6.3 Bonus Points: RECC**.

### **Guidelines for Each Section**

Proposed Project Plan/Narrative: Thoroughly describe how your Assistive Technology Center will meet the requirements set forth in this RFP Section 4.1, paying particular attention to the following:

#### **A. Organizational Experience**

1. Describe the history of your organization and provide evidence that it has the capacity to successfully undertake this project.
2. Describe your history in working with individuals who are legally blind.
3. Describe how the management of your agency supports the proposal for this program.
4. Provide evidence of your organization’s ability to hire and maintain staff, to coordinate effectively with other agencies, and to maintain this program.

5. Attach an organizational chart that shows how this program fits into the organization's goals and mission. As needed text explanation can be provided as well.
6. Attach any current pamphlet(s) or brochure(s) that describes your organization's services, if any. NOTE: THIS IS OPTIONAL.

## **B. Personnel Standards**

Thoroughly describe how the qualifications of any current or future staff meet or will meet the requirements of Section 1.11: Personnel Standards of the ATC Guidelines and how staff will maintain their proficiency on the hardware and software mutually agreed upon in Section 4.07.03: Equipment of the ATC Guidelines.

1. Please describe how your organization currently meets or will meet the requirements outlined in Section 1.11.01 Personnel Standards for Outcome Services of the ATC Guidelines. Include resumes as appropriate.
2. Please describe how your organization currently meets or will meet the requirements outlined in Section 1.11.02 Fee for Services of the ATC Guidelines. Include resumes as appropriate.
3. Please describe how your organization will maintain their proficiency on the hardware and software mutually agreed upon in Section 4.07.03 Equipment of the ATC Guidelines.

Note: As part of the descriptions above, make sure you provide the name and title of staff who will have primary supervisory responsibility for conducting the services you propose to offer; provide a curriculum vitae or resume for this individual. If no staff member currently exists for the position, describe the qualifications you will require to fill the position.

Please also provide the name and title of all other staff that will have a secondary role in providing the services described in your proposal, and summaries of their education and experience.

## **C. Outcome Services**

Describe how you will provide *ATC Readiness Evaluation*, *ATC Assessment and ATC Training* described in Section 2: Outcome Services of the ATC Guidelines and their corresponding sub sections.

1. Describe how you will provide outcome services in general.
2. Describe how you will provide ATC Readiness Evaluation.
3. Describe how you will provide ATC Assessment.



4. Describe how you will provide ATC Training.

#### **D. Fee for Services**

Explain fully how you will maintain the capacity to provide each of the eight (8) fee for services listed below and described fully in Section 3: Fee for Service of the ATC Guidelines on an as-needed basis for the NYSCB district office.

- ATC Training (Hourly)
- ATC On-Site Evaluation
- ATC On-Site Installation
- ATC Technical Job Coach Development
- ATC On-the-Job Technical Support
- ATC Technical Support for Placement Staff
- ATC Refresher Training
- ATC Remote Technical Assistance

#### **E. Physical Plant**

Describe your physical plant and provide assurances that the physical plant will conform with the requirements described in Section 4.07: Appendix G: Subsection: .01 Physical Plant of the ATC Guidelines.

#### **F. Service Delivery Areas**

1. Describe how you will meet the Anticipated Annual Performance Target requirements referenced in Section 4.2 of this RFP and Service Delivery Areas described in Section 4.07.02: Service Delivery Areas of the ATC Guidelines.
2. Specify the Service Delivery Area(s) in which you propose to provide services. Your selection must conform with one of the Service Delivery Areas listed in Section 4.07.02: Service Delivery Areas of the ATC Guidelines.

**NOTE:** If you choose to provide services in more than one Service Delivery Area, you must submit a separate proposal for each area. You also must present to NYSCB that you will permanently locate an Assistive Technology Center in each of the area(s) you propose to serve. This Physical Plant must be available at the start of the contract.

#### **G. Equipment**

Describe how you utilize and maintain your equipment or equipment provided by NYSCB for participant assessments in the manner described in Section 4.07.03 Equipment of the ATC Guidelines.

## H. Participant Housing and Transportation

Describe how you will provide Participant Housing and Transportation as defined in Section 4.07.09 Participant Housing and Transportation of the ATC Guidelines.

The bidder should provide the names and addresses of at least two (2) such housing alternatives.

The bidder should identify bus routes or other transportation alternatives available at reasonable cost to NYSCB participants and provide assistance to participants to avail themselves of these services. NYSCB will pay for all travel and lodging costs.

### 5.2 Proposed Budget

#### 5.2.1 Cost Per Outcome

As an essential part of the proposal, the bidder must propose a cost per outcome for *ATC Readiness Evaluation*, *ATC Assessments* and *ATC Training* for each of the five years of the project. The proposed costs may not exceed the limits shown in this RFP **Section 4.4 Maximum Cost Per Outcome**.

Using the cost per outcome you have proposed and the anticipated annual performance targets for *ATC Assessment*, *ATC Training* and *ATC Readiness Evaluation* presented in this RFP Section 4.2, propose a total annual cost for outcome services for the one-year and five-year period of the contract which will result from this RFP.

Using your proposed cost per outcome for each outcome service and the Anticipated Annual Performance Target number estimated in this RFP Section 4.2 for the area(s) in which you propose to provide services (see Section 4.3 of this RFP), calculate a total cost for the provision of outcome services for the five-year project period.

NYSCB may occasionally have the need to provide services to more individuals than the number listed in the Anticipated Annual Performance Targets (see this RFP Section 4.2), in which case the contractor will be reimbursed for those additional services. Therefore, in your proposal you should confirm that you have the capacity and agree to provide services to at least 20% more individuals than the numbers listed in this RFP Section 4.2, for each of the five years of the project (see **Attachment 1**).

The final contract budget will be 20% higher than the outcome performance targets in Section 4.2. This allows NYSCB to provide services to more individuals than the number listed in the Anticipated Annual Performance Targets if demand suddenly changes.

### **5.2.2 Fee for Services Rates**

The eight (8) fee for services listed in this RFP Section 4.1 will be paid based on the fee schedule in Section 4.5 of this RFP.

The amounts in the Fee for Service section of 4.2 are 20% higher than historical usage. This allows NYSCB to provide services to more individuals if the demand suddenly changes.

As part of the proposal, the bidder must agree that it will perform the fee for services at the rates identified in Section 4.06.02. Fee for Service Rates of the ATC Guidelines.

**The Attachment 1 – Cost Per Outcome Total Cost Bid Form must be used.**

To complete the budget in the Gateway, you must do the following:

1. **Download the budget from the “Pre-Submission Uploads” section in your grant application;**
2. **Complete that document and upload (attach) your completed form to the “Pre-Submission Uploads” section of your grant application.**

**Please note that when you are completing the budget in the Gateway, you are required to upload the budget document into the “Pre-Submission Uploads” section of your application.**

### **5.3 Key Concepts**

Please refer to the ATC Guidelines.

### **5.4 Proposal Content**

The proposal will consist of responses to the following questions in the Grants Gateway. These will be found in the “**Program Specific Questions**” section of the online application.

Applicants must complete all of the following program questions and provide all required uploads for the application to be considered complete. Please note that all questions in the Grants Gateway will only allow one document to be uploaded per question. Multiple documents should be combined into ONE SINGLE FILE no larger than 10MB in size. If this is not possible, it is permissible to submit additional uploads to the “**Grantee Document Folder**”. Please ensure all uploads are clearly identified and labeled). **DO NOT UPLOAD PASSWORD PROTECTED OR SECURED DOCUMENTS. ENSURE ALL PASSWORDS ARE REMOVED BEFORE UPLOADING IN THE GRANTS GATEWAY.**

## Eligibility Questions

Unless specified otherwise, required documents must be uploaded as attachments in the “**Program Specific Questions**” section of the Grants Gateway as part of your response to applicable questions. If there are insufficient upload slots, it is permissible to submit additional uploads to the “**Grantee Document Folder**”. Please ensure all uploads are clearly identified and labeled.

Please review and respond to **Eligibility Questions** carefully. See RFP **Section 3.1 Minimum Qualifications** for additional information regarding requirements.

No.	Question	Yes/No
<b>1. Eligibility Questions</b>		
1a.	Is your organization a for-profit organization, not-for-profit organization, or government entity that is authorized to do business in New York State?	<input type="checkbox"/> Yes <input type="checkbox"/> No *
1b.	Does your organization agree to all standards defined in the Assistive Technology Center Contract Guidelines and agree to provide all services as outlined in RFP <b>Section 4 Program Requirements</b> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No *
1c.	Identify the Service Delivery Area proposed to be served. It must be only ONE of the following: Area 1 - Buffalo, Area 2 - Rochester, Area 3 - Syracuse, Area 4 - Albany, Area 5 - Westchester, Area 6 - New York City, or Area 7 - Garden City. If you would like to provide services in more than one Service Delivery Area, you MUST submit a separate proposal for each area.	Text Field
1d.	Please provide the physical address of the proposed ATC site located within the Service Delivery Area identified above.	Text Field
1e.	Are you prequalified, if not exempt, in NYS Grants Gateway by the application deadline (see RFP <b>Section 3.2 Prequalification Process</b> )?	<input type="checkbox"/> Yes <input type="checkbox"/> No * <input type="checkbox"/> N/A
* A “No” response to any Eligibility Questions in this section or failure to submit the required documentation with your application may result in disqualification of your application.		

## Administrative Questions

No.	Question	Response
<b>2. Primary Contact Information</b>		
<b>The primary contact should be the applicant’s executive director or other authorized individual who will receive official written and electronic notifications from OCFS regarding this procurement.</b>		
2a.	Provide the PREFIX (Mr./Ms./Dr./etc.) of the primary contact.	Text Field

2b.	Provide the FIRST NAME of the primary contact.	Text Field
2c.	Provide the LAST NAME of the primary contact.	Text Field
2d.	Provide the JOB TITLE of the primary contact.	Text Field
2e.	Provide the STREET ADDRESS of the primary contact.	Text Field
2f.	Provide the CITY of the primary contact.	Text Field
2g.	Provide the STATE of the primary contact.	Text Field
2h.	Provide the ZIP CODE of the primary contact.	Text Field
2i.	Provide the PHONE NUMBER of the primary contact.	Text Field
2j.	Provide the EMAIL ADDRESS of the primary contact.	Text Field
<b>3. Submitter's Contact Information</b>		
<b>The proposal submitter is a secondary contact and authorized individual who will receive official electronic notifications from OCFS regarding this procurement.</b>		
3a.	Provide the PREFIX (Mr./Ms./Dr./etc.) of the submitter.	Text Field
3b.	Provide the FIRST NAME of the submitter.	Text Field
3c.	Provide the LAST NAME of the submitter.	Text Field
3d.	Provide the JOB TITLE of the submitter.	Text Field
3e.	Provide the PHONE NUMBER of the submitter.	Text Field
3f.	Provide the EMAIL ADDRESS of the submitter.	Text Field
<b>4. Tertiary Contact Information</b>		
<b>The third contact is another authorized individual who will receive official electronic notifications from OCFS regarding this procurement.</b>		
4a.	Provide the PREFIX (Mr./Ms./Dr./etc.) of the third contact.	Text Field
4b.	Provide the FIRST NAME of the third contact.	Text Field
4c.	Provide the LAST NAME of the third contact.	Text Field
4d.	Provide the JOB TITLE of the third contact.	Text Field
4e.	Provide the PHONE NUMBER of the third contact.	Text Field
4f.	Provide the EMAIL ADDRESS of the third contact.	Text Field
<b>5. Administrative Questions</b>		
5a.	Have you completed the Vendor Responsibility Questionnaire and has it been recently certified? (If applicable. See RFP <b>Section 3.3 Vendor Responsibility Requirements.</b> )	<input type="checkbox"/> Yes <input type="checkbox"/> No
5b.	Is your Charities Registration current? (If applicable. See RFP <b>Section 7.5 Charities Registration.</b> )	<input type="checkbox"/> Yes <input type="checkbox"/> No
5c.	Do you certify under penalty of perjury that, by submission of this bid, each bidder and each person signing on behalf of any bidder, and in the case of a joint bid each party thereto as to its own organization, 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, and that such policy does, at a minimum, meet the requirements of section two hundred one-g of the labor law? Please note that a bid will not be considered for award nor will any award be	<input type="checkbox"/> Yes <input type="checkbox"/> No

	made to a bidder who is not able to make this certification in compliance with State Finance Law section 139-I; provided, however, that if the bidder cannot make the foregoing certification, such bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therein. (See RFP <b>Section 7.16 State Finance Law §139-I; Statement on Sexual Harassment in Bids.</b> )	
5d.	Do you understand that OCFS recommends submitting your proposal well in advance of the <b>Deadline for Submission of Proposals</b> ? Waiting until the last day to submit your application is NOT RECOMMENDED. (See RFP <b>Section 1.2 Calendar of Events</b> and <b>Section 5.5 Proposal Submittal Process.</b> )	<input type="checkbox"/> Yes <input type="checkbox"/> No
5e.	Do you understand that a “No” response to any <b>Eligibility Questions</b> MAY RESULT IN THE DISQUALIFICATION OF YOUR APPLICATION? Please review your responses to these questions carefully. (See RFP <b>Section 3.1 Minimum Qualifications</b> and <b>Section 5.4 Proposal Content.</b> )	<input type="checkbox"/> Yes <input type="checkbox"/> No
5f.	Do you understand that failing to meet the requirements outlined in this RFP WILL RESULT IN THE DISQUALIFICATION OF YOUR APPLICATION? (See RFP <b>Section 3.1 Minimum Qualifications</b> and <b>Section 5.4 Proposal Content.</b> )	<input type="checkbox"/> Yes <input type="checkbox"/> No
5g.	Do you understand that specific grantee user roles are needed in order to submit proposals in the Grants Gateway? OCFS recommends contacting the Grants Gateway Help Desk for assistance with grantee user credentials when starting an application. (See RFP <b>Section 5.5 Proposal Submittal Process.</b> )	<input type="checkbox"/> Yes <input type="checkbox"/> No
5h.	Do you understand that all questions in the Grants Gateway will only allow ONE document to be uploaded per question? Multiple documents should be combined into ONE SINGLE FILE no larger than 10MB in size. If this is not possible, it is permissible to submit additional uploads to the “ <b>Grantee Document Folder</b> ”. Please ensure all uploads are clearly identified and labeled (in both the document filename <u>and</u> on the document itself) with the applicable question number.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5i.	Do you understand that you MUST NOT UPLOAD PASSWORD PROTECTED OR SECURED DOCUMENTS? ENSURE ALL PASSWORDS ARE REMOVED BEFORE UPLOADING IN THE GRANTS GATEWAY. If an uploaded document cannot be viewed, and it is for a minimum qualification, THE PROPOSAL WILL BE DISQUALIFIED. If other uploaded documents cannot be viewed, THE	<input type="checkbox"/> Yes <input type="checkbox"/> No

	PROPOSAL MAY LOSE POINTS during the scoring process. (See RFP <b>Section 5.4 Proposal Content</b> .)	
5j.	Have you DOUBLE CHECKED all documents uploaded to your proposal? Uploads may be located in the “ <b>Program Specific Questions</b> ”, “ <b>Pre-Submission Uploads</b> ”, and “ <b>Grantee Document Folder</b> ” sections of your online application. APPLICANTS ARE RESPONSIBLE FOR VERIFYING ALL UPLOADED DOCUMENTS are complete, correct, viewable, and comply with the requirements of the RFP. OCFS recommends performing this verification before submitting your application. Your verification may include, but is not limited to: signatures, dates, required fields, confirming all pages are included, text is legible, scanner artifacts, necessary information, etc. If an uploaded document does not meet the requirements of the RFP, and it is for a minimum qualification, THE PROPOSAL WILL BE DISQUALIFIED. For other uploaded documents with missing information, THE PROPOSAL MAY LOSE POINTS during the scoring process. (See RFP <b>Section 5.4 Proposal Content</b> .)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5k.	Do you understand that this proposal may only propose to serve one (1) regional Service Delivery Area? If you would like to provide services in more than one Service Delivery Area, you must submit a separate proposal for each area.	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Work Plan Questions (Up to 70 points)

The Work Plan Template is available in the “**Pre-Submission Uploads**” section of the Grants Gateway. Use this document to help prepare proposed responses to the “**Program Specific Questions**” section of your application in the Grants Gateway. The Work Plan Template will not be uploaded or submitted with your application.

Please refer to **Section 5.1 Technical Proposal Content/Work Plan** for additional information and guidelines regarding these questions.

If any responses to individual questions exceed the 4000-character limit, please enter "See Attached Upload" in the text field for the response to that question, attach, and upload your complete and clearly labeled response (in both the document filename and on the document itself) to the “**Grantee Document Folder**” in your online application.

No.	Question	Max. Points
<b>A. Organizational Experience (up to 15 points)</b>		
A1.	Describe the history of your organization and provide evidence that it has the capacity to successfully undertake this project.	3
A2.	Describe your history in working with individuals who are legally blind.	3
A3.	Describe how the management of your agency supports the proposal for this program.	3
A4.	Provide evidence of your organization's ability to hire and maintain staff, to coordinate effectively with other agencies, and to maintain this program.	3
A5.	Attach an organizational chart that shows how this program fits into the organization's goals and mission. If desired, a text explanation can be provided as well.	3
A6.	Please upload any pamphlet(s) or brochure(s) that describes your organization's services, if any. If desired, a text explanation can be provided as well. NOTE: THIS IS OPTIONAL.	N/A
<b>B. Personnel Standards (up to 10 points)</b>		
B1.	Describe how your organization currently meets or will meet the requirements outlined in Section 1.11.01 Personnel Standards for Outcome Services of the <u>ATC Guidelines</u> . Include resumes as appropriate.	5
B2.	Describe how your organization currently meets or will meet the requirements outlined in Section 1.11.02 Fee for Services of the <u>ATC Guidelines</u> . Include resumes as appropriate.	3
B3.	Describe how your organization will maintain their proficiency on the hardware and software mutually agreed upon in Section 4.07.03: Equipment of the <u>ATC Guidelines</u> .	2
<b>C. Outcome Services (up to 20 points)</b>		
C1.	Describe how your organization will provide the outcome services in general – see Section 2 Outcome Services in the <u>ATC Guidelines</u> .	10
C2.	Describe how your organization will provide ATC Readiness Evaluation.	2
C3.	Describe how your organization will provide Assistive Technology Assessment.	3
C4.	Describe how your organization will provide Assistive Technology Training.	5
<b>D. Fee for Services (up to 5 points)</b>		
D1.	Explain fully how you will maintain the capacity to provide each of the eight (8) Fee for Services as described in Section 3 Fee for Service of the <u>ATC Guidelines</u> on an as-needed basis.	5



<b>E. Physical Plant (up to 5 points)</b>		
E1.	Describe your organization's physical plant and provide assurances that the physical plant will conform with the requirements described in Section 4.07.01 Physical Plant of the <u>ATC Guidelines</u> .	5
<b>F. Service Delivery Area (up to 5 points)</b>		
F1.	Describe how your organization will meet the Anticipated Annual Performance Target requirements referenced in Section 4.2 of this RFP and in Section 4.07.02 Services Delivery Area of the <u>ATC Guidelines</u> .	2
F2.	Specify the Service Delivery Area in which your organization will propose to provide services. Your selection must conform with one of the Services Delivery Areas listed in Section 4.2 of this RFP and in Section 4.07.02 Services Delivery Area of the <u>ATC Guidelines</u> .  NOTE: If bidding on multiple service areas multiple RFP bids must be submitted, one for each service area.	3
<b>G. Equipment (up to 5 points)</b>		
G1.	Describe how your organization will utilize and maintain your equipment or equipment provided by NYSCB for participant assessments in the manner described in Section 4.07.03 Equipment in the <u>ATC Guidelines</u> .	5
<b>H. Participant Housing and Transportation (up to 5 points)</b>		
H1.	Describe how your organization will provide participant housing and transportation as defined in Section 4.07.09 Participant Housing and Transportation of the <u>ATC Guidelines</u> .  Identify and provide the names and addresses of at least two (2) such housing alternatives.  Identify bus routes or other transportation alternatives available at reasonable cost to NYSCB participants and provide assistance to participants to avail themselves of these services.  NYSCB will pay for all travel and lodging costs.	5

### **Budget Questions (Up to 30 points)**

Upload the budget into the Grants Gateway in accordance with the requirements of **Section 5.2 Proposed Budget**.

The budget template can be found in the “**Pre-Submission Uploads**” section of the RFP in the Grants Gateway System. The completed operating budget is uploaded as an attachment in the “**Pre-Submission Uploads**” section of your application.

No.	Question	Max. Points
<b>I. Budget Section (Up to 30 points)</b>		
I1.	<p>Complete and provide the <b>Attachment 1 - Cost Per Outcome and Total Cost Bid Form</b>.</p> <p>Lowest Cost Proposal Received / Proposal Being Scored X 30 = Cost Points Awarded.</p>	30
I2.	<p>Did you upload the budget into the Grants Gateway in accordance with the requirements of RFP <b>Section 5.2 Proposed Budget</b>? The budget template can be found in the “<b>Pre-Submission Uploads</b>” section of the RFP in the Grants Gateway System. The completed operating budget is uploaded as an attachment in the “<b>Pre-Submission Uploads</b>” section of your application.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 5.5 Proposal Submittal Process

### How to Submit a Proposal

In order to access the online proposal and other required documents such as the attachments, you must be registered and logged into the NYS Grants Gateway system (Gateway) at <https://grantsgateway.ny.gov> in the user role of either a “Grantee” or a “Grantee contract Signatory.” For tutorials (training videos) on using the Grants Gateway to submit proposals and apply for grants, please refer to: <https://grantsmanagement.ny.gov/videos-grant-applicants>.

**Note:** Only users logged in with the following roles can submit the application for review: (1) Grantee contract Signatory; and, (2) Grantee System Administrator. Proposals must be submitted online via the Grants Gateway by the Deadline for Submission of Proposals indicated in Section 1.2 Calendar of Events of this RFP.

Please visit the Grants Management website at the following web address: <https://grantsmanagement.ny.gov/> for information on the process.

To find the Request for Proposal, log into the Grants Gateway and from the Welcome Page, click “Browse Now!” under “Browse,” then do one of the following:

- Click the link for the opportunity; or
- Search for the opportunity by selecting the Office of Children and Family Services as the “Funding Agency” and pressing the “Search” button.

Once you locate the solicitation you are looking for, click on the name of that Grant Opportunity, and you will be taken to a summary page called *Grant Opportunity Portal – Grant Opportunity Profile*. You will see a brief description of the opportunity, a link to “View Grant Opportunity” (lower left of screen), or the

option to click a link that will take you to the opportunity on an external website (upper middle of screen). Please note that even though you have access to the PDF of the RFP, all responses to the RFP must be answered in the Gateway.

### **Important Note Regarding Proposal Submission**

- Late proposals may not be accepted.
- Proposals must be submitted into the **Gateway only**.
- **Proposals may not be submitted via email, postal delivery, hand delivery, facsimile nor in hard copy format.**

Prospective applicants are **strongly encouraged** to submit their applications well in advance of the **Deadline for Submission of Proposals** indicated in **Section 1.2 Calendar of Events** of this RFP. This will allow sufficient opportunity for the applicant to obtain assistance and take corrective action should there be a technical issue with the submission process. Failure to leave adequate time to address issues identified during the submission process may jeopardize an applicant's ability to submit their application.

### **Helpful Links**

Some helpful links for questions of a technical nature are below. Questions regarding specific opportunities or proposals should be directed to the OCFS contact listed in **Section 1.1 Procurement Contact** on page one of this RFP.

- NYS Grants Gateway: <https://grantsgateway.ny.gov>
- Grants Management Website: <https://grantsmanagement.ny.gov/>
- Grants Management Videos (includes a document vault tutorial and a grant application tutorial) are available on YouTube:  
<https://grantsmanagement.ny.gov/videos-grant-applicants>
- **Grants Gateway Help Desk: 518-474-5595**
- **Grants Gateway Email: [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov)**  
(General inquiries, proposal completion, grants policy, and registration)
- Grants Gateway Technical Help Desk (Agate Software): 1-800-820-1890
- Grants Gateway Technical Email: [helpdesk@agatesoftware.com](mailto:helpdesk@agatesoftware.com)  
(Technical problems, login and user credential issues, and after-hours help)

The Grants Gateway will always notify applicants of successful submission of an application. If a prospective grantee does not get a successful submission message in the Gateway, it has not successfully submitted an application.

## **6.0 MINIMUM CRITERIA/EVALUATION PROCESS**

### **6.1 Minimum Criteria (Pass/Fail Review Criteria)**

Bidders must meet the Minimum Qualifications to submit a Proposal in accordance with **Section 3.1 Minimum Qualifications** and **Section 3.2 Prequalification Process**. Bidders not meeting these requirements will be disqualified from further consideration.

### **6.2 Evaluation Process**

OCFS will evaluate each proposal based on the “best value” concept. “Best value” means the basis for awarding contracts for services is the offer which optimizes quality, cost, and efficiency among responsive and responsible offerers.

In order to provide as much accessibility as possible for legally blind participants, seven (7) awards will be made; one (1) in each of the service delivery areas noted in this RFP Section 4.3. Proposals will be sorted by Service Delivery Area and then scored. The highest scoring proposal for each service delivery area will be selected for award. Bidders may submit multiple proposals, one for each Service Delivery Area(s) (see this RFP Section 4.3). Proposals should meet the program requirements specified in this RFP Section 4.1 and address the outcomes and performance expectations for the funding. If a bidder submits more than one (1) proposal for the same Service Delivery Area, OCFS will score the bid with the lowest cost.

All proposals will receive an eligibility review in accordance with RFP Section 6.1. All proposals that pass the eligibility review will then receive a technical and cost review in accordance with RFP Sections 6.3 and 6.4. The technical and cost scores will be added together to produce a final composite score. The composite score will be used to determine the rankings for each service delivery area, with the highest rank being the highest score. In the event of a tie score, the tie breaker will be the lowest total cost for the program, the second tie breaker will be the highest score in the “C. Outcome Services” proposal evaluation.

NYSCB reserves the right to conduct contract negotiations with the next highest scoring applicant in the Service Delivery Area(s) (see this RFP Section 4.3), should the agency be unsuccessful in developing a contract with the highest scoring applicant.

OCFS reserves the right to make adjustments to the funding amount requested based on programmatic need, funding availability, geographic distribution of awards, and the total dollar values of all applications receiving a passing score.

### **6.3 Technical Evaluation**

The Technical Proposal (evaluation of the Work Plan) will be weighted **70%** of a proposal’s total score.

## **6.4 Cost Evaluation**

The information contained in the Cost Proposal (evaluation of the budget) will be weighted **30%** of a proposal's total score.

Cost proposals will be scored by a trained cost review team using a pre-approved evaluation instrument. The scoring criteria stated in section 5.4 will be used.

## **6.5 Bonus Points: RECC**

Not applicable.

## **6.6 OCFS Procedure for Handling Debriefing Requests, Formal Protests and Appeals**

### **A. Applicability**

The intent and purpose of these procedures is to define the debriefing process, as well as the protest and appeal procedures. This includes the steps that must be taken when an interested party challenges a contract award from OCFS. These procedures shall apply to all contract awards made by OCFS.

### **B. Definitions**

1. "Interested party" shall mean a participant in the procurement process and those whose participation in the procurement process has been foreclosed by OCFS.
2. "contract award" shall mean a written determination from OCFS to an offerer, indicating that OCFS has accepted the offerer's bid or offer.
3. "Debriefing" is the practice whereby, upon request of a bidder, OCFS reviews with such bidder the reasons its bid was not selected for an award. OCFS views debriefing as a learning process so that the bidder will be better prepared to participate in future procurements.
4. "Formal Protest" shall mean a written challenge to an OCFS contract award.
5. "Procurement" shall mean any method used to solicit or establish a contract (e.g., invitation for bid, request for proposal, single/sole source, etc.)
6. "Protesting party" is the party who is filing a protest to the bid, contract award or other aspect of procurement.
7. "Formal protest determination" shall mean the determination of a formal protest by OCFS' deputy commissioner for administration of OCFS or his or her designee.
8. "Decision after appeal" shall mean the decision on the appeal of a formal protest by OCFS' commissioner or his or her designee.

### C. Debriefing Request

In accordance with section 163 of the NY State Finance Law, OCFS must, upon request, provide a debriefing to any unsuccessful offerer that responded to the RFP, regarding the reasons that the proposal or bid submitted by the unsuccessful offerer was not selected for an award.

1. OCFS will provide notice in writing or electronically to all unsuccessful offerers that the offerer will not receive a funded award under the RFP. An unsuccessful offerer wanting a debriefing must request a debriefing in writing, within fifteen calendar days of receiving the notice from OCFS that the offerer's proposal did not result in an award.
2. When OCFS receives of a timely written request from the unsuccessful offerer, will schedule the debriefing to occur within a reasonable period of time. Debriefings will be conducted in-person, unless OCFS and the offerer mutually agree to utilize other means, including, but not limited to, telephone, video-conferencing or other types of electronic communications.
3. Such debriefing will include: (a) the reasons that the proposal, bid or offer submitted by the unsuccessful offerer was not selected for an award; (b) the qualitative and quantitative analysis employed by OCFS in assessing the relative merits of the proposals, bids or offers; (c) the application of the selection criteria to the unsuccessful offerer's proposal; and (d) when the debriefing is held after the final award, the reasons for the selection of the winning proposal, bid or offer. The debriefing will also provide, to the extent practicable, general advice and guidance to the unsuccessful offerer concerning potential ways for their future proposals, bids or offers to be more responsive.

### D. Formal Protest and Appeal Procedure

Any interested party who believes that they have been treated unfairly in the application, evaluation, bid award, or contract award phases of the procurement, may present a formal protest to OCFS and request administrative relief concerning such action.

#### 1. Submission of Bid or Award Protests

Formal protests **must** be in writing and received by OCFS within five business days after the protesting party knows or should have known of the facts that constitute the basis of the formal protest.

In addition, formal protests concerning a pending contract award **must** be in writing and received by OCFS within 10 business days from notice of award/non-award or, if a debriefing was requested by the interested party, within five business days from the date the debriefing was held (whichever is later).

Formal protests will not be accepted by OCFS concerning a contract award after the contract between OCFS and the offerer who received the contract award has been approved by the NYS Office of the State Comptroller (OSC).

2. Review and Formal Protest Determination

- a. Formal protests must be filed with the OCFS deputy commissioner for administration. Any protests filed with the OCFS program division responsible for the procurement will be forwarded to the deputy commissioner for administration. Copies of all formal protests will be provided by the deputy commissioner for administration to the OCFS Division of Legal Affairs and other necessary parties within OCFS, as determined by the deputy commissioner for administration.
- b. Formal protests shall be resolved through written correspondence; however, either the protesting party or OCFS may request a meeting to discuss a formal protest. Where further formal resolution is required, the program division responsible for the procurement may designate a state employee not involved in the procurement ("designee") to determine and undertake the initial attempted resolution or settlement of any formal protest.
- c. The OCFS program division responsible for the procurement will conduct a review of the records involved in the formal protest, and provide a memorandum to the deputy commissioner for administration or the deputy commissioner's designee summarizing the facts, an analysis of the substance of the protest, and a preliminary recommendation including: (a) an evaluation of the findings and recommendations, (b) the materials presented by the protesting party and/or any materials required of or submitted by other bidders, (c) the results of any consultation with the OCFS Division of Legal Affairs, and (d) a draft response to the formal protest.
- d. The OCFS deputy commissioner for administration or his or her designee shall hear and make a formal protest determination on all formal protests. A copy of the formal protest determination, stating the reason(s) upon which it is based and informing the protesting party of the right to appeal an unfavorable decision to the OCFS commissioner, shall be sent to the protesting party or its agent within 30 business days of receiving the formal protest, except that upon notice to the protesting party, OCFS may extend such period. The formal protest determination will be recorded and included in the procurement record, or otherwise forwarded to the OSC.

3. Appeal of Formal Protest Determination

- a. If the protesting party is not satisfied with the formal protest determination, the protesting party **must** submit a written notice of

appeal to OCFS' commissioner no more than 15 business days after the date the formal protest determination is sent to the protesting party.

- b. The commissioner or his or her designee shall review the formal protest documentation and make a decision on all appeals.
- c. An appeal may not introduce new facts unless responding to facts or issues unknown to the protesting party before the formal protest determination.

4. Reservation of Rights and Responsibilities of OCFS

- a. OCFS reserves the right to waive or extend the time requirements for protest submissions, decisions and appeals herein prescribed when, in its sole judgment, circumstances so warrant to serve the best interests of the state.
- b. If OCFS determines that there are compelling circumstances, including the need to proceed immediately with contract award and development of final contracts in the best interests of the state, then these protest procedures may be suspended, and such determination shall be documented in the procurement record.
- c. OCFS will consider all information relevant to the protest, and may, at its discretion, suspend, modify, or cancel the protested procurement action, including solicitation of bids, or withdraw the recommendation of contract award before issuance of a formal protest decision.
- d. Unless a determination is made to suspend, modify or cancel the protested procurement action, or withdraw the recommendation of contract award, OCFS will continue procurement and contract award activity before the formal protest determination. The receipt of a formal protest will not otherwise stop action on the procurement and award of the contract(s) or on development of final contracts.
  - i. The procurement record and awarded contract(s) will be forwarded to OSC, and a notice of the receipt of a formal protest and any appeal will be included in the procurement record. If a formal protest determination, or a decision after appeal, has been reached before transmittal of the procurement record and the contract(s) to OSC, a copy of the formal protest determination or decision after appeal will be included in the procurement record and with the contract(s).
  - ii. If a formal protest determination or decision after appeal is made after the transmittal of the procurement record and contract(s) to OSC, but before OSC approval, a copy of the formal protest determination or decision after appeal will be forwarded to OSC



when issued, along with a letter either: a) confirming the original OCFS recommendation for award(s); b) modifying the proposed award recommendation; or c) withdrawing the original award recommendation.

- iii. All records related to formal protests and appeals shall be retained for at least one year following resolution of the formal protest. All other records concerning the procurement shall be retained according to the applicable requirements for records retention.

#### **E. Appeal to the Office of the State Comptroller**

If the protesting party is still not satisfied with the result of its protest after conclusion of the formal protest and appeal procedure described above, the protesting party may file a written appeal with the OSC within ten business days of the date the protesting party received OCFS's protest determination. An appeal to the OSC's Bureau of contracts must be in writing and must contain the specific factual and/or legal allegations setting forth the basis upon which the protesting party challenges the contract award by OCFS. Such appeal must be filed with the director of the Bureau of contracts at the NYS Office of the State Comptroller, 110 State Street, 11<sup>th</sup> Floor, Albany, NY 12236.

### **7.0 MANDATORY CONTRACTING REQUIREMENTS**

#### **7.1 Contract Readiness**

New York State's Prompt contracting laws require all state agencies to complete contract development and the signatory process within statutorily prescribed time frames. Awardees must be available and prepared to respond within the required time frames. If selected, awardees may be required to travel to Rensselaer, New York for contract development and will be expected to cover the costs of that travel. OCFS may rescind the awards of awardees who cannot satisfactorily complete the contracting process in order to commence services by the anticipated contract start date.

#### **7.2 Standard contract Language**

The terms and conditions for all funded projects are specified in a detailed contract that must be signed by OCFS and approved by the New York State Office of the Attorney General (OAG) and the OSC before payments may be made. Contractor obligations or expenditures before the contract start date shall not be reimbursed. This RFP includes all relevant contract terms and conditions, which can be found in **Section 8: CONTRACT DOCUMENTS**. Upon contract award and completion of negotiations, OCFS will send successful awardees the complete contract for development and signature before submitting it to the OAG and to OSC for approval.

### **7.3 Workers' Compensation Insurance and Disability Benefits Coverage**

Sections 57 and 220 of the Workers' Compensation Law (WCL) and section 142 of the State Finance Law require that businesses contracting with New York State have and maintain and provide evidence of appropriate workers' compensation and disability benefits insurance coverage. If an award is made from this RFP, updated proof of coverage must be provided during contract development. Failure to submit the proof will delay the contract development process, and may result in the award being rescinded. Municipalities are not required to show proof of coverage.

**Please note: The ACCORD form is not acceptable proof of Workers' Compensation or Disability Insurance coverage.**

#### **1. 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, or contract renewal, submit appropriate proof of coverage to the state contracting entity issuing the contract. To prove the awardee has appropriate workers' compensation insurance coverage, submit ONE of the following four forms: <http://www.wcb.ny.gov/content/main/forms/AllForms.jsp>

- **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<sup>3</sup>; or
- **Form SI-12<sup>4</sup>** - *Certificate of Workers' Compensation Self-Insurance*; or **Form GSI-105.2<sup>5</sup>** *Certificate of Participation in Workers' Compensation Group Self-Insurance*; or
- **CE-200<sup>6</sup>** - *Certificate of Attestation of Exemption* from New York State Workers' Compensation and/or Disability and Paid Family Leave Benefits coverage.

#### **2. 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, or contract renewal, submit appropriate proof of coverage to the state contracting entity issuing the contract. To prove the awardee has appropriate disability benefits insurance coverage, submit ONE of these three forms: <http://www.wcb.ny.gov/content/main/forms/AllForms.jsp>

- **Form DB-120.1<sup>3</sup>** - *Certificate of Disability Benefits Insurance*; or
- **Form DB-120.2** – *Certificate of Participation in Disability Benefits Group Insurance*; or
- **Form DB-155<sup>7</sup>** - *Certificate of Disability Benefits Self-Insurance*; or
- **CE-200<sup>6</sup>** - *Certificate of Attestation of Exemption* from New York State Workers' Compensation and/or Disability Benefits Coverage.

## **7.4 Confidentiality and Awardee, contractor, Employee and Volunteer Background Checks**

OCFS is responsible for maintaining the safety of the youth served by OCFS programs.

**7.4.1 Confidentiality** - New York State law requires that any client identifiable information be kept confidential. Any awardee, or contractor, employee or volunteer of the awardee, who will be provided with confidential information of recipients served by the awardee must complete and sign form OCFS-4715, [Confidentiality Non-Disclosure Agreement](#). This form must be completed before the start date of the contract and before any such awardee, contractor, employee or volunteer is permitted access to youth served by an awardee or to any financial or client identifiable information concerning such youth. For additional information see **Attachment A-1, Section 7 Confidentiality and Protection of Human Subjects**, located at the link to a standard contract listed in section 7.2 above.

**7.4.2 Criminal History Background Checks** - Any awardee, or contractor, employee or volunteer of the awardee, who will have the potential for regular and substantial contact with youth in care or receiving residential services must be subject to background screening before hire or utilization in a position paid through this award. The screening must include a review of individuals' backgrounds through the following three services: New York State Justice Center for the Protection of Persons with Special Needs Staff Exclusion List (SEL), New York Statewide Central Register of Child Abuse and Maltreatment (SCR); and a criminal history background check via a vendor that will submit information to both the division of criminal justice services and the federal bureau of investigation. Additional information regarding all three services will be provided upon the grant of an award. Please note that the grant of an award may be negatively impacted if background checks reveal that an individual proposed to provide services is on the SEL, is the subject of any indicated reports of child abuse and maltreatment, or has convictions for one or more prior criminal offenses. Awardees are responsible for notifying OCFS if a background check reveals that a contractor, employee or volunteer of the awardee proposed to provide services has a criminal history. Any criminal history revealed as a result of such screening will be evaluated by OCFS pursuant to Correction Law Article 23-A, section 752 on a case-by-case basis taking into consideration the duties of the position and those factors set forth in Correction Law Article 23-A, section 753. OCFS will evaluate the results of the screening in accordance with Correction Law Article 23-A and notify the awardee of its determination. The awardee shall be responsible for the cost associated with any required background screens of the individuals identified in this section.

## **7.5 Charities Registration (not-for-profit corporations only)**

Not-for-profit vendors must be registered with the New York State Office of the Attorney General as a charitable organization, and the registration must be up to date at the time of contracting. Vendors must be sure all their documents are up-to-date and comply with the vendor responsibility requirements as outlined below. To determine the status of your charities registration information, contact:

[https://www.charitiesnys.com/RegistrySearch/search\\_charities.jsp](https://www.charitiesnys.com/RegistrySearch/search_charities.jsp)

## **7.6 Federal Requirements (if federally funded)**

See **Attachment A-2, Federal Assurances and Certifications**, which is in the Master contract for Grants and is referenced in **Section 8.0 CONTRACT DOCUMENTS**.

## **7.7 Required Electronic Payments and Substitute Form W-9**

The Governor's Office of Taxpayer Accountability has issued a directive that all state agency and state authority contracts, grants and purchase orders executed after February 28, 2010 shall require vendors, contractors and grantees to accept electronic payment (e-pay).

As New York State proceeds with implementing the new Statewide Financial System (SFS), the OSC is preparing a centralized vendor file. To assist OSC in this project, vendors are directed to provide a *Substitute Form W-9* which includes the taxpayer identification number, business name, and business contact person. This data is critical to ensure that the vendor file contains the information state agencies need to contract with and pay vendors.

Please note that the contractor payee name and address provided to OSC for the epay program must match exactly the contractor name and address contained in the contractor's contract with OCFS. If these do not match, then a check is printed and mailed to the payee. Note that limited exemptions may be granted for extenuating circumstances.

Vendors should file a *Substitute Form W-9* with their Electronic Payment Authorization form.

Further information concerning these requirements, including forms and contacts for questions, can be found at the following links:

[https://www.osc.state.ny.us/epay/ac3243s\\_fe.pdf](https://www.osc.state.ny.us/epay/ac3243s_fe.pdf)

<http://www.osc.state.ny.us/agencies/guide/MyWebHelp/>

(Guide to Financial Operations)

## **7.8 Iran Divestment Act**

By submitting a bid in response to this solicitation or by assuming the responsibility of a contract awarded hereunder, bidder/contractor (or any

assignee) certifies that it is not on the “Prohibited Entities List,” as defined by the *Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012* (the Act), which is posted on the OGS website at <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such contract any subcontractor that is identified on the “Prohibited Entities List.” Bidder/contractor is advised that should it seek to renew or extend a contract awarded in response to the solicitation, it must provide the same certification at the time the contract is renewed or extended.

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

OCFS reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List before the award, assignment, renewal or extension of a contract and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the “Prohibited Entities List” after contract award.

## **7.9 Statewide Financial System**

Recipients of grant awards must also be registered in the New York Statewide Financial System (SFS) Central Vendor Registry File and provide their identification number at the time of contracting. To register and for additional information on the vendor file, visit:

<https://www.osc.state.ny.us/vendors/vendorselfservicesystem.htm>

## **7.10 Minority and Women-Owned Business Enterprises (MWBE) – Equal Employment Opportunity (EEO) - Requirements and Procedures**

**This section outlines contractor requirements and procedures for business participation opportunities for New York State-certified Minority and Women-Owned Business Enterprises (MWBE) and Equal Employment Opportunities (EEO) for minority group members and women. All forms can be found [here](#).**

### **7.10.1 New York State Executive Law (Article 15-A)**

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 OCFS is required to promote opportunities for the maximum feasible participation of New York State-certified Minority and Women-owned Business

Enterprises (MWBE) and the employment of minority group members and women in the performance of OCFS contracts.

### **7.10.2 MWBE Business Participation Opportunities – OCFS Established Goals**

For purposes of this solicitation, OCFS hereby establishes an overall goal of 30 percent 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 MWBE as subcontractors and suppliers in the performance of the contract. To that end, by submitting a response to this RFP, the respondent agrees that OCFS may withhold payment pursuant to any contract awarded as a result of this RFP pending receipt of the required MWBE documentation. The directory of MWBE can be viewed at: <https://ny.newnycontracts.com>. For guidance on how OCFS will evaluate a contractor’s “good faith efforts,” refer to 5 NYCRR § 142.8.

The respondent understands that only sums paid to MWBE 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. 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% of the total value of the contract.

### **7.10.3 Contract Compliance**

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 OCFS 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 MWBE had the contractor achieved the contractual MWBE goals; and (2) all sums actually paid to MWBE 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 nonelectronic method by contacting OCFS.

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

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

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

- B. If a notice of deficiency is issued, the respondent will be required to respond to it within seven business days of receipt by submitting to the OCFS a written remedy in response to the notice of deficiency to [mwbeinfo@ocfs.ny.gov](mailto:mwbeinfo@ocfs.ny.gov). If the written remedy that is submitted is not timely or is found by OCFS to be inadequate, OCFS shall notify the respondent and direct the respondent to submit, within five 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.

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

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

The successful respondent will be required to attempt to use, 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 OCFS, but must be made no later than before 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 and Payment Report to OCFS, by the 10<sup>th</sup> 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.

#### **7.10.4 Equal Employment Opportunity (EEO) Requirements**

By submitting 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. 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, 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, as referenced in **Section 1.6 Submission of Proposals**, to OCFS with its bid or proposal.

If awarded a contract, respondent shall submit a Workforce Utilization Report and shall require each of its Subcontractors to submit the same, in a format that OCFS requires on a quarterly basis during the term of the contract.

Pursuant to Executive Order #162, non-grant contractors and subcontractors will also be required to report the gross wages paid to each of their employees for the work performed by such employees on the contract utilizing the Workforce Utilization Report on a quarterly basis.

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, 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.**

### **7.11 Service-Disabled Veteran-Owned Business (SDVOB)**

[The Service-Disabled Veteran-Owned Business Act](#), signed into law by Governor Andrew M. Cuomo on May 12, 2014, allows eligible veteran business owners to become certified as a New York State Service-Disabled Veteran-Owned Business (SDVOB) in order to increase the participation of such businesses in New York State's contracting opportunities. The SDVOB Act, which is codified under Article 17-B of the Executive Law, acknowledges that SDVOBs strongly contribute to the economies of the state and the nation. Therefore, and consistent with its Master Goal Plan, OCFS strongly encourages vendors who contract with OCFS to consider using certified SDVOBs that are responsible and responsive for at least 6 percent of discretionary non-personnel service spending in the fulfillment of the requirements of their contracts with OCFS. Such partnering may include utilizing certified SDVOBs as subcontractors, suppliers, protégés, or in other supporting roles to the maximum extent practical, and consistent with the legal requirements of the State Finance Law and the Executive Law. Certified SDVOBs may be readily identified through the directory of certified businesses at: [List of Certified NYS Service-Disabled Veteran-Owned Businesses](#).

### **7.12 Omnibus Procurement Act**

The Omnibus Procurement Act of 1992 requires that by signing a bid proposal, contractors certify that whenever the total bid amount is greater than \$1 million

1. The contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors on this project and has retained the documentation of these efforts to be provided upon request to the State of New York; and has
2. documented their efforts to encourage the participation of New York state business enterprises as suppliers and subcontractors by showing that they have done the following:
  - Solicited bids, in a timely and adequate manner, from ESD business enterprises, including certified minority/women-owned businesses; or
  - Contacted ESD to obtain listings of New York State business enterprises and MWBE; or
  - Placed notices for subcontractors and suppliers in newspapers, journals or other trade publications distributed in New York State; or
  - Participated in bidder outreach conferences; and

- Provided a statement indicating the method by which they determined that New York State business enterprises are not available to participate on the contract as subcontractors or suppliers, *if the contractor has determined such*; and
  - Provided a statement verifying no intention of using subcontractors, *if the contractor has no such intention*.
3. The contractor has complied with the federal Equal Opportunity Act of 1972 (P.L. 92-961), as amended.
  4. The contractor will be required to notify New York State residents of employment opportunities by listing any such positions with the Community Services Division of the New York State Department of Labor, providing for such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The agency agrees to document these efforts and to provide said documentation to OCFS upon request.
  5. Bidders located in a foreign country are notified that the state may assign or otherwise transfer offset credits to third parties located in New York State, and the bidders shall be obligated to cooperate with the state in any and all respects in making such assignment or transfer, including, but not limited to, executing any and all documents deemed by the state to be necessary or desirable to effectuate such assignment or transfer and using their best efforts to obtain the recognition and accession to such assignment or transfer by any applicable foreign government.
  6. Bidders are hereby notified that state agencies and authorities are prohibited from entering into contracts with businesses whose principle place of business is located in a “discriminatory jurisdiction.” Discriminatory jurisdiction is defined as a state or political subdivision which employs a preference or price distorting mechanism to the detriment of or otherwise discriminates against a New York State business enterprise in the procurement of commodities and services by the same or a nongovernmental entity influenced by the same. A list of discriminatory jurisdictions is maintained by Commissioner of the New York State Empire State Development Corporation.

**7.13 Executive Order Number 38**

Not Applicable.

**7.14 Executive Order Number 175 (if Applicable)**

In accordance with the requirements of Executive Order No. 175, contractor will be expected to adhere to net neutrality principles in the provision of internet services under any contract entered into as a result of this RFP, regardless of delivery method unless the director of contracts, or his/her designee as noted in **Section 1.1 Procurement Contact**, determines that adherence to net

neutrality principles for a particular purpose is not in the best interests of the state. Nothing in this provision supersedes any obligation or authorization a provider of broadband Internet access service may have to address the needs of emergency communications or law enforcement, public safety, or national security authorities, consistent with or as permitted by applicable law, or limits the provider's ability to do so. As used herein, "net neutrality" means that contractor will not block, throttle, or prioritize internet content or applications or require that end users pay different or higher rates to access specific types of content or application. For the purposes of this contract, the prohibition against blocking or throttling of internet content or applications does not apply to reasonable network management practices.

#### **7.15 Executive Order Number 177**

Executive Order 177, signed on February 3, 2018, by Governor Andrew M. Cuomo, directs New York State agencies and authorities not to enter into any contracts with entities that have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, color, national origin, sex, sexual orientation, gender identity, disability, marital status, military status, or other protected basis. The contractor must provide the EO 177 certification statement before any award being made by OCFS.

#### **7.16 State Finance Law §139-I; Statement on Sexual Harassment in Bids**

New York State Finance Law §139-I, effective January 1, 2019, requires, in relevant part, that "[e]very bid . . . made to the state or any public department or agency thereof, where competitive bidding is required by statute, rule or regulation, for work or services performed or to be performed or goods sold or to be sold, shall contain [a] statement subscribed by the bidder and affirmed by such bidder as true under the penalty of perjury. . . [that] '[b]y 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 as to 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.'" The contractor must provide the foregoing certification before any award being made by OCFS. For additional guidance on drafting an appropriate sexual harassment policy and developing appropriate training please refer to State Finance Law §139-I and <https://www.ny.gov/combating-sexual-harassment-workplace/employers#top>

#### **7.17 Other Requirements**

Not Applicable.

## 8.0 CONTRACT DOCUMENTS

The contract documents consist of the documents listed below.

1. Face Page
2. Signatory Page
3. NYS Standard Terms and Conditions (State of New York Master contract for Grants)
4. Master contract Attachment A-1 *Agency-Specific Terms and Conditions*
5. Master contract Attachment A-2 *Federal Assurances and Certifications*
6. Master contract Attachment B: Budget and Instructions
7. Master contract Attachment C: Work Plan
8. Master contract Attachment D: Payment and Reporting Schedule
9. Master contract Attachment E: Federal Fund Vendor Determination
10. Attachment MWBE: Minority and Women-Owned Business Enterprises

A copy of the NYS Standard Terms and Conditions (State of New York Master contract for Grants) can be found on the Grants Management website:

<https://grantsmanagement.ny.gov/system/files/documents/2018/09/sample-complete-nys-mcg.pdf>

**Required with bid submission (Please click the links below to download the required forms):**

- A. [OCFS-2633, MacBride Fair Employment Principles Certification Form](#)
- B. [OCFS-2634, Non-Collusive Bidding Certification](#) (Required by section 139d of the State Finance Law)
- C. [Attachment A-2, Federal Assurances and Certifications](#) (If applicable.)
- D. For complete proposal and contract requirements for the Minority-and-Women-Owned Business Enterprises (MWBE) and Equal Employment Opportunity (EEO) requirements, refer to the [Attachment MWBE](#) that is referenced in section 7.10. The following are forms to be completed and submitted with your Administrative Proposal:
  - [OCFS-4629, Project Staffing Plan Form](#)
  - [OCFS-3460, Minority and Women-Owned Business Enterprises \(MWBE\) Equal Employment Opportunity \(EEO\) Policy Statement](#)
  - [OCFS-4631, MWBE Utilization Plan Form](#)
- E. [OCFS-2647, EO 177 Certification](#) (See section 7.15 for more information)
- F. [OCFS-4821, CMS User Authorization](#) (Required for the OCFS contract Management System)

## 9.0 GLOSSARY OF OUTCOME-BASED CONTRACTING TERMS

**Fiscal Documentation:** Documentation necessary for payment.

**Grants Gateway:** The New York State Grants Gateway went into operation on May 15, 2013, and serves as the primary outlet for state agencies to post upcoming and available funding opportunities.

**Guide to Financial Operations (GFO):** This website was created as the central storehouse of OSC policies and is intended to replace individual OSC Bulletins. The GFO can be found at <http://www.osc.state.ny.us/agencies/guide/MyWebHelp>.

**Legal Documents:** Legally required application/contract components.

**Organizational Qualifications:** The organizational characteristics and capacity (e.g., agency mission, past accomplishments/experience in serving the target population or in providing similar services to a different population, experience in collaborating with community agencies needed for program success, key people, and fiscal capability) that are likely to result in successful performance target attainment.

**Baseline Estimate:** The projected status of the target population without the proposed intervention. A baseline is the best estimate, using prior program experience, collected data, and/or research results, of what would happen to the target population without the program's intervention and its benefits. Projection should be numerical (a number or a percentage). A baseline estimate is required for each performance target.

**Outcomes:** The desired benefits or changes for the target population following their interaction with a program. These are the expected results of program intervention. Outcomes may relate to knowledge, skills, attitudes, behaviors or conditions. Either the investor or provider may set them. (They are broader, and more general than performance targets. They do not require numerical projection). In some instances the outcome may be a system change rather than an individual behavior change.

**Performance Targets:** Performance targets are the *measurable* verifiable improvements in the condition or behavior of program recipients that the provider expects to achieve *by the end of the contract period*. Targets are quantifiable and verifiable indicators of program performance. They contribute to the attainment of the desired outcomes for the target population. Attainment of several performance targets may be needed to indicate the achievement of a single outcome. Performance targets must include a description of the methods that will be used to verify target achievement.

**Milestones:** *Measurable interim* changes in the condition or behavior of the target population used to track whether the program is on course to achieve its performance targets. These are critical points of change or target population achievement that must occur to progress towards the performance targets. You

must include a description of the methods that will be used to verify milestone achievement.

**Program Budget:** Definition of program expenditures and funding sources.

**Program Description:** Detailed explanation of the means (service model, plan or approach) the provider will use to achieve its performance targets and outcomes. This should include a description of the program's core features (i.e., the kinds of services provided, their intensity and duration, the essential elements, theoretical approach, delivery strategies, involvement of target population in planning, etc.).

**Project Work Plan:** Steps necessary to implement a program.

**Staffing Pattern:** Please identify the staff assigned to a program, regardless of whether it is paid through OCFS funds.

**Target Population:** Please describe the specific group of people (individuals, families, community members or, in certain instances, the specified personnel or entity/entities) that are the focus of change, and who will directly interact with the program. In certain instances where the desired outcome is systemic change, an agency as a whole may be considered the target population.

**Verification:** Statement of methods used to verify performance target and milestone attainment and/or submission of actual documentation.

**Vendor Responsibility:** Compliance with New York State Finance Law and guideline provisions related to vendor integrity providing reasonable assurance that the potential contractor has the capacity to perform the requirement of the contract. This includes authority to do business in the state, capacity and performance in addition to the aforementioned integrity.

**Vision:** OCFS Program Area Statement of ideal end-state sought for a population (e.g., prevention of child abuse and neglect).

## 10.0 PROGRAM-SPECIFIC REQUIREMENTS AND FORMS

**The following attachments can be found in the “Pre-Submission Uploads” section of the RFP in the Grants Gateway System. Please download them from that location, complete them, and attach them back to that section so that they will be submitted with your application:**

**Attachment 1 – Cost Per Outcome and Total Cost Bid Form\***

**Attachment 2 – 2023 to 2027 ATC Contract Guidelines**

**Attachment 3 – Work Plan Template**

\* Attachments marked with an asterisk are required to be completed and provided with your proposal.