



Office of Temporary
and Disability Assistance

Release Date: 05/30/2018

Request for Proposals

**Refugee Social
Services Program**

Submission Deadline: 07/12/2018

Bidders' Telephone Conference

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

Conference Call Date and Time	06/13/2018 at 2:00 PM
Conference Call-In Number	1-866-394-2346
Conference Code	7722932505

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PART A - SUMMARY INFORMATION

I. INTRODUCTION

The Bureau of Refugee Services (BRS) of the New York State Office of Temporary and Disability Assistance (OTDA), issues this Request for Proposals (RFP) to solicit applications from qualified applicants. The purpose of this RFP is to provide employability and other needed services under the Refugee Social Services Program (RSSP) to assist refugees and other eligible persons and their families in achieving economic and social self-sufficiency as soon as possible after their arrival into the United States.

BRS anticipates entering into 63-month contracts under this procurement. All program funds are subject to continued availability and State appropriation thereof. All funds allocated for the administration of the program are received from the federal Office of Refugee Resettlement (ORR). The amount of funding will be adjusted annually based on funding availability. Use of these funds must relate to the provision of employment and supportive services to refugees. Other costs, such as construction and renovation costs, are not allowable under this program.

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

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

II. PREQUALIFICATION REQUIREMENT

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

Proposals received from not-for-profit applicants that have not registered and are not prequalified in the Grants Gateway on the proposal due date of 2:00 pm on 07/12/2018 cannot be evaluated. Such proposals will be disqualified from further consideration.

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The [New York State Prequalification System for Grants Contract Vendors Prequalification Manual](#) (A Resource Manual and User’s Guide for Not-for-Profit Vendors) on the Grants Reform Website details the requirements and a [Streamlining State Grant Processes](#) online tutorial are available to walk users through the process.

1. Register for the Grants Gateway.

- On the Grants Reform Website, download a copy of the [Registration Form for Administrator](#). A signed, notarized original form must be sent to the Division of Budget at the address provided in the instructions. You will be provided with a Username and Password allowing you to access the Grants Gateway.
- If you have previously registered and do not know your Username please email grantsgateway@its.ny.gov . If you do not know your Password please click the [Forgot Password](#) link from the main log in page and follow the prompts.

2. Complete your Prequalification Application.

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

3. Submit Your Prequalification Application

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

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

III. PROCUREMENT SCHEDULE/SUBMISSION GUIDELINES

BRS reserves the right to modify the dates.

Release Date of the Request for Proposals	05/30/2018
Bidders' Conference Call	06/13/2018 at 2:00 pm EST
Deadline for Written Questions	06/20/2018
Response to Questions	06/29/2018
Due Date and Time for Proposals	07/12/2018 @ 2:00 pm EST
Anticipated Notification of Awards	10/01/2018
Anticipated Contract Start Date	01/01/2019

1. Questions and Answers Regarding this RFP

In addition to participating in the Bidder's Conference, prospective applicants may submit questions via email or written correspondence to the individual and address below. Questions must be submitted no later than 06/20/2018 to:

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

BRS will respond to questions by 06/29/2018. A written copy of the questions and answers, and/or clarifications or modifications to this RFP will be posted on OTDA's website on the *Contract and Grant Opportunities* web page, located at <http://otda.ny.gov/contracts/procurement-bid.asp>

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

2. Proposal Submittal

Applications must be submitted electronically via Grants Gateway at <https://grantsgateway.ny.gov> by 2:00 pm on 07/12/2018. Eligible applicants should answer all questions and submit all forms requested by this RFP. Failure to submit all forms and answer all questions will adversely affect the overall competitive score of an application. Applicants are strongly encouraged to complete the electronic application submission process several days before the application due date so the application is successfully accepted by <https://grantsgateway.ny.gov>. Applicants should consider that the application due date may have a high volume of submissions, which may slow down State systems and increase the time needed for applications to be received by the Grants Gateway System <https://grantsgateway.ny.gov>.

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

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

IV. FEDERAL AUTHORITY

The federal Office of Refugee Resettlement (ORR) is authorized to grant funds to states for RSSP pursuant to the Refugee Act of 1980, under the authority of Sections 412(c) (1) (B) of the Immigration and Nationality Act (INA) (8 U.S.C. 1522(c) (1) (B)), as amended (Public Law 96-212) and further amended by the Refugee Assistance Amendments of 1982 (Public Law 97-363) and Title 45 of the Code of Federal Regulations, parts 400 and 401. The Refugee Social Services Program is found under Catalog of Federal Domestic Assistance (CFDA), No. 93.566, of the Department of Health and Human Services (DHHS) program title, *Refugee and Entrant Assistance - State Administered Programs*. Refugee Social Services Program funding must be primarily used for the purpose of providing employment services and other needed services to enable refugees and other eligible persons and their families in achieving economic and social self-sufficiency.

V. PROGRAM DESCRIPTION

The purpose of the RSSP is to support employability and other services that will address barriers to employment for refugees such as social and cultural adjustment, job search skills, work experience, and English proficiency. The services provided under this program will assist refugees and their families in achieving economic and social self-sufficiency as soon as possible after their arrival into the United States. OTDA intends to fund local agencies that will serve refugees in the following impacted areas: Buffalo, Rochester, Syracuse, Utica, Binghamton, Ithaca, Albany, Westchester, Long Island and New York City.

1. RSSP has the following key objectives:

- Assist eligible participants within one year of being granted their eligible immigration status, and their families, in obtaining employment in order to achieve economic self-sufficiency as soon as possible; and
- Assist refugees in retaining employment or obtaining better employment.

2. To accomplish these specific objectives, RSSP:

- Provides employment preparation services to assist refugees and their families in obtaining employment;
- Provides employment support to encourage job retention; and
- Provides transitional services that will address barriers to obtaining and maintaining employment and to promote progress towards self-sufficiency.

VI. ELIGIBLE GRANT APPLICANTS

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

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

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

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

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

VII. SERVICE STRATEGY

1. Program Intent

In accordance with 45 CFR 400.147, awardees must plan their social service program and allocate social service funds in such a manner that services are provided to refugees in the following order of priority, except in certain individual extreme circumstances:

- All newly arriving refugees during their first year in the U.S., who apply for services;
- Refugees who are receiving cash assistance;
- Unemployed refugees who are not receiving cash assistance; and
- Employed refugees in need of services to retain employment or to attain economic independence.

Successful Refugee Social Services Programs demonstrate the contractor's ability to provide comprehensive employment and transitional services to assist program participants and their families in achieving economic and social self-sufficiency as soon as possible after their arrival in the United States. The services outlined in this RFP address both the employment needs and the barriers to employment that refugees typically face. Effective delivery of these services will result in a more substantial integration of refugees into the community.

The program design is sufficiently flexible to allow contractors to tailor their services to the needs of the local populations they plan to serve. Contractors will be expected to provide a comprehensive RSSP program which: screens participants to confirm that they are eligible; assesses their employability; prepares employment plans; provides employment preparation services; assists participants to find appropriate jobs through outreach and employer contacts; supports the participants on the job so that they can remain employed; and continues to work with participants to achieve self-sufficiency.

2. Required RSSP Elements

- Application and Assessment

The initial enrollment of a participant follows a complete assessment, which includes:

- a. Completing an Application for Services;
- b. Reviewing immigration documentation to determine eligibility; and
- c. Preparing a Family Self-Sufficiency Plan in conjunction with the participant and family members. The Family Self-Sufficiency Plan serves as the foundation and outline for all proposed services. The plan compares the household's current monthly income to expenses and determines a projected income goal to attain self-sufficiency based on 125% of the federal poverty guidelines. It also identifies the participant's educational background, employment history, strengths, skills, barriers to employment, immediate steps and long-term goals to obtain employment.

- Job Development Leading to a Job Placement

Contractors will be expected to incorporate job development strategies into the services they provide. Through outreach and employer research, job development results in the identification and/or creation of job openings suitable for refugees. A major factor in achieving program success is recruiting the prospective employers who are willing to invest the time, effort and resources to integrate refugees into the workforce. To promote long-term job retention for refugee participants, care must be taken in identifying such suitable employment placements in organizations that can accommodate the refugee's particular needs and match his/her career goals and interests. An integral part of job development is to maintain contact with the employers to assess their satisfaction with refugee employees and determine if additional assistance is needed to improve employer satisfaction.

- Employment Preparation

Employment Preparation includes pre-employment services such as:

- a. Introduction to U.S. workplace expectations and norms;
- b. Development of job search and interviewing skills;
- c. Development of participant resumes;
- d. Assistance with job applications;

Contractors may provide employment preparation services to participants on an individual basis or in groups. The provision of employment preparation services must be based on individual participant needs as identified and documented during the initial assessment for employment services and/or during ongoing contact with the participant. Employment preparation services should be provided concurrently with job placement activities.

- Follow-up/Retention

To promote job retention, the contractor must follow-up with the employer and/or participant who has been placed in employment. Follow-up may be conducted at any time during the first 90 days of employment to determine if the participant is still employed, identify any potential problems or needs, and provide services to the employer and/or the refugee to

resolve the problems or need. Participants are considered to have retained employment once the 90th day has been reached.

- Transitional Supports

Transitional support services are designed to help the refugee obtain and retain his/her job and/or obtain and maintain self-sufficiency. Examples include assisting the participant in obtaining child care, transportation to the job, orientation to public transportation, a driver's license, translation, interpretation and referrals to outside agencies for services. All services provided must address needs documented in the participant file and must be directly related to addressing barriers in obtaining or retaining employment and/or self-sufficiency.

3. Program Administration

- BRS requires contractors to do the following:
 - a. Proactively monitor program goals on a regular basis;
 - b. Program directors, case managers, and job developers must meet regularly to review refugee needs, employer needs and employment opportunities so that service delivery remains current and effective;
 - c. Staff, including program directors, must use the BRIA Information Network (BIN)-generated reports to review quarterly, annual and overall program performance;
 - d. Submit quarterly vouchers on a timely basis;
 - e. Review client files on a timely basis.

VIII. ELIGIBLE PARTICIPANTS

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

1. Eligible Immigration Status

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

- *Iraqis and Afghans Granted Special Immigrant Status* as described in Section 101 (a)(27) of the INA; and
- A *Lawful Permanent resident* admitted for permanent residence, provided that the individual previously held one of the aforementioned statuses above

2. Age

Eligible participants must be 16 years of age or older and not full-time students in elementary or secondary school, with the following exceptions:

- Minors under the age of 21, who were granted refugee status as a result of a Central American Minors (CAM) Program Affidavit of Relationship (AOR) application, may receive services under the Transitional Supports deliverable regardless of school enrollment status.
- Minors under 18 years old, who were granted asylum status as a result of an asylum claim where they were minor or unaccompanied minor principal applicants, may receive services under the Transitional Supports deliverable regardless of school enrollment status.

3. Length of time in the United States

Services may be provided to eligible participants who have been in the U.S. for up to 60 months (five years) from the date of arrival or from the date the eligible immigration status is granted. Eligibility for services will expire on the last day of the 60th month following: the refugee's date of arrival into the United States; the date that asylum status is granted to an asylee; the date that a trafficking victim is certified by the Office of Refugee Resettlement or the date that status is granted to the certain family members of the certified trafficking victim; or the date that a parolee was granted parole.

4. Matching Grant Restriction

In order to prevent duplication of services and reimbursement from federally-funded programs, participants enrolled in RSSP cannot be enrolled in Matching Grant. For more information on Matching Grant, see the ORR website: <http://www.acf.hhs.gov/programs/orr/programs/matching-grants>

5. Residency Requirements

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

IX. FUNDING LIMITATIONS AND PROVISIONS

1. Available Funds

Anticipated allocations and continuations of contracts are subject to continued availability of federal funds and state appropriation of the funds thereof. Should funding become unavailable, OTDA reserves the right to withdraw or modify this RFP or terminate any contracts resulting from this procurement. Only federal funds designated for RSSP are available through this RFP.

Awards for budget period (BP) 1 of RSSP will be made from OTDA's federal fiscal year (FFY) 2018 RSSP grant award. States typically receive grant awards in July of that FFY. With that

in mind, New York has not yet received the FFY 18 award that will fund the first budget period, beginning January 1, 2019. It is estimated that approximately \$3 million in RSSP funding will be available for the first budget period.

2. Distribution of Funds

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

For each budget period, the allocation for each region is based on its percentage of New York State's refugee resettlement population plus the other eligible immigration statuses served for the previous two full FFYs. The BP 1 allocations are based on FFY 2016 and 2017:

- New York City (Bronx, Brooklyn, Manhattan, Staten Island, Queens) 27%
- Metro Region (Dutchess, Nassau, Orange, Putnam, Rockland, Suffolk, Ulster, Westchester) 3%
- Rest of State 70%

For each budget period, the allocation for the Rest of State (ROS) region is further divided by county based on each county's percentage of the Rest of State total refugees resettled plus the other eligible immigration populations served for the previous two full FFYs. The BP 1 allocations are based on FFY 2016 and 2017:

- Albany 13%
- Broome 1%
- Erie 30%
- Monroe 20%
- Onondaga 30%
- Oneida 6%

More than one applicant may potentially be funded per region and per county for the Rest of State region.

Contractors providing services in a particular region will receive funds allocated only to that region or county within the ROS region. For example, contractors providing services in the New York City region will receive funds only from the New York City allocation. Contractors who wish to provide services in more than one region or county within the ROS region must submit separate proposals for each region or county within the ROS region.

However, based on state needs, OTDA reserves the right to reallocate funds from one region to another. OTDA also reserves the right to reallocate funds within the ROS region from county to county.

3. Contract Term and Budget Periods

This RFP governs the provision of funds for the anticipated 63-month contract term starting on January 1, 2019 and ending on March 31, 2024. A Work Plan will be required for 63-month contract term.

During the course of the contract, funds will be made available to contractors for each pre-established budget period. A 12-month Attachment B-2 Performance-based Budget will be

required from the contractor for each budget period. OTDA anticipates that there will be five budget periods within the contract term:

- Budget Period 1: January 1, 2019 to December 31, 2019
- Budget Period 2: January 1, 2020 to December 31, 2020
- Budget Period 3: January 1, 2021 to December 31, 2021
- Budget Period 4: January 1, 2022 to December 31, 2022
- Budget Period 5: January 1, 2023 to December 31, 2023

Note: The contract expires on March 31, 2024, making the total contract term 63-months. However, service delivery is expected for only the first 60-months. The last three months of the contract term are restricted for the achievement of specific contract outcomes (90-day Job Retention and Self Sufficiency) that occur as a result of contractor activities during the first 60-months.

X. PROGRAM INFORMATION

1. Performance Based Contracts

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

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

You will calculate the annual costs of your proposed program in the Budget Screens in Grants Gateway following the instructions on the screens and in this RFP in Part B- Instructions for Completing the Application.

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

2. Payment Rates

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

Deliverable/Outcome	Maximum Rate
Employment Preparation	\$700
Job Placement	\$1,300
90 Day Retention	\$1,500
Transitional Supports	\$600
Self-Sufficiency	\$2,800

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

3. Payment Limitations

RSSP limits the number of deliverables/outcomes per participant. This section will become part of an executed RSSP contract.

Deliverable/Outcome	Payment Limitations per participant per contract term
Employment Preparation	10
Job Placement	No limit
90 Day Retention	No limit
Transitional Supports	10
Self-Sufficiency	No limit

Selected contractors are expected to provide services with the primary goal being long-term job retention. As part of OTDA program oversight, BRS will monitor services provided for enrolled participants to assess the extent to which services provided are necessary and appropriate. OTDA reserves the right to place limitations on job placement, 90-day retention and self-sufficiency payments per participant, if determined to be in the best interest of the State.

4. Deliverables/Outcomes

The parameters and documentation requirements of each deliverable/outcome are provided on the following chart. The applicant should use this information to project service levels and allocate funds to each deliverable/outcome. All required and allowable tasks an applicant proposes to provide must be described in the Work Plan per the instructions in Part B. Instructions for Completing the Application.

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

Deliverable/Outcome	Objective	Tasks	Documentation Requirements
<p>Employment Preparation</p>	<p>The contractor provides job preparation services to enrolled participants.</p>	<p>The contractor provides one allowable task to the participant.</p> <p>Allowable Tasks:</p> <ul style="list-style-type: none"> • Employment skills preparation • Interviewing skills preparation • Job application assistance • Job club • Job coaching • Job counseling • Job orientation • Job readiness • Job search • Resume preparation • World of work • Orientation • Training enrollment • Other services or activities that have been approved by OTDA in writing. 	<ul style="list-style-type: none"> • Proof of Immigration status; • Application for Services – signed and dated by both the participant and agency representative once the application is complete and prior to tasks being provided. The agency supervisor must sign and date the application within 30 days of the participant and agency representative signatures or prior to the submission of a voucher, whichever date is earlier; • Family Self Sufficiency Plan (FSSP) – signed and dated by both the participant and agency representative once the FSSP is complete and prior to tasks being provided. The agency supervisor must sign and date the FSSP within 30 days of the participant and agency representative signatures or prior to the submission of a voucher, whichever date is earlier; • Case note documentation of task provided to the participant and any other such documentation as required by OTDA.

Deliverable/Outcome	Objective	Tasks	Documentation Requirements
<p>Job Placement</p>	<p>The contractor informs the participant of a scheduled interview with an employer and the participant obtains unsubsidized employment.</p> <p>The gross starting wages for the job must be equal to or greater than the equivalent of 30 hours per week @ minimum wage.</p> <p>Unsubsidized employment means a paid position in which the employer is responsible for payment of wages and standard payroll deductions.</p>	<p>The contractor must complete the required tasks listed below:</p> <ul style="list-style-type: none"> • Inform the participant of the scheduled interview with an employer for the job placement; • Verify that the participant reported to work including the start date, hourly wage and number of hours per week expected to work. 	<ul style="list-style-type: none"> • Proof of Immigration status; • Application for Services - signed and dated by both the participant and agency representative once the application is complete and prior to tasks being provided. The agency supervisor must sign and date the application within 30 days of the participant and agency representative signatures or prior to the submission of a voucher, whichever date is earlier; • Family Self Sufficiency Plan - signed and dated by both the participant and agency representative once the FSSP is complete and prior to tasks being provided. The agency supervisor must sign and date the FSSP within 30 days of the participant and agency representative signatures or prior to the submission of a voucher, whichever date is earlier; • Case note documentation that interview information was provided to the participant;

Deliverable/Outcome	Objective	Tasks	Documentation Requirements
			<ul style="list-style-type: none"> • Case note documentation of contact with the employer via phone, fax, email or site visit verifying that participant reported to work including start date, hourly wage and number of hours per week expected to work OR copy of a paystub containing all the aforementioned information
<p>90-Day Job Retention</p>	<p>The participant obtains unsubsidized employment and has continued employment for 90 consecutive days from the start date.</p> <p>The wages for the job at 90 days must be equal to or greater than the equivalent of 30 hours per week @ minimum wage.</p> <p>Unsubsidized employment means a paid position in which the employer is responsible for payment of wages and standard payroll deduction.</p>	<p>The contractor must complete the required tasks listed below:</p> <ul style="list-style-type: none"> • Provide employment support by following-up with the participant and/or employer during the 90-day period to promote job retention; • Verify participant's continued employment for 90 consecutive days. 	<ul style="list-style-type: none"> • Proof of Immigration status; • Application for Services – signed and dated by both the participant and agency representative once the application is complete and prior to tasks being provided. The agency supervisor must sign and date the application within 30 days of the participant and agency representative signatures or prior to the submission of a voucher, whichever date is earlier; • Family Self Sufficiency Plan – signed and dated by both the participant and agency representative once the FSSP is complete and prior to tasks being provided. The agency supervisor must sign

Deliverable/Outcome	Objective	Tasks	Documentation Requirements
			<ul style="list-style-type: none"> • and date the FSSP within 30 days of the participant and agency representative signatures or prior to the submission of a voucher, whichever date is earlier; • Case note documentation of Employment Support; • Case note documentation of contact with the employer via phone, fax, email or site visit verifying start date, continued employment for 90 consecutive days, hourly wage and number of hours per week expected to work OR copy of paystub containing all of the aforementioned information.
<p>Transitional Supports</p>	<p>The contractor provides one allowable task or makes a referral to an outside agency to address barriers for a participant to obtain and maintain employment and to promote progress towards self-sufficiency.</p> <p>A Transitional Support deliverable may be claimed only when the participant has completed the task. Completion is defined as provision</p>	<p>The contractor provides one allowable task to the participant.</p> <p>Allowable Tasks</p> <ul style="list-style-type: none"> • Adjustment to legal permanent resident status application (I-485) assistance • Change of address form (AR-11) assistance • Child care services • Citizenship assistance services for post-48 month residents • Clothing assistance 	<ul style="list-style-type: none"> • Proof of Immigration status; • Application for Services - signed and dated by both the participant and agency representative once the application is complete and prior to tasks being provided. The agency supervisor must sign and date the application within 30 days of the participant and agency representative signatures or prior to the submission of a voucher, whichever date is earlier; • Family Self Sufficiency Plan – signed and dated

Deliverable/Outcome	Objective	Tasks	Documentation Requirements
	<p>of the task consistent with the participant's Family Self Sufficiency Plan.</p> <p>A Transitional Support referral to an outside agency other than your own (for services or activities as approved by OTDA) may be claimed only when the participant has engaged in the referral.</p> <p>Engagement is defined as participant's acceptance and commencement of the service.</p>	<ul style="list-style-type: none"> • Completion and submission of an application for public benefits/services • Crisis intervention • DMV/New York State ID assistance • Domestic violence services • Drug and alcohol abuse services • Educational support services for children and families • Employer-employee problem solving/mediation services • Employment Authorization Document (EAD) application (I-765) assistance • ESL services • Family and marital counseling services (non-domestic violence) • Food assistance • Furniture assistance • Health care services • Housing assistance • Interpretation • Mental health services • Mentorship • Personal budgeting/Financial management services • Referral • Social adjustment/Acculturation services • Transportation • Translation • Other services or activities that have been approved by OTDA in writing. 	<p>by both the participant and agency representative once the FSSP is complete and prior to tasks being provided. The agency supervisor must sign and date the FSSP within 30 days of the participant and agency representative signatures or prior to the submission of a voucher, whichever date is earlier;</p> <ul style="list-style-type: none"> • Case note documentation of services and/or referrals provided to the participant and any other such documentation as required by OTDA; • Service referral letters or forms and service engagement letters or forms (for referrals only).

Deliverable/Outcome	Objective	Tasks	Documentation Requirements
<p>Self-Sufficiency</p>	<p>The cash assistance enrolled or cash assistance eligible participant obtains unsubsidized employment and has been employed 90 consecutive days or more and the total monthly earnings from the job(s) and other household income, excluding cash grants from local social service districts and SSI, are equal to or greater than 125% of the poverty guidelines chart for that household size at that time.</p>	<p>The contractor must complete the required tasks listed below:</p> <ul style="list-style-type: none"> • Gather proof of income once the participant has been employed for 90 consecutive days; • Show calculation of household income to be at or above the 125% poverty level for the household size. 	<ul style="list-style-type: none"> • Proof of Immigration status; • Application for Services - signed and dated by both the participant and agency representative once the application is complete and prior to tasks being provided. The agency supervisor must sign and date the application within 30 days of the participant and agency representative signatures or prior to the submission of a voucher, whichever date is earlier; • Family Self Sufficiency Plan- signed and dated by both the participant and agency representative once the FSSP is complete and prior to tasks being provided. The agency supervisor must sign and date the FSSP within 30 days of the participant and agency representative signatures or prior to the submission of a voucher, whichever date is earlier; • Case note documentation of contact with the employer via phone, fax, email or site visit verifying start date, continued employment for 90 consecutive days, hourly wage and number of hours per week expected to work OR copy of paystub

Deliverable/Outcome	Objective	Tasks	Documentation Requirements
			containing all of the aforementioned information; <ul style="list-style-type: none"> • Calculation to demonstrate household income to be at or above the 125% poverty level for the household size.

5. ADDITIONAL DELIVERABLE/OUTCOME INFORMATION

All references to “the contractor” in the deliverable/outcome definitions refer to the contractor or subcontractor.

- **Employment Preparation**

- a. All tasks of Employment Preparation are specifically defined in a contractor’s approved work plan. If an Employment Preparation task is not described in the work plan of the executed contract, a contractor cannot claim the service.

- **Job Placement**

- a. When the contractor informs the participant of the interview scheduled by the contractor for the job placement, the following information must be provided: the name, address and phone number of the employer, the name of the contact person, the date and time of the interview coordinated by the contractor, and the name of the available position. In some instances, directions to the employer’s location are also included.
- b. The employment must be unsubsidized (the employer is responsible for payment of wages and standard payroll deductions). Gross starting wages must be in accordance with the Fair Labor Standards Act and must be equal to or greater than the equivalent of 30 hours per week at minimum wage.
- c. Work based on commissions is allowed only if the participant receives a base salary paid by the employer that is equal to or greater than the equivalent of 30 hours per week at minimum wage, and the base salary is in addition to any commission.
- d. A Job Placement may be claimed for a participant who has two part-time jobs. The combined gross starting wages for the jobs must be equal to or greater than the equivalent of 30 hours per week at minimum wage.
- e. Job Placements with temporary employment agencies may occur when there is no other means of placing a participant directly with a particular employer. The temporary employment agency is considered the participant’s employer.

- **90-Day Job Retention**

- a. A 90-Day Job retention must be related to a Job Placement (regardless of whether or not the contractor received or requested reimbursement for the Job Placement, or reported the Job Placement in BIN).
- b. In the event that the participant has more than one job during the 90-day period, as long as the participant remains employed and there is no gap in employment, the 90-day period starts with the transition or hiring date of the first job.
- c. If a participant works Monday – Friday, loses his job on a Friday and begins a new job on Monday, this is not considered a gap in employment.
- d. If there is a gap in employment, the 90-day period will start with the hiring date of the subsequent job.
- e. If a participant is temporarily laid off, the 90-day period will be interrupted by the lay off period, but may resume the day the participant returns to the same job.

- **Transitional Supports**

- a. All tasks under Transitional Supports are specifically defined in a contractor's approved work plan. If a Transitional Support task is not described in the work plan of the executed contract, a contractor cannot claim the service.
- b. Case notes documenting Transitional Support services must contain enough detail to demonstrate how the services are related to the participant's progress toward self-sufficiency which may or may not be related to employment or employment goals.
- c. Translation and Interpretation services may be claimed when the service is provided at the intake/application interview. Furthermore, translation and interpretation services may be claimed when another in-house staff person interprets or translates because the participant's case manager (or staff person assisting the participant) does not speak the participant's language.
- d. Interpretation is defined as oral translation for parties conversing in different languages.
- e. Translation is defined as the act or process of converting written words from one language into their complete, accurate and intended meaning in another language resulting in a written document in the other language.
- f. Referral to an outside agency other than your own for services or activities as approved by OTDA will be allowed.
- g. Adjustment to legal permanent resident, change of address form (AR-11), and Employment Authorization Document (EAD) application assistance services must be provided by an attorney, a Board of Immigration Appeals (BIA) Accredited Representative, or other appropriate immigrant services provider as referenced in Article 28-C of the New York State General Business Law.

- **Self-Sufficiency**

- a. Self-Sufficiency is based on receipt of or eligibility for cash assistance only. (Not Supplemental Nutrition Assistance Program (SNAP) or Medicaid receipt or eligibility).
- b. Per 45 CFR Section 400.2, cash assistance is defined as financial assistance to refugees, including Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), refugee cash assistance (RCA), and general assistance.

- c. For Self-Sufficiency calculations, household size is defined as follows, as per ORR:
 - o A household is a family unit. A family unit consists of an individual adult, married individuals without children, or parents, or custodial relatives, with minor children who are not eligible for TANF, who live in the same household.
- d. Based on the family unit definition, ORR stipulates the use of the following Public Assistance household definition to determine who must be included in the household as part of the family unit.

- o **Public Assistance household definition**

18 NYCRR 352.30 reads as follows:

352.30 Persons included in the budget.

- (a) For budgetary purposes, the numbers of persons in the public assistance household are those persons who the applicant, recipient or a representative indicates wish to receive public assistance and who reside together in the same dwelling unit. The applicant or recipient must include his or her minor dependent children in the application. When a minor dependent child is named as an applicant for public assistance, his or her natural or adoptive parents and blood-related or adoptive brothers and sisters (who are also minor dependent children) must also apply for public assistance and have their income and resources applied toward the public assistance household if they reside in the same dwelling unit as the applying minor dependent child. A person required to be added to the public assistance household is deemed to be included in the application already on file as of the date the person joins the household, either by birth, adoption, or by moving into the dwelling unit of the existing public assistance household. For the purposes of this subdivision, a minor dependent child is a child who is under 18 years of age. Subject to section 352.2(b) of this Part, parents and siblings who are SSI recipients, stepbrothers and stepsisters, ineligible sponsored aliens, aliens who fail to meet the citizenship and alienage requirements in section 349.3(a) of this Title, individuals ineligible due to the lump sum provision of section 352.29(h) of this Part, or children who are receiving adoption subsidies which are exempt under section 352.22(p) of this Part are not required to apply in accordance with this subdivision. The public assistance household may also include persons who are temporarily absent from such household, such as children or minors attending school away from home whose full needs are not otherwise met.
- e. Based on the household definition above, ORR stipulates that an SSI recipient in the household must be included on the Application for Services.
 - f. When the SSI recipient is a family member, the SSI recipient is not counted and his or her income is disregarded when determining self-sufficiency.
 - g. Likewise, if the SSI recipient is the applicant, the recipient's SSI income is disregarded when determining self-sufficiency.

- h. If your county's standard of need is less than 125% of the Federal Poverty Level, based on the submitted proof from your county social service district of its lower standard of need, BRS will pay contractors for self-sufficiency deliverable/outcome when the participant's earnings exceed the county's standard of need.
- i. The Bureau of Refugee Services intends to notify contractors of the new Poverty Guidelines annually.

XI. SELECTION PROCESS

1. Evaluation Process

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

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

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

2. Evaluation Criteria

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

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

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

- **Budget (25 points)**

Proposals will be rated based on the BP 1 funds requested divided by the proposed number of Job Placements.

- **Work Plan (50 points)**

The applicant's high-level overview of the project, including overall goal and desired outcomes. A detailed description of the location of the project, target population, overall number of persons to be served, service delivery method and hours of operation. Applicants will also be scored on their method of service delivery for the Deliverables/Outcomes as

described in the Objectives and Tasks section of the application. Also, the applicant's relevant experience, staffing, qualifications, language capacity and ongoing staff development/training activities.

3. Award Methodology

- Awards will be made to the highest scoring qualified applicants. Proposals will be ranked in descending order by region or by county for the ROS region beginning with the highest ranked proposal, until the BP 1 funding allocation is exhausted, with the following exceptions:
 - a. Awarded proposals may not receive the entire requested amount.
 - b. Awards may be reduced or increased based on availability, to provide statewide coverage and to address State priorities and needs.
 - c. If there are additional proposals which qualify for funding, no one agency within each region or county for the ROS region will be awarded more than 50% of the total funds allocated to that region.
 - d. If there is more than one award in a region or county within the ROS region awards may be proportionately reduced to stay within the region or ROS county's allocation.
 - e. If, after making awards, there is a balance of available funding, BRS may proportionally award the balance to the awardee(s) based on the requested amount.
 - f. BRS reserves the right to increase an award in order to distribute the entire funding allocation.
- If additional funding becomes available, or if circumstances otherwise allow BRS to fund additional contractors, BRS reserves the right to subsequently reconsider eligible proposals submitted in response to this RFP using the same scoring criteria and award methodology. Updated information may be requested as deemed necessary by BRS. If additional funding becomes available, BRS reserves the right to distribute the funding among any or all of the contract awardees. BRS also reserves the right to issue a new RFP at any time during the contract term to solicit new proposals.
- *Initial* contract awards to successful applicants and the corresponding award for the first budget period (BP) are the result of this competitive procurement. During the contract term, however, *subsequent* budget period awards will be based on available funding, continuing need, and satisfactory contractor performance, as evidenced by voucher claims and program monitoring.
- When making subsequent budget period awards, OTDA reserves the right to do any of the following:
 - a. Reallocate funding from contractor to contractor
 - b. Reallocate funds from one region to another
 - c. Reallocate funds within the ROS region from county to county
 - d. Suspend a budget period award to an underperforming contractor
 - e. Award a lesser budget period award to an underperforming contractor
 - f. Award a higher budget period award to an over-performing contractor
 - g. Adjust annual contract awards to further the State's priorities and needs.

4. Maintenance of Effort

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

XII. AWARD PROCEDURES

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

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

1. Contract Development Process

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

The contracts will have a term of 63 months and will contain work plans reflecting goals for a 63 month time period and a performance based budget summary for each 12-month budget period.

2. Payment

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

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

XIII. REPORTS AND RECORD KEEPING

1. Record Keeping

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

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

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

2. Reporting and Vouchering Requirements

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

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

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

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

entered into BIN to claim deliverables/outcomes for allowable services provided to a participant.

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

BIN provides contractors and subcontractors access to individual participant application for services, family self-sufficiency, and individual service plan screens for the purposes of screening and enrolling applicants, establishing financial targets for employment outcomes (if applicable), and developing service plans. A participant’s service history with any OTDA contractor will be made available to contractor/subcontractor intake staff to assist in data collection and in determining the potential for payment for service outcomes for the participant.

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

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

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

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

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

3. Case Records

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

4. Monitoring

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

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

Selected contractors are expected to provide services with the primary goal being long-term job retention. As part of OTDA program oversight, BRS will monitor services provided for

enrolled participants to assess the extent to which services provided are necessary and appropriate. OTDA reserves the right to place limitations on job placement, 90-day retention and self-sufficiency payments per participant, if determined to be in the best interest of the State.

5. Amendments to The Contract

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

XIV. GENERAL TERMS AND CONDITIONS

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

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

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

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

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

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

OTDA reserves the right to use proposal information obtained through site visits, management interviews and the State's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP. OTDA reserves the right to use any and all

ideas submitted in the proposals received. Funds awarded for this project shall be used only for the conduct of the project as approved.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of OTDA contracts.

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

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

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

XVI. EXECUTIVE ORDER NUMBER 38: LIMITS ON STATE-FUNDED ADMINISTRATIVE COSTS AND EXECUTIVE COMPENSATION

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

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

XVII. CONTRACTOR REQUIREMENTS AND PROCEDURES FOR BUSINESS PARTICIPATION OPPORTUNITIES FOR NEW YORK STATE CERTIFIED MINORITY-AND WOMEN-

OWNED BUSINESS ENTERPRISES AND EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITY GROUP MEMBERS AND WOMEN NEW YORK STATE LAW

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

1. Business Participation Opportunities for MWBEs

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

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

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

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

By submitting a bid or proposal, a respondent agrees to demonstrate its good faith efforts to achieve the applicable MWBE participation goals by submitting evidence thereof through the New York State Contract System (“NYSCS”), which can be viewed at <https://ny.newnycontracts.com>, provided, however, that a respondent may arrange to

provide such evidence via a non-electronic method by contacting the Contract's program manager at OTDA.

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

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

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

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

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

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

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

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

2. Equal Employment Opportunity Requirements

By submission of a bid or proposal in response to this solicitation, the respondent agrees with all of the terms and conditions of [Appendix A – Standard Clauses for All New York State Contracts including Clause 12 - Equal Employment Opportunities for Minorities and Women OR Authority equivalent to Appendix A]. The respondent is required to ensure that it and any subcontractors awarded a subcontract for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the respondent,

undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

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

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

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






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


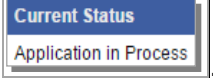
PART B – Instructions for Completing the Application

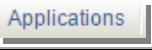
Please read Pages 1-35 of the Request for Proposals carefully before completing the application. The entire Refugee Social Services Program application must be submitted in Grants Gateway. Read and follow all instructions while completing the screens in Grants Gateway.

Completing the Application



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

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

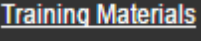
box,  **My Tasks**, labeled .

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

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

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

Other helpful information:

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

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

Contract Documents

1. **Contract Document Properties Screen-** Click on [Sample Master Contract for Grants](#) to download a copy. To download copies of the **Attachment A-1: Program Specific Terms and Conditions** and **Attachment A-2: Federal Specific Terms and**

Conditions click the [View File](#) link. You do not upload or complete anything on this screen.

Application Information

1. **Print Application-** Click the link to download a PDF copy of the grant application.
2. **Full Version of RFP-** Click the link to download a copy of this RFP.
3. **Application Instructions** – Pages 36-41 of this RFP.
4. **Application Versions-** There is nothing to do on this screen.

Program Information Screens

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

Performance Budget Screens

1. **Performance Based Budget-**
 - Complete the Performance Based Budget for **ANNUAL** grant funds requested for the first budget period.
 - Under “Details” in the textbox next to “Deliverable/Outcome” type the deliverable/outcome (ex. Job Placement) that your agency will provide. Applicants are required to provide all Deliverables/Outcomes which are listed on page 13.
 - Under “Financial”, using the maximum payment rates on page 13 of the RFP as a guide, complete “Total Amount Per Unit” and “Grant Amount Per Unit”. The same number should be in both boxes.
 - Under “Number of Units” include the **ANNUAL** units of the deliverable/outcome your agency is proposing.
 - Under “Total Grant Funds” put the amount per unit multiplied by the number of units to get the total amount being requested for the deliverable/outcome.
 - Click **SAVE**
 - To add the next Deliverable/Outcome, click **ADD** in the top right corner of the screen.
 - Repeat this process for each deliverable/outcome your agency will provide in your proposed Work Plan.
 - Only whole dollar amounts for funds requested may be used.

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

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

1. **Work Plan Overview Form-** This section should be completed from an annual perspective. Therefore, the Work Plan Period should be from January 1, 2019 to December 31, 2019.
 - **Follow the instructions on the screen. Additionally, your response should address the following:**
 - a. In the Project Summary section:
 - Describe the eligible target populations in your community(ies)/county and their countries of origins.
 - Describe your agency’s strategy for job development including outreach and employer research as described on page 9 of the RFP.
 - b. In the Organizational Capacity section:
 - Describe staff language capacity and how services will be provided in a culturally and linguistically appropriate manner. Also describe how staff will assist members of the target population for whom the agency has no language capacity.
 - Describe your organization’s experiences in providing services to refugee and/or other eligible populations.
 - Describe how staff will receive regular training and updates on the latest immigration issues and job market trends.
2. **Objectives and Tasks-**
 - Each deliverable/outcome will appear on its own screen. Applicants are required to provide all Deliverables/Outcomes, however, not all tasks within a Deliverable/Outcome are required. Pay special attention to whether or not a particular task is “allowable” or “required” as outlined on pages 15-21 of the RFP. Failure to define the method of service for a required task may result in the loss of points for the overall score of your proposal.
 - To start, select the deliverable/outcome you want to work on from the drop down and click **GO** (Example: Employment Preparation).
 - Next to the required and/or allowable task you want to work on, click View/Add under Performance Measure (Example: Job Counseling).
 - In the Performance Measure Name field, enter your first task. This field allows for very few characters (Example: Individual Job Counseling – one-on-one).
 - In the Narrative field define in sufficient detail (who, what, when, where, how) the method of service delivery providing the required and/or allowable tasks to achieve the deliverable/outcome.
 - **SAVE**
 - Using Employment Preparation as an example, if you have more than one Job Counseling, click **ADD** at the top of the screen and enter a different performance measure (Example: Group Job Counseling), and complete the Narrative field.
 - **SAVE.**

- There is a 1,000 character limit on the performance measure narrative section.
- Although not required, examples of the referral forms, self-sufficiency calculation forms, etc. may be uploaded by clicking and attaching your file.

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

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


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




- **EMPLOYMENT PREPARATION**
 - a. Describe the method of service delivery (who, what, when, where, how) for each task that your agency proposes to provide and how each task will be delivered (i.e., group, workshop or individually).
 - b. Service providers are not required to provide all allowable Employment Preparation tasks.
- **JOB PLACEMENT**
 - a. Describe your agency's process for informing participants of the scheduled interviews for job placements.
 - b. Describe your agency's process for verifying the participant reported to work.
- **90- DAY RETENTION**
 - a. Describe your agency's process to provide support to participants and employers within participants' first 90 days of employment.
 - b. Describe your agency's plan for verifying the participant's continued employment for 90 consecutive days.
- **TRANSITIONAL SUPPORTS**
 - a. Describe the method of service delivery (who, what, when, where, how) for each Transitional Support task that your agency proposes to provide and how each will be delivered (i.e., group, workshop or individually).
 - b. Service providers are not required to provide all allowable Transitional Support tasks.
- **SELF-SUFFICIENCY**
 - a. Describe your agency's process to gather proof of income once the participant has been employed for 90 consecutive days.
 - b. Describe your agency's process to show calculation of household income to be at or above the 125% poverty level for the household size.

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

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

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

Application Submission- When you have completed your application, click , located at the top-right of your screen. If you receive any error messages, all items must be addressed prior to submitting your application. The system will let you know when there are no outstanding items.

- **Remember that only the Grantee Signatory or System Administrator may submit the application.** To do so, the appropriate person must sign into Grants Gateway with their credentials. This is likely someone other than the person who created the application so at this juncture, log out.
- Once the appropriate person logs in to submit the application, click on the “Applications” tab at the top of the screen and search for “Refugee Social Services Program” under Grant Opportunity Name.
- Click  [Status Changes](#) then  located under the “Application Submitted” heading.
- Prior to submission, you will need to certify the agreement as stated. You must click “I agree” for your application to be submitted.
- You will know your application has been submitted successfully if you hover your mouse over  [Status Changes](#) and it shows “There are no available status options at this time”.
- To check the status of your application, click on the “Details” link. After submitting your application, the status will say “Assignment of Reviewers.” This means you have successfully submitted the application.

PART C – Forms to Upload

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

- **Agency Organizational Chart** – Upload your agency’s organizational chart to show where RSSP is located.
- **Participant Flow Chart** - Upload a participant flow chart depicting your agency’s service delivery sequence from intake to discharge.
- **Key Personnel Profile** - Upload a chart that depicts the staff involved with the project. For each staff member listed, include the person's name and job title, the responsibilities of the person, the required qualification for the position, the name and title of the supervisor, and the full time equivalent (FTE) of the person's position.
- **Agency Agreement Form** - Sign, complete and upload with the application.
- **Subcontractor and Supplier Identification Form** - Complete all applicable sections and upload with the application.
- **OTDA 4934 Equal Employment Opportunity Staffing Plan**- Complete all applicable sections and upload with the application.
- **OTDA 4970 M/WBE and EEO Policy Statement**- Complete all applicable sections and upload with the application.

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

The **New York State Grants Gateway Vendor’s Quick Start Guide** can be downloaded via the Pre-Submission Uploads screen in Grants Gateway or found online at http://grantsreform.ny.gov/sites/default/files/grantee_quick_start_guide.pdf.

AGENCY AGREEMENT

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

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

OTDA anticipates making an award to administer projects for sixty-three (63) months. Projects may be renewed for additional periods depending on continued need for the services, achievement of anticipated outcomes, continued availability of funding and at the sole discretion of OTDA. For those applicants selected as a result of this Request for Proposals (RFP), subsequent year's funding may be at a decreased level.

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

(Signature of official authorized to sign for applicant)

(Date)

(Type name and title)

SUBCONTRACTOR AND SUPPLIER IDENTIFICATION FORM

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

Offeror's Name: [Redacted]
 Address: [Redacted]
 City, State, Zip Code: [Redacted]
 Region/Location of Work: [Redacted]

Federal Identification Number: [Redacted]
 Telephone Number: [Redacted]
 Email: [Redacted]

Will New York State businesses be used in the performance of this contract? YES NO

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

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

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

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

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

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

NAME AND TITLE OF PREPARER (Print or Type):
 [Redacted]

Signature: [Redacted]

Authorized Signature: [Redacted]

Date: [Redacted]

Telephone Number: [Redacted]

EMAIL Address: [Redacted]

STAFFING PLAN

Submit with Bid or Proposal – Instructions on page 2

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

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

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

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

General instructions: All Offerors and each subcontractor identified in the bid or proposal must complete an EEO Staffing Plan (M/WBE 101) and submit it as part of the bid or proposal package. Where the work force to be utilized in the performance of the State contract can be separated out from the contractor's and/or subcontractor's total work force, the Offeror shall complete this form only for the anticipated work force to be utilized on the State contract. Where the work force to be utilized in the performance of the State contract cannot be separated out from the contractor's and/or subcontractor's total work force, the Offeror shall complete this form for the contractor's and/or subcontractor's total work force.

Instructions for completing:

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

RACE/ETHNIC IDENTIFICATION

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

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

OTHER CATEGORIES

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

GENDER Male or Female

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

M/WBE AND EEO POLICY STATEMENT

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

M/WBE

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

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

EEO

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

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

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

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

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

Agreed to this _____ day of _____, 2_____

By _____

Print: _____ Title: _____

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

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

MWBE Contract Goals

[Redacted] % Minority and Women’s Business Enterprise Participation

[Redacted] % Minority Business Enterprise Participation

[Redacted] % Women’s Business Enterprise Participation

[Redacted]
(Authorized Representative)

Title: [Redacted]

Date: [Redacted]

Part D Printed Version of Program Specific Questions

<u>PROGRAM SPECIFIC QUESTIONS</u>

Instructions:

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

Project Title

- 1 Describe in detail why RSSP is needed, how the services provided by your agency will meet the special needs of the target population, address potential barriers and assist them to become self-sufficient.
- 2 Describe other programs or services that your agency operates and how they will be used to enhance the effectiveness of your proposed program.
- 3 Describe your agency's relationships with other community service providers. What specific resources with your RSSP participants gain through these relationships?
- 4 Describe your agency's relationship with its local social services district (district). Describe how your agency and the district maintain communication regarding a participant's RCA, Safety Net, TANF or Match Grant status. Include the name and phone number of your district contact.
- 5 Describe how your agency plans to recruit and serve participants who are newly arrived refugees during their first year in the U.S.; participants who are receiving cash assistance; participants who are unemployed who are not receiving cash assistance; and employed refugees in need of services to retain employment or attain economic independence.