

**New York State
Office of Children and Family Services**

Grant Procurement

REQUEST FOR PROPOSALS

**RFP# 2018-11
Grants Gateway # CFS01-CCMI-2018**

Community Credible Messenger Initiative (CCMI)

Bidder's Notice 6/21/18

This notice is being issued to provide assistance to potential bidders in determining whether they meet the mandatory eligibility criteria for CCMI bidders to be an authorized and certified voluntary agency by New York State OCFS and operate as a voluntary agency. For the purpose of this RFP, a voluntary agency is a not for profit corporation approved by OCFS to either operate a residential foster care program or to operate a foster family boarding program. Should a bidder need assistance in determining if they have this required certification, they should contact John Johnson at John.Johnson@ocfs.ny.gov.



**Office of Children
and Family Services**

ANDREW M. CUOMO
Governor

SHEILA J. POOLE
Acting Commissioner

**New York State
Office of Children and Family Services**

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Issued: May 14, 2018

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1.0 GENERAL INFORMATION/CALENDAR OF EVENTS

The New York State Office of Children and Family Services (OCFS) is pleased to announce this funding opportunity aimed at improving the safety and well-being of children and families through the development of regionally placed Credible Messengers (CM) and Parent Partners (PP) as part of a core group of services strategically connected to OCFS Community Multi-Services Offices (CMSO). This initiative will be entitled Community Credible Messengers Initiative (CCMI).

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

If the offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in this Request for Proposals (RFP), the offeror shall immediately notify OCFS (See **Section 1.1 Procurement Integrity/Restrictions on Communications.**) of such error in writing and request clarification or modification of the document.

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

1.1 Procurement Contact

All inquiries concerning this procurement must be addressed to the Director of Contracts, in the RFP Unit, or the director's designee(s) at OCFS, via email (preferred) to RFP@ocfs.ny.gov or via hard copy mailed to:

Director of Contracts
Questions for RFP# 2018-11 CCMI
New York State Office of Children and Family Services
52 Washington Street
Room 202S – RFP Unit
Rensselaer, NY 12144

1.2 Calendar of Events

RFP# 2018-11 CCMI - COMMUNITY CREDIBLE MESSENGER INITIATIVE	
EVENT	DATE
Issuance of Request for Proposals	May 14, 2018
Bidders Conference/Webinar RSVP Deadline (See section 1.3)	May 23, 2018
Bidders Conference/Webinar (Optional)	June 1, 2018 from 11:00 a.m. to 4:00 p.m. Eastern Time
Deadline for Submission of Written Questions	June 5, 2018 by 5:00 p.m. Eastern Time
Responses to Written Questions Posted in Grant Gateway Systems and online (Anticipated)	June 15, 2018
Recommended Deadline to Prequalify in Grants Gateway Systems	June 18, 2018
Deadline for Submission of Proposals	June 29, 2018 by 4:00 p.m. Eastern Time
Interviews (Finalists Only in all regions)	July 23 - August 3, 2018
<i>Anticipated</i> Notification of Award (Tentative)	August 8, 2018
<i>Anticipated</i> Contract Start Date (Tentative)	December 1, 2018

1.3 Informational Meeting/Technical Assistance Session

Offerors are strongly encouraged to attend the bidder's conference. Important information will be provided to those attending the Community Credible Messenger Initiative (CCMI) RFP Bidder's Conference (see **Section 1.2 Calendar of Events**). The Bidder's Conference will be held at the New York State Office of Children & Family Services office building located at 52 Washington Street, Rensselaer, NY 12144 in the North Building room 144N.

Please park in the visitor's lot which can be accessed by proceeding through the north lot and passing through the one-lane underpass.

Enter the North Building by pressing the button. The guard will unlock the door and you will be able to open the door and enter. The guard at the front desk will ask you to sign in; this includes writing your license plate number and the make and model of your car. You will be issued a visitor's badge and be directed to proceed to the conference in room 144N.

Offerors may also attend the conference via webinar link, please send your email contact information to RFP@ocfs.ny.gov on or before 5/23/2018, and

you will receive an invite and directions on how to participate in the bidder's conference webinar. For offerors planning to attend the conference in person, please send an email on or before 5/23/2018 to RFP@ocfs.ny.gov, indicating how many individuals will be attending. For both notifications, please indicate in the subject line of your emails, CCMI RFP#2018-11 Bidders Conference.

1.4 Submission of Written Questions

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

To view the comprehensive list of questions and responses that are posted to the Gateway, follow the instructions listed below.

- Log onto the Grant Opportunity Portal by clicking the icon that says, "Click Here for the Grants Gateway." Click on "Grant Opportunity."
- Then click the icon for "Questions and Answers Link or Upload."
- When you click the link, you will be directed to either a link that will take you to an internet location where the questions can be found, or the questions will be available there to download.

1.5 Deadline for Prequalification in the Grants Gateway

Not-for-Profit applicants are strongly encouraged to prequalify in the Grants Gateway by the date specified in the table in **Section 1.2 Calendar of Events**, and MUST prequalify by the date of submission. Please refer to **Section 3 MINIMUM QUALIFICATIONS TO PROPOSE AND PREQUALIFICATION PROCESS**.

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

1.6 Submission of Proposals

All proposals must be submitted electronically through Grants Gateway. Please refer to **Section 5 Proposal Content and Submission** for further information. Prior to submitting a proposal, bidders must pre-qualify in the

Grants Gateway System. (See **Section 3 Minimum Qualifications to Propose and Prequalification Process** for further information.)

Forms required to be submitted into the “Pre-Submission Uploads” section of the application (Click the hyperlinks below to access the files):

- A. [MacBride Fair Employment Principles Certification Form \(OCFS-2633\)](#)
- B. [Non-Collusive Bidding Certification \(OCFS-2634\)](#) (Required by section 139d of State Finance Law.)
- C. [Attachment A-2, Federal Assurances](#)
- D. For complete proposal and contract requirements for the Minority-and-Women-Owned Business Enterprises (MWBE) and Equal Employment Opportunity (EEO) requirements, refer to Section 7.10. The following are forms to be completed and submitted with your Administrative Proposal and can be found [here](#):
 - *Project Staffing Plan Form (OCFS-4629)*
 - *Minority and Women-Owned Business Enterprises (MWBE) Equal Employment Opportunity (EEO) Policy Statement (OCFS-3460)*
 - *M/WBE Utilization Plan Form (OCFS-4631)*
- E. For complete proposal and contract requirements for the New York State Service-Disabled Veteran-Owned Business (SDVOB) Act, please refer to section 7.11 and complete the following attachment: [Attachment-Use of Service-Disabled Veteran-Owned Business Enterprises in Contract Performance](#)

1.7 OCFS Reserved Rights

OCFS reserves the right to:

1. place a monetary cap on the funding amount made in each contract award;
2. change any of the schedule dates stated in this RFP prior to the due date for the submission of proposals;
3. reject any or all proposals received in response to the RFP;
4. withdraw the RFP at any time at the agency’s sole discretion;
5. Make an award under the RFP in whole or in part;

6. disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of the RFP;
7. reject any proposal if, in the sole discretion of OCFS, it determines the bidder is not a responsible vendor;
8. seek clarification and revisions of proposals. Request bidders to present supplemental information clarifying their proposals either in writing or by formal presentation. Other than the requested clarification and supplemental information, submission of new information is not permitted;
9. require that bidders demonstrate, to the satisfaction of OCFS, any feature(s) present as a part of their proposal, which may include an oral presentation of their proposal. Any such demonstration or presentation may be considered in the evaluation of the proposal;
10. amend any part of this RFP prior to opening of bids, with notification to all bidders, and direct all bidders to prepare modifications addressing RFP amendments, if necessary. Expenses incurred in the preparation of any proposals or modifications submitted in response to this RFP are the sole responsibility of the bidder or other party and will not be incurred or reimbursed by OCFS;
11. make funding decisions that maximize compliance with and address the outcomes identified in this RFP;
12. fund only one portion, or selected activities, of the selected bidder's proposal and/or adopt all or part of the selected bidder's proposal based on federal and state requirements;
13. eliminate any RFP requirements that cannot be met by all prospective bidders upon notice to all parties that submitted proposals;
14. waive procedural technicalities or modify minor irregularities in proposals received after notification to the bidder involved;
15. correct any arithmetic errors in any proposal or make typographical corrections to proposals with the concurrence of the bidder;
16. negotiate with the selected bidder(s) prior to contract award.
17. conduct contract negotiations or award a contract to the next highest bidder if contract negotiations with the selected bidder(s) cannot be accomplished within an acceptable time frame. No bidder will have any rights against OCFS arising from such actions;
18. award contracts to more than one bidder or to other than the lowest bidder;

19. require that all proposals be held valid for a minimum of 180 days from the closing date for receipt of proposals, unless otherwise expressly provided for in writing;
20. fund any or all of the proposals received in response to this RFP. However, issuance of this RFP does not commit OCFS to fund any proposals. OCFS can reject any proposals submitted and reserves the right to withdraw or postpone this RFP without notice and without liability to any bidder or other party for expenses incurred in the preparation of any proposals submitted in response to this RFP and may exercise these rights at any time;
21. use the proposal submitted in response to this RFP as part of an approved contract. At the time of contract development, awardees may be requested to provide additional budget and program information for the final contract;
22. utilize any and all ideas submitted in the proposals received where an award is ultimately made;
23. require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offerer's proposal and/or to determine an offerer's compliance with the requirements of the solicitation;
24. make additional awards based on the remaining proposals submitted in response to this RFP and/or provide additional funding to awardees if such funds become available;
25. make inquiries of third parties, including but not limited to, bidder's references, with regard to the applicants' experience or other matters deemed relevant to the proposal by OCFS. By submitting a proposal in response to this RFP, the applicant gives its consent to any inquiry made by OCFS;
26. require contractors to participate in a formal evaluation of the program to be developed by OCFS. Contractors may be required to collect data for these purposes. The evaluation design will maintain confidentiality of participants and recognize practical constraints of collecting this kind of information;
27. consider statewide distribution and regional distribution within New York City, including borough distribution methodology, in evaluating proposals.
28. rescind awards for failure of awardees to meet timeframes that OCFS is required by statute to meet for contract development and approval;

29. cancel this RFP, in whole or in part, at any time and to reject any and all proposals when appropriate in the best interests of the state;
30. make adjustments to the funding amount requested based on program need and based on the total dollar value of the applications submitted; and
31. prior to the deadline for submission of proposals, any such clarifications or modifications as deemed necessary by OCFS will be posted in Grants Gateway, the NYS Contract Reporter, and on the OCFS website. Potential offerers that were sent the original bid notice via email will receive an email from the RFP unit regarding the clarifications or modifications. All other individuals will have to check the NYS Contract Reporter or the OCFS website for any changes and check the posted Q and As.

2.0 EXECUTIVE OVERVIEW

2.1 Introduction/Description of Program Objectives and Background

The New York State Office of Children and Family Services (OCFS) is pleased to announce this funding opportunity aimed at improving the safety and well-being of children and families through the development of regionally placed Credible Messengers (CM) and Parent Partners (PP) as part of a core group of services strategically connected to OCFS Community Multi-Services Offices (CMSOs). This program is entitled Community Credible Messengers Initiative (CCMI).

OCFS is responsible for the supervision, custody, and care of young people in the juvenile justice system who have been determined to require an out-of-home placement. OCFS has custody of various youth, including:

- Youth placed at an OCFS limited-secure or secure facility by a local Family Court judge following adjudication and disposition of placement;
- youth placed at a voluntary residential placement facility by a local Family Court judge following adjudication and disposition of placement with OCFS;
- youth charged as juvenile offenders and sentenced to OCFS custody by a criminal court judge post-conviction; and
- as of October 2018, adolescent offenders who have been sentenced to OCFS custody by a youth court judge post-conviction.

After a residential stay, some OCFS youth transition back into the community under conditional release or home placement that last on average, five to six months. Other OCFS youth who are transitioned back into the community, are supervised by parole or probation services or have fully completed their sentence when they are released from a residential facility. OCFS focuses on providing these youth with community-based services, supports, and supervision to effectively transition them back to their homes and communities. Readyng the community and sustaining the gains young people have achieved during their time in residential placement is a priority of OCFS re-entry programming. These young people present significant challenges reengaging in positive

community opportunities and supports. Youth who are placed in OCFS care and custody require innovative interventions and creative solutions to repair and restore family and community connectedness. They exhibit very high needs and a broad array of risk factors, which include living in high crime areas, pervasive gang involvement, human trafficking, and an increased likelihood of experiencing severe trauma.

OCFS seeks bidders who will assist OCFS in implementing the CCMI model, which will incorporate practices and strategies intended to improve outcomes for OCFS-placed youth and their families by providing a community-based network built on collaboration. This model will be comprised of voluntary agencies who have experience providing juvenile justice services, community-based grassroots organizations, CMs, PPs, and OCFS/DJJOY regional CMSO personnel. The CCMI seeks to create a network for OCFS and community-based partners to build, strengthen, and supervise a group of professionals to enhance and build on the natural community supports for youth and families that improves and sustains positive outcomes.

This RFP will exemplify OCFS's commitment to promoting services that are developmentally appropriate, family-centered, and responsive to local needs. This programming is community-based, culturally and linguistically competent, and demonstrates effectiveness in achieving desired outcomes.

This RFP requests proposals for four regional CCMI teams who will:

- Collaborate fully with OCFS personnel;
- attend and complete mandatory training from an OCFS-contracted trainer and technical assistance service provider;
- deliver all described services associated with this model with a trauma-informed approach;
- assist the families of OCFS youth; and
- provide assigned youth support in their vocational, educational, and career pursuits.

OCFS intends to establish CCMI teams in four OCFS Division of Juvenile Justice and Opportunities for Youth (DJJOY) regional offices (CMSOs) across New York State. These regional offices are in Buffalo, Rochester, Mid-Hudson, and Long Island. OCFS will provide the bidders who are awarded a CCMI contract with CM training by an OCFS-contracted technical assistance service provider.

Please Note: Bidders can submit proposals in multiple regions if they meet all other requirements listed within this RFP and submit a separate proposal for each region.

2.2 OCFS Statewide Considerations

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

creation and/or enhancement of quality services in the areas of Child Welfare (CW), Juvenile Justice (JJ), Adult Protective Services (APS), and services for the legally blind and visually impaired.

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

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

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

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

- **Disconnected/High-Need Youth**

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

- **Racial Equity and Cultural Competence**

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

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

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

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

Disproportionate Minority Representation (DMR) occurs when the percentage for the representation of a particular minority group (racial, ethnic) involved with a service system is significantly higher or lower than that group's percentage or representation in the general population. DMR has implications across all services administered by OCFS, including child welfare, juvenile justice, child care, youth development, and

those services for the blind and visually impaired. In some service categories, DMR manifests itself by over-representation of racial/ethnic groups, and in other service categories, it is manifested by under-representation of racial/ethnic groups.

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

2.3 Purpose and Funding Availability

The purpose of this RFP is to identify quality bidders who can deliver the CCMI model as explained in this RFP. OCFS is especially interested in programming for older Black and Latino youth whose needs have not been adequately met by other programs. For that reason, OCFS is prioritizing CM and PP Mentoring, as this approach is designed specifically for youth who fit the following profile:

- Chronically involved in the justice system
- Disconnected from positive supports
- Beyond the reach of traditional social services
- Sexually exploited
- Resistant to change
- Gang-involved
- High-risk and high-need

OCFS intends to apply CCMI to three distinct groups of young people:

1. OCFS-adjudicated youth returning home from OCFS-operated facilities;
2. OCFS youth returning home from voluntary agencies; and
3. As needed, court-involved youth returning to the community from out-of-home placement. This category of youth will be specifically identified by the CCMI regional teams.

A contract will be awarded in each of the four (4) regions (Buffalo, Rochester, Mid-Hudson, Long Island). Each contract will be for a term of five (5) years. OCFS expects to make awards for \$450,000 annually to one successful bidder from each of the four (4) regions. Bidders must submit a separate bid proposal for each region they propose to serve.

Funding under this RFP may be used for start-up costs and activities, staffing, coordination needs, and day-to-day program needs. \$100,000 of the annual grant award amount must be designated to provide work-based experience, youth development opportunities, and programmatic incentives to youth and families connected to this initiative. Funding is currently anticipated to be available for the first year of the contract. The award of a multi-year contract does not guarantee funding will be available for subsequent years.

The following information applies to the funding opportunity:

It is important to note that state reimbursement will not be available until the selected bidder and OCFS enter into a contract approved by the New York State Office of the Attorney General and the New York State Office of the State Comptroller. Costs will be paid only for expenditures incurred after the contract start date. Upon approval of the contract, an advance of up to 25 percent of the first year of the contract may be made available to the selected contractor.

OCFS will provide those contractors who are selected to implement the services, copies of all applicable statutes and regulations (9 CRR-NY Title 9 (Executive Department), Subtitle E (OCFS), Parts 164 – 184) required notices to parents and bidders, and any other agency forms and notices. ALL proposed forms and required documents must be reviewed and approved by OCFS prior to their use by the contractor.

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

2.4 Term of Contract

The contracts awarded in response to this RFP will be for five (5) years. The anticipated start date is December 1, 2018, and the anticipated end date will be November 30, 2023. OCFS expects all awardees will be ready to receive CCMI training on the anticipated start date of December 1, 2018. Funding is currently anticipated to be available for the first year of the contract. The award of a multi-year contract does not guarantee funding will be available for subsequent years. Contractors may not begin to provide services prior to the contract(s) start date. OCFS has no obligation to pay for services rendered prior to that time.

3.0 MINIMUM QUALIFICATIONS TO PROPOSE AND PREQUALIFICATION PROCESS

3.1 Minimum Qualifications

Mandatory eligibility criteria for CCMI bidders:

All bidders must be an authorized and certified voluntary agency by New York State OCFS and operate as a voluntary agency.

All sub-contractors must operate as a non-profit with the exception of parent partners who may operate as independent sub-contractors or as a non-profit. Credible messengers must be an employee of the sub-contractor.

Bidders must have at least one sub-contract or signed letter of intent to contract with a grassroots sub-contractor included in their proposal.

Bidders must have at least three (3) years of experience delivering community-based programmatic services; such as alternatives to detention and placement and/or supervision of court-involved youth in the juvenile justice system including juvenile delinquents, juvenile offenders, and their families.

OCFS will only contract with organizations whose governing board (board of directors) includes a minimum of three (3) members.

3.2 Prequalification Process

New York State has instituted key reform initiatives to the grant contract process that require not-for-profit organizations to register in the New York State Grants Gateway System (GGS) and complete the Vendor Prequalification process in order for proposals to be evaluated. Not-for-profit organizations will only have to prequalify once every three years, with the responsibility to keep their information current throughout the three-year period.

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

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

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

3.2.1 Register for the Grants Gateway

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

3.2.2. Complete Your Prequalification Application

- Log into the [Grants Gateway](#). If this is your first time logging in, you will be prompted to change your password at the bottom of the “Profile” page. Enter a new password and click “SAVE.”

- Click the “Organization(s)” link at the top of the page and complete the required fields including selecting the state agency with which you have the most grant contracts. If you currently do not have any contracts with NYS, select OCFS. This page should be completed in its entirety before you click “SAVE”. A “Document Vault” link will become available near the top of the page. Click this link to access the main “Document Vault” page.
- Answer the questions in the “Required Forms” and upload “Required Documents.” This constitutes your “Prequalification Application.” “Optional Documents” are not required unless specified in this RFP.
- Specific questions about the prequalification process should be directed to the agency contact listed in **Section 1.1 Procurement Contact**, or to the Grants Reform Team at grantsgateway@its.ny.gov.

3.2.3 Submit Your Prequalification Application

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

Vendors are strongly encouraged to begin this process as soon as possible and at the latest by the date specified in Section 1 Calendar of Events, to participate in this opportunity.

3.3 Vendor Responsibility Requirements

Section 163(9)(f) of the NY State Finance Law requires that a state agency make a determination that a bidder is responsible prior to awarding that bidder a state contract. Vendor responsibility will be determined based on the information provided by the bidder, on-line, through the New York State VendRep System Questionnaire or through a paper copy of the *Vendor Responsibility Questionnaire*. OCFS will review the information provided before making an award.

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

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

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

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

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

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

Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor Identification Number or for direct VendRep System user assistance, the OSC Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at ciohelpdesk@osc.state.ny.us.

The New York State VendRep System offers the following benefits:

- Ease of completion, filing, access to, and submission of the questionnaire. Efficiencies are multiplied for vendors who bid and contract with the state frequently or with multiple state agencies.
- Questionnaire updates are easily filed by updating only those responses that require change from the previously saved questionnaire (as opposed to a paper copy where a new questionnaire is required each time there is a change).
- The stored questionnaire information eliminates the need to re-enter data for each subsequent questionnaire submission.
- Reduction of costs associated with paper documents including copying, delivery and filing.

- Online questionnaire information is secure and accessible to authorized vendor users only. State agencies can only view certified and finalized questionnaires.
- VendRep question prompts ensure that the correct forms are completed.
- The VendRep On-Line System contains links to all definitions of the terms used in the questionnaire.

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

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

4.0 PROGRAM REQUIREMENTS

4.1 Desired Outcomes and Program Requirements

Description

The term *Credible Messenger* (CM) was first applied to mentoring for justice-involved youth by a group of inmates at Green Haven who, during the late 1970s, conducted a demographic analysis that showed 75 percent of prisoners in the New York State prison system came from just seven (7) neighborhoods in New York City. The “Seven Neighborhood Study,” as it became known, was one of the first location-based analyses of incarceration with a critical eye towards the neighborhood conditions that contribute to crime and incarceration. This study prompted many formerly incarcerated men who returned home to search out troubled youth and help them avoid traveling a path towards incarceration.

By the year 2000, several CM initiatives had gained national attention for their impact and effectiveness in reducing violence, preventing recidivism, and improving life outcomes for young people. Groups such as the Boston Ten Point Coalition, the Mentoring Center in Oakland, CA, Peace-a-holics in Washington, D.C., Ceasefire in Chicago, and the Exodus Transitional Community in New York City have demonstrated an ability to reduce youth crime by connecting system-involved youth with mentors who were formerly

incarcerated. CCMI seeks to provide similar mentoring services with the help of messengers and parent partners to youth residing in each OCFS DJJOY region which is identified in **Attachment 1**.

Bidders should propose CCMI teams for each of the four regions they propose to serve. Each bid must have a CCMI team that consists of a program manager, credible messenger(s) and parent partner(s). All CCMI team members should operate through sub-contractors, however based on need and after discussion with OCFS personnel, awardees can provide services within a CCMI team. Each CCMI team will serve up to 24 youth per region, this number will include both youth in facility and in community. Estimated caseload ratios would be eight (8) youth: one (1) credible messenger, and twelve (12) youth: one (1) parent partner. For example, a caseload of 24 youth would require three (3) credible messengers and two (2) parent partners.

These CCMI teams will work closely with OCFS personnel. They will be assigned caseloads comprised of youth living in the counties served by the regional CMSO that will work with the selected CCMI team. However, OCFS personnel will maintain overall case management responsibility and service collaboration for the youth during the resulting contract term.

Program Requirements

CCMI teams will focus on a required set of core components that are integral to any credible messenger/parent partner model.

These core components include the following:

1. Hiring men and women who have had experience with the juvenile or criminal system as credible messenger and/or parent partner mentors;
2. holding group mentoring sessions at least twice per week for the length of time a youth is enrolled in the CCMI program;
3. use of a culturally competent cognitive-behavioral curriculum;
4. incentives for youth and families for completing program benchmarks and for youth engaging in vocational experiences;
5. when performing groups at meal times, serve healthy family style meals; (where appropriate)
6. advocacy and support for youth navigating multiple systems; (educational, employment, vocational, housing, mental health)
7. ongoing training and personal/professional development for credible messengers and parent partners;
8. the use of restorative justice practices in group facilitation and addressing problematic behavior;
9. employing family engagement strategies and practices;
10. creating a learning community for bidders, subcontractors, mentors, and system partners;
11. strategies to connect youth to their communities through service-learning projects.

While these program components are critical, the cultivation of ongoing supportive relationships between youth and mentors (not dependent on the young person's status in the program) outliving formal enrollment is the most impactful. For that reason, it is essential that CM program bidders are deeply rooted in the communities they serve and have longstanding ties in the neighborhoods where they operate.

Program Outcomes Requirements

A major goal of the CCMI is to reduce recidivism, lessen disproportionality, and dissuade OCFS youth from further anti-social behavior once they return from OCFS facilities. OCFS expects the CCMI will help bring about the following outcomes:

- Reduced convictions of OCFS youth, especially for felonies and violent crimes;
- reduced length of stay of OCFS youth in detention and residential facilities;
- reduced revocations and returns to OCFS facilities;
- improved pro-social attitudes;
- improved family engagement;
- stronger community connections for both youth and family;
- demonstrated active youth engagement in school and work.

The bidders must provide outcome data to OCFS regarding measures such as the following:

- Youth attendance at CCMI group sessions;
- weekly in-person CCMI team contacts with all youth assigned;
- in-person attendance at monthly CMSO meetings for each youth on a CCMI caseload;
- number of all meetings convened for all youth on a CCMI caseload and the number of youth physically attending each meeting;
- structure and level of engagement with all mentees; the types of engagement are typically direct contacts with youth and families, phone contacts with youth and families, collateral contacts, facility or job site visits;
- pre-and post-program qualitative assessments for youth and their families which gauge how their attitudes towards future goals and community supports have changed over time.
- distribution of ample and regular incentives, travel support, wraparound support, job-like experiences, and other incentives for participants
- number of CCMI team building meetings per year.
- number of youth engaged in education and outside employment while on the CCMI caseload.
- number of hours devoted to on-going training for CMs and PPs.

Geographic Requirements

The selected CCMI contractors will provide CCMI community-based services to assigned OCFS youth and families who reside in the region the contractors have been selected to serve. The CCMI team will begin providing services to youth as deemed appropriate by the regional CMSO. Bidders must demonstrate their organizational capacity to serve the selected community, their knowledge of the target community (areas within the four regions where OCFS receives the most placements), population to be served, and their ability to meet geographical boundaries for service delivery. Bidders must indicate probable office locations that are located within reasonable travel distance of the regional CMSOs. **Please refer to Attachment 1 list of addresses for all CMSOs offices associated with this RFP (section 10.1).**

CCMI Intake Eligibility Requirements

All CCMI eligible youth will have a valid court order or authorization by the regional CMSO, an assigned CMSO case manager, and sufficient time remaining in their re-entry plan (under the auspices of community services supervision) to receive CCMI services.

The following items are required for CCMI youth:

- A positive Pre-Release Risk Assessment (PRA), as determined by OCFS; (PRA is an instrument used to determine the safety and appropriateness of a youth release resource.)
- a completed community integration plan;
- a community support team meeting;
- a completed safety plan;
- signed Community Conditions of Release/Conditions of Participation designating CCMI services; (These instruments are used to establish expectant and acceptable behavior while a youth is on trial discharge.)
- residence in a high placement area within each region, as defined by each OCFS CSO;
- written consent and commitment from parent/guardian to participate in CCMI.

Administrative Program Requirements

The bidder must develop an administrative component that includes staff, staffing schedules, agency resources, and intake processes and procedures for both their organization and that of grassroots sub-contractors.

Facility Release Referrals

The CCMI team will begin providing services to youth as deemed appropriate by the regional CMSO. The following procedures will outline how youth will be assigned to the CCMI caseload in each region.

- Based on the number of slots available, the OCFS Community Support Team (CST), comprised of OCFS personnel and community based providers, will recommend that a youth and family receive CCMI mentoring services after consultation with the regional CCMI team during a CST meeting. The OCFS CMSO supervisor will include the CCMI team as members of the support team meetings. Bidders must explain how designated CCMI personnel will actively participate in Community Support Team meetings for supporting youth and families prior to a youth's release from a facility.
- Two (2) weeks prior to a youth's release, both the CMSO and CCMI personnel will confirm the youth's release date and plan.
- The CCMI team must engage both the youth and family by phone and in person to explain the CCMI plan of action prior to the youth's release from an out-of-home facility.

Revocations, Return and Modifications Referrals

Revocation denotes when a youth is granted a conditional release from either an OCFS facility or voluntary agency and then violates the community conditions of release and is returned to a facility, youth have the right to a revocation hearing prior to being return to an OCFS facility. **Modification** denotes when a youth has his placement modified from a voluntary agency to an OCFS facility. Youth who violate conditions of participation for a program such as Electronic Monitoring are on "facility status" and are subject to **Return** to an OCFS facility without the need for any hearing.

If the OCFS CMSO personnel initiates a revocation, return, or modification, OCFS will review the community support plan with the CCMI team. Upon consultation and caseload permitting, the CCMI team will continue to work with the youth and family during the period the youth spends in an OCFS facility.

OCFS CMSO personnel and the CCMI team will determine when a youth can no longer receive services provided by the CCMI team. The focus of CCMI is to provide community-based support to youth and families. In most cases the decision to end CCMI services will be developed during a Community Support Team Meeting.

Immediate Referrals

The OCFS CST may refer a youth to CCMI at any time as deemed appropriate and they can adjust the caseload of CCMI dependent on the safety of both practitioners and the youth and families they serve. The level of service needed for each youth will be determined by the CST and the OCFS Office of Community Partnership policies.

Organizational Capacity and Experience Requirements

The bidders must provide detailed information documenting their projected organization structure based on the CCMI model. The bidders must also show that all staff assigned to the CCMI team have the necessary experience to provide the services outlined in this RFP. Another component of the credible messenger model is the provision for continuous self-care and team building both at the individual and organizational level. Therefore, the bidders must provide a plan for how assigned CCMI personnel will meet amongst themselves twice a year to enhance the team's ability to work together effectively.

4.2 Accessibility of Web-Based Information and Applications

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

5.0 PROPOSAL CONTENT AND SUBMISSION

4.3 Technical Proposal Content/Work Plan

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

The purpose of the Work Plan is to provide a clear description of what requested project funds will pay for, the expected outcomes for the proposed project services and the programmatic rationale for the proposed project budget. The Work Plan must be in compliance with all applicable Federal and New York State laws, rules, and regulations, be responsive to the desired

outcomes identified in **Section 4.1 Desired Outcomes and Program Requirements** of the RFP, and provide value to the OCFS mission. OCFS expects that all project services funded by this initiative will be designed to be culturally and linguistically competent and cost efficient. Appropriate planning and development activities must be conducted by bidders to promote responsiveness to the target population of this RFP. Services provided must accommodate cultural and linguistic requirements of the target population and/or community to be served.

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

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

The Work Plan consists of the following sections:

- A. Community
- B. Target Population(s)
- C. Objectives, Tasks and Performance Measures
- D. Proposed Project Description/Staffing Plan
- E. Organization (Voluntary Agency Organization and/or Sub-Contractor(s))
- F. Bonus Points RECC and Bridges to Health (B2H)

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

Guidelines for Each Section

A. Community (10 points)

Community: the applicant’s experience serving youth and young adults in the justice system in the target community. Additionally, applicants must clearly describe the needs of OCFS youth in the region they propose to serve.

Moreover, the proposal will clearly indicate the bidder and subcontractor's experience in working with at-risk and adjudicated youth. The proposal needs to include the bidder's established ties in the community where services will be delivered

CCMI depends on identifying and mobilizing local neighborhood resources on behalf of youth. Therefore, this section of the work plan will be evaluated based upon the inclusion of these criteria. The bidder will:

1. Provide methods that will be utilized in identifying Credible Messengers in the community;
2. provide a list of proposed sub-contractors and a plan for how they will leverage their partnerships with the proposed sub-contractors and other neighborhood organizations, which could include involving local community residents in the restorative justice process;
3. submit a plan for identifying economic opportunities for youth in their neighborhoods to experience tangible job or work-like experiences; and
4. describe how your organization and/or subcontractor/proposed subcontractor meets the definition of a grassroots organization.

B. Target Population(s) (20 points)

The youth who have been placed with and are returning to the community, have similar cultural and pro-social needs. Many are youth of color who live in poor neighborhoods. The ability of service providers to encourage and uplift these young people through service provision and brokerage is the key component of CCMI. Therefore, this section of the work plan will be evaluated based upon the inclusion of these criteria. The bidder will:

1. Based upon pre-established community connections, provide appropriate gender and culturally relevant CCMI services both in the home and communities of youth and families;
2. based upon knowledge of services geared toward the target population of this RFP, provide a plan for the identification and provision of pro-social activities for both youth and families and; provide specific ways the bidder will address the needs of high risk female youth;
3. when appropriate, work with OCFS CMSO personnel to link CCMI-assigned youth and family to other services not covered by CCMI;
4. explain how the CCMI team will document and reward positive accomplishments of both the youth and parent(s); and provide a plan for how the CCMI team will provide services based on need as determined through the Community Support Team process, as some youth may need more services than others.

C. Objectives, Tasks and Performance Measures (20 points)

Throughout this RFP, OCFS has described expectations related to program outcomes, program-associated work tasks and how the completion of

associated tasks will determine the performance of this initiative. Therefore, this section of the work plan will be evaluated based upon the inclusion of these criteria. The bidder will:

1. Provide a plan to maintain weekly in-person contact with all OCFS youth and families assigned to a CCMI caseload;
2. provide a plan for maintaining consistent and substantial contact between all personnel providing CCMI community-based services;
3. provide CMSO personnel with a weekly summary of all work completed by the CCMI unit;
4. provide services to a caseload of youth as determined by the regional CMSO and as explained in **Section 4.1**;
5. provide a plan for assisting youth in obtaining gainful employment or providing stipend work experiences so youth can gain valuable work experience; certify that \$100,000 of the annual budget is dedicated to these services;
6. provide a plan for providing CCMI youth and families with program participation incentives;
7. submit monthly, quarterly, and annual reports as required by OCFS;
8. provide a plan for the regular review of all CCMI paperwork generated by both the bidder and any sub-contractors;
9. provide service to CCMI youth who have been returned to an OCFS facility;
10. provide a plan for informing OCFS CMSO administration the planned contacts for all youth on a weekly basis (Itineraries); Provide monthly statistical information on the status of referrals, the number of youth receiving CCMI services, the number of cases closed or in abeyance, the number of CCMI personnel available, and any other documentation required by OCFS;
11. explain how the CCMI team will actively participate in the monthly Community Support Team meetings held for each youth assigned at each regional CMSO;
12. participate in OCFS CST activities pertaining to each CCMI youth;
13. submit weekly reports in a format stipulated by OCFS to the administrative personnel at the regional CMSO describing work completed and salient concerns and accomplishments;
14. allow OCFS access to all documentation associated with the CCMI, especially during periodic site visits;
15. comply with OCFS reporting requirements, including but not limited to Reportable Incidents, AWOLs, and any other unsafe behaviors; and
16. develop and submit a project work plan with timeframes for accepting referrals, beginning CCMI services and full implementation of this initiative.

D. Proposed Project Description/Project Staff (15 points)

The proper development and administration of the CCMI team is critical to the overall success of this OCFS community-based effort, therefore this section of the work plan will be evaluated based upon the inclusion of these criteria. The bidder will:

1. Provide a plan for the orientation of sub-contractor(s) associated with this RFP;
2. provide a plan for hiring, training, and supervising personnel who will work within the CCMI team;
3. provide a plan for how all CCMI personnel will be made available for a month long Credible Messenger/Parent Partner training commencing after the contract is finalized;
4. provide a plan that will illustrate that all CCMI personnel have been properly vetted through the Statewide Central Register of Child Abuse and Maltreatment, the Justice Center's Staff Exclusion List, Department of Motor Vehicle abstract, and have undergone a state and federal background check;
5. explain how the CCMI team will actively participate in the monthly scheduled and emergency Community Support Team meetings held at each regional CMSO;
6. explain how the personnel with the CCMI team will be available at times and locations convenient for youth and families;
7. provide a plan for informing the regional OCFS CMSO administration of the case contact plan for all youth on a weekly basis (e.g., itineraries); and
8. provide a plan for ensuring the self-care of all CCMI team members including convening bi-annual self-care meetings per program year.

E. Organization (Voluntary Organization and/or Sub-Contractor(s) (15 points)

To demonstrate organizational capacity the bidder will:

1. Describe the past accomplishments, special characteristics, and resources of your organization that are predictive of your success in achieving the stated performance objectives;
2. describe how your agency supports the proposal for this program;
3. identify the key people in the organization who are primarily responsible for delivering the program and reaching the performance objectives;
4. describe the history of your organization, experience working with the target population and provide evidence that the bidder has the capacity and any required licenses to successfully manage the project. Indicate steps that will be taken to demonstrate readiness to implement the program on a timely basis;
5. describe how your agency will support sub-contractors in building community capacity;
6. Provide an organizational chart for the bidder that shows how this program fits into the organization's goals and mission.

Please label this document as "Organization (Voluntary Agency) and attach it to the "Pre-Submission Uploads" section of your grant application.

F. Bonus Points:**Race, Ethnicity, and Cultural Competency (RECC) (5 points)**

OCFS will provide bonus points to the total score/rating of applications based upon the proposal's responsiveness to OCFS statewide considerations. This will be determined based on an evaluation of the proposed project's capacity to demonstrate cultural awareness, connectivity and familiarity with the community and target population; project capacity to identify and be responsive to cultural/linguistic needs of the community and target population; demonstrate cultural awareness and responsiveness in project staffing/administration; ability to locate project services in areas that are easily accessible to the target population; and the applicant's track record of working with the target community to be served. Applicants for OCFS funding opportunities are advised that OCFS will not deduct points from applications that do not address RECC.

In a narrative report demonstrate:

1. Your organization's level of cultural awareness, connectivity, and familiarity with the community and target population;
2. capacity to identify and be responsive to cultural/linguistic needs of the community and target population;
3. cultural awareness and responsiveness in project staffing/administration;
4. ability to locate project services in areas that are easily accessible to the target population, and
5. the applicant's experience working with the target community to be served.

Applicants for OCFS funding opportunities are advised that OCFS will not deduct points from applications that do not address RECC.

Bridges to Health (B2H) (5 points)

OCFS will provide bonus points to the total score/rating of applications based upon the applicant's participation in the OCFS-administered B2H Medicaid Waiver program. Participation may include being a B2H provider or subcontractor, and provision of some or all of the B2H services. B2H services are to be provided to youth within their support network and be inclusive of birth families, foster and adoptive families, caregivers, LDSS, OCFS, Aftercare, Electronic Monitoring, providers, clinicians, courts, and advocates. B2H services include: Provide the organization's B2H certificate by uploading it to the Program Specific Questions section of your application.

In a narrative report demonstrate:

1. Participation in the OCFS-administered B2H Medicaid Waiver program. Participation may include being a B2H provider or sub-contractor, and

provision of at least one (1) the B2H services listed below. B2H services are to be provided to youth within their support network and be inclusive of birth families, foster and adoptive families, caregivers, LDSS, OCFS, aftercare, electronic monitoring, providers, clinicians, courts, and advocates.

Health Care Integration	Planned Respite
Skill Building	Day Habilitation
Family/Caregiver Supports and Services	Prevocational Services
Intensive In-Home Supports and Services	Supported Employment
Special Needs Community Advocacy and Support	Immediate Crisis Response Services
Crisis Avoidance, Management and Training	Adaptive and Assistive Equipment
Crisis Respite	Accessibility Modifications

4.4 Proposed Budget (20 Points)

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

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

Follow these instructions carefully as you complete the budget. The budget for this project must be in compliance with all applicable Federal and New York State laws, rules, and regulations. Use the following directions to briefly describe the expenses included in each budget category. The detail requested is essential to expedite the contract process. Accuracy and completeness are critical.

Ensure the following:

- The cost of items is described in the budget narrative and for every line item of expense, the specific calculations for determining the total cost of each item is included in the narrative;
- all items covered by OCFS funds are directly related to the provision of services indicated in the proposal;
- all expenses are incurred *within* the contract period;
- all shared costs are prorated and the basis of the proration explained;
- reimbursement for travel, lodging and mileage costs do not exceed the State rates currently in effect;
- all amounts listed on the budget summary form reconcile with the relevant budget narrative information;
- the total Grant Funds agrees with the amount requested on the Contract Face Page; and
- \$100,000 of the annual grant award amount must be designated to provide work-based experience, youth development opportunities, and programmatic incentives to youth and families connected to this initiative.

Non-Allowable Costs

The following items *cannot be included* as OCFS funded costs within the project budget:

- Major capital expenditures such as acquisition, construction or structural renovation of facilities.
- Interest costs, including costs incurred to borrow funds.
- Costs for preparation of continuation agreements and other proposal development costs.
- Costs of organized fundraising.
- Legal fees to represent agency/staff.
- Advertising costs, except for recruitment of project personnel, program outreach and recruitment of participants.
- Entertainment costs, including social activities for program and staff, unless directly associated with the project.
- Costs for dues, attendance at conferences or meetings of professional organizations, unless attendance is necessary in connection with the project.

A. Personal Services

1. Personal Services - Personnel

Personal Services (Salaries):

- List only staff positions included in the funded project.
- List the percentage of time each staff member will spend on this project.
- The percentage of time an employee is engaged in this project (or projects) cannot exceed 100 percent.
- List the base (annual) salary for each staff position. The base salary should reflect the employee's actual annual salary. The annual salary should be consistent across all projects that the employee's time is charged to.
- If a position has both administrative and programmatic responsibilities, show the position on two lines, one for programmatic responsibilities with associated percentage of time and one for administrative responsibilities with associated percentage of time. Identify administrative positions in the "Personal Narrative." The percentage of time for the position cannot exceed 100 percent.
- If the proposed project is currently operational, provide information on the percentage of salary increases, if any, included in the requested budget. Justification for raises must be provided. If you anticipate cost of living or merit raises during the contract year, include the increases in the base annual salary charged to the project and note the effective date of the raise.

Personal Services Salary Narrative: Give a brief description of the administrative or program related responsibilities of each staff position supported by the grant funds.

2. Personal Services – Fringe Benefits

Fringe benefits should be budgeted in line with your organization’s policy. The total fringe benefits chargeable to this contract should not exceed the current approved fringe rate, which can be found on the NYS Office of the State Comptroller’s website via this link: [Fringe Benefits](#). A higher rate may be considered with justification; any such justification must be included with your application.

Fringe Benefits Narrative:

List the fringe benefit rate(s) and the positions to which the rate(s) apply. Provide a complete list of benefits used to calculate rate(s) (e.g., Social Security-FICA, NYS Unemployment Insurance-SUI; NYS Disability Insurance and Worker’s Compensation). These can be listed on the extra lines under “Personal Services.” Be sure to clearly identify “Fringe.”

B. Non-Personal Services (NPS)

Use of MWBEs for Discretionary Purchases

Contractors are required to spend thirty percent of their discretionary budget through a NYS certified Minority or Women-Owned Business Enterprise (MWBE) in compliance with Article 15-A of the NYS Executive Law. As your organization develops its NPS budget for this contract, you must identify the discretionary purchases that are subject to the MWBE goal (see section 7.10 for more information.) The following NPS budget categories are subject to the MWBE goal:

NPS Budget Category	MWBE Goal
1. Contractual/Consultant	Discretionary expenses in this category subject to MWBE goal
2. Travel	Non-discretionary - exempt
3. Equipment	Discretionary expenses in this category subject to MWBE goal
4. Supplies	Discretionary expenses in this category subject to MWBE goal
5. Other Expenses	
a. Space/Property (Own)	Non-discretionary - exempt
b. Utilities	Non-discretionary - exempt

c. Operating Expenses	Discretionary expenses in this category subject to MWBE goal
d. Printing Services	Discretionary expenses in this category subject to MWBE goal
e. Other Expenses/Miscellaneous	Discretionary expenses in this category subject to MWBE goal
f. Other Expenses/Miscellaneous – Administrative Expense	Non-discretionary - exempt

Use the DISCRETIONARY BUDGET NARRATIVE WORKSHEET of Attachment B – BUDGET SUMMARY to specify the portion of your NPS budget subject to the MWBE spending goal.

Provide an explanation for all items excluded from the MWBE spending goal. Calculate the amount of the MWBE participation goal to be met based on this total discretionary NPS;

NPS Budget Categories

All budget items must be for commodities to be purchased during the contract period that in direct support of services related to the project; or for contractual/consultant services to be rendered during the contract period that directly support the project.

1. Contractual/Consultant Services

This category includes costs for institutions, individuals, or organizations external to the agency.

- Specify the services to be provided and indicate how the cost was determined.
- Delineate between administrative and program cost.
- If an award is made, the contractor must get prior written approval from OCFS for any agreement, or series of agreements, with a single subcontractor that exceeds \$50,000 or 50 percent of the total contract value during the contract term. The contractor must receive such approval prior to executing the subcontract agreement, implementing any activity under its term or expending contract funds under its term. Prior approval is also required for any cost or term amendment to approved subcontracts or as otherwise requested by OCFS. All subcontract agreements, regardless of dollar value, must be submitted to OCFS prior to claim for services being submitted.
- For office or other program space rental or lease include copy of rental or lease agreement and method of cost allocation of space.
- For equipment rentals:
 - Clearly describe item(s).

- Include model # and specifications if possible.
- Indicate term and rate of rental.
- Provide a justification for the rental of all equipment by giving a brief description of the program related need supported by grant funds.
- Vehicle lease for participant travel, when such travel has been approved by OCFS, must be programmatically justified. A copy of the lease agreement must be provided to OCFS prior to claim payment.
 - Explain the purpose of the travel.
 - Number of participants.
 - Estimated miles.
 - Frequency of travel (e.g., per day, per week).
 - Be as clear as possible in explanation of need and cost.
 - Show the percentage of time the vehicle will be used by the project and only include requested funds for this percentage.
- If a subcontractor or consultant expense is more than \$15,000, three written bids are required. If you are unable to obtain three written bids, a justification as to price reasonableness is required. If other than the lowest bidder was selected, please provide justification.
- If the consultant/contractor is reimbursed at an hourly rate, the hourly rate and the number of hours must be calculated accurately and be included in the budget narrative.
- Indicate whether consultant's rate includes travel and lodging.

2. Travel

- Travel costs include the following: air, train, bus and taxi fare; personal auto, parking fees, tolls, lodging and meals. Conference fees or outside training costs for staff to attend that are integral and essential part of this program and necessary in connection with the project to be funded.
- Primary awardees to this RFP will need to account for up to \$25,000 per region for travel costs each year for training in NYC and other training sites across the state. This amount will be for up to 5 employees per region to attend training germane to effective credible messenger mentoring services. Transportation, meals, and accommodations will be at the primary agencies' costs. These travels costs must be indicated in the submitted proposal.
- Explain which staff will be traveling and the destination, purpose, and frequency of travel.
- For local/day travel and extended travel, list the following for each trip: destination, length of stay, purpose, number of travelers, mode of transportation and its cost, meals and lodging costs.
- Includes staff travel only.
 - Consultant travel should be shown under the "Contractual/Consultant Services" category.
 - Client travel should be shown under the "Other Expenses" category.
- Reimbursement for travel, lodging, and mileage costs will not exceed the state rates then in effect.

NOTE: The OCFS share of travel expense must be based upon state guidelines; payment cannot exceed the state rates currently in effect. Refer to <http://www.osc.state.ny.us/agencies/travel/travel.htm>

- All out of state travel must be pre-approved by OCFS.

3. Equipment

This section is used to itemize the purchase of equipment.

- Equipment is defined as tangible personal property having an acquisition value of \$5,000 or more per unit.
- Obtain three written bids for any single item. If a bidder other than the low bidder is selected, a statement must be submitted explaining why that vendor was selected.
- Any budget requests for equipment purchase **using grant funds** must be fully explained and justified by program need. Note that equipment purchases are generally not allowed for a contract with a term of 12-months or less.
- Delineate between administrative and program costs.
- If the item is to be used by more than one program, the cost must be prorated.
- Explain the program function and need for each item. Be as specific as possible.
- Clearly describe each item, including type and cost.
- Vehicles cannot be purchased. They may be leased if required for program operation. If vehicles are leased, the costs must be listed under the "Contractual/Consultant Services" section of this RFP.

Equipment Narrative: Give a brief description of the program related equipment supported by grant funds. Include basis of allocation of costs between programs, if applicable.

4. Supplies

- List major supply items (used for office, program, janitorial, etc.).
- Supplies are defined as tangible personal property (including computers, computer equipment, tables, etc.) having an acquisition value of less than \$5,000 per unit. Obtain three written bids for any single item costing over \$2,500. Obtain three written or verbal quotes for any single item costing \$2,500 or less. If a bidder other than the low bidder is selected, a statement must be submitted explaining why that vendor was selected.
- Delineate between administrative and program items.
- Describe items to be purchased and provide details showing how estimated costs were developed.

- Justify these costs in terms of number of staff and programmatic functions, and how the request relates to service provision.

5. Other Expenses

“Other Expenses” are costs that do not fall under the previous budget categories. Examples are occupancy costs for owned buildings, utilities, operation expenses, printing services, allowable administrative overhead, and other miscellaneous expenses.

a. Space/Property (Own)

If the grantee owns the building, it must charge occupancy costs other than rental costs. Occupancy costs must be true costs made to a third party, for example, mortgage payment (exclusive of property/school taxes), cleaning costs, snow removal and general maintenance.

- Provide description of space.
- Provide justification.
- Provide itemization of total costs.
- Provide method of cost allocation of space

Space/Property Own Narrative: Provide a detailed explanation of all space and property costs supported by grant funds.

b. Utilities

Provide a budget line for each utility cost. This may include electric, heat, telephone, other communication services and internet.

Utilities Narrative: Provide a detailed explanation of all utility costs and how costs here are allocated to this grant.

c. Operating Expenses

This section is used to itemize costs associated with the operation of the program, including but not limited to, insurance, bonding, photocopying and advertising. Provide a budget line for each item.

Operating Expenses Narrative: Provide a detailed explanation of each operating expense and how costs here are allocated to this grant.

d. Printing Services

- All agencies and subcontractors must make reasonable efforts to secure the lowest responsible bidder for printing services.

- In instances where a printing job is in excess of \$5,000, documentation of three (3) telephone bids is required showing that the lowest cost source has been used. This information must be provided with the *payment* claim. The state strongly encourages the participation and utilization of minority and women-owned printing firms.
- Program materials printed using these funds must be pre-approved by OCFS.

Printing Services Narrative: Provide a detailed explanation of all printing expenses.

e. Miscellaneous Expenses

- Food and refreshments are not allowable expenses for staff.
- Include items that are not applicable under any other category and that are directly related to the services to be provided.
- These items may include postage, client travel, shipping, delivery and messenger services audio-visual services, (see note below for more specific instructions), materials, development costs, advertising costs for recruiting new hires, books, journals, periodicals, computer time and library services.
- Information on these costs, including how the estimates were calculated (e.g., cost per hour, cost per page, cost per square foot, etc.) should be provided in the budget narrative.
- Delineate between administrative and program items.
- Itemize any additional miscellaneous expenses that are allowed for this project that do not fall under any other budget category.

Miscellaneous Expenses Narrative: Provide a detailed explanation of each miscellaneous expense.

f. Administrative Expense

This category cannot include any items directly charged in other budget categories. Include the base on which the administrative expense will be charged.

For Federally Funded Awards

Including Any Contract Supported in Whole or in Part with Federal Funds):

- OCFS will reimburse the federally approved indirect cost rate for federally funded contracts up to any statutory caps required by the funding streams and in accordance with the terms and conditions of the federal award. A copy of the federally approved indirect cost

agreement, with narrative, addendum, and an expiration date must be submitted as part of the proposal.

- If your agency does not have a federally approved indirect cost agreement, and your agency is a non-federal entity that has never received a negotiated indirect cost rate, except for a governmental department or agency unit that receives more than \$35 million in direct federal funding, you may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC) or you may elect to follow the rules for State Funded Awards in 2. below. Please see federal regulations at 2 CFR 200.414(f) for the applicable legal requirements for this option.
- MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each sub-award. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub-award in excess of \$25,000.
- Use of a federally approved indirect cost rate, or the de minimis rate, as described above, if applicable, must be in accordance with all applicable federal rules to include 2 CFR Part 200.

All costs claimed under the contract must be directly attributable to the project. State Finance Law and Generally Accepted Accounting Principles require that any expense incurred over more than one funding source or program must be charged proportionately, and the method of allocation must be documented.

For State-Funded Awards

Total administrative costs are limited to 15 percent of the total grant award.

- Indirect costs are considered in the total administrative costs for this project (indirect cost plus any directly charged administrative personnel, related fringes and non-personal services).
- Some common methods of allocating indirect costs are based upon time, space, units of service or percentage of funding.
- All administrative costs must be individually identified

All costs included in the direct cost categories must be directly attributable to the project. State Finance Law and Generally Accepted Accounting Principles require that any expense incurred over more than one funding source or program must be charged proportionately, and the method of allocation must be documented.

6. Discretionary Budget Narrative Worksheet

On this worksheet (Attachment B – Budget Summary) you record the total amount of your discretionary budget that will be spent through a NYS certified Minority or Women-Owned Business Enterprise (MWBE). The total budget amount for budget categories that are considered discretionary are recorded on in the “Total OCFS Funds” column of this worksheet as you complete the other parts of the budget.

- In the right-hand column, enter the “Total Discretionary Funds” that are subject to the MWBE spending goal.
- For any category where the “Total Discretionary Funds” is less than the “Total OCFS Funds,” provide an explanation in the appropriate category of the amount excluded and why it is non-discretionary.
- The amount that you must spend with an MWBE will automatically be calculated.

Please note that when you are completing the budget in the Grants Gateway, you are required to upload the budget document into the “Pre-Submission Uploads” section of your application. Please be aware that this document must be converted to a PDF before it can be uploaded to the system

5.3 Key Concepts

Assessment/Referral for CCMI program:

Credible Messengers (CMs) and Parents Partners (PPs), with caseloads as a part of the CCMI, will be expected to be an active partner in the intake process for youth placed with OCFS. During the intake process, CMs and PPs and their bidder organization oversight agency will develop a process to ensure that all assigned youth receive CCMI service.

Case Management/ Mentoring:

Once CMs and PPs are assigned a caseload of participants, a personalized plan will be developed in collaboration with the assigned community case manager for each youth. The plan will include both short and long terms goals aligned with the overall OCFS Community Support Plan developed for every young person returning to their home community. CCMI personnel will provide weekly contact with all participants assigned to them and will provide participants with opportunities to explore positive and constructive ways of coping with the demands of returning home and confronting many challenges in their communities.

Youth Development and Pro-Social Activities:

CCMI personnel will work one-on-one with participants to evaluate their degree of engagement, enroll them in positive youth development opportunities, advocate for appropriate educational programs, attend counseling appointments, and work on social skill development.

Family Engagement:

All participants will be assigned a parent partner who will work with the parent (s)/guardian(s) to ensure basic needs are met, work on skill development, and navigate the communities natural support services system.

Cognitive Behavioral Group:

CCMI participants will attend weekly cognitive behavior therapy focused groups at the community-based agency facilitated by CCMI Personnel, **family meals** will be served at all groups, where mentors and youth eat together in a family-style setting.

Career/Job Training/Certification Opportunities:

Through funding, CCMI personnel will assist participants to connect to programs that will help them realize their employment and job training goals. CCMI personnel will provide support as needed to CCMI participants who seek employment and job training. CCMI personnel will also develop stipend work experiences for youth who are unsuccessful in securing employment in the community.

Education Advocacy/Support:

CCMI personnel will assist participants in enrolling and engaging in appropriate educational programming, applying for high school equivalency (HSE) classes, college, or vocational schools, and monitor their attendance and performance after they enroll.

Crisis Response Support:

CCMI personnel will partner with CMSO personnel to assist CCMI participants who are dealing with emerging crises both in their family and/or on a personal level and be available as these crises arise.

Community Support Plans:

CCMI personnel will be considered required participants in all support team plan meeting for all OCFS young people assigned to their caseloads. The community support plan is vital in directing all service provisions for youth released from an OCFS facility and must be maintained throughout the life of the case.

Glossary of Titles Pertinent to this RFP:

OCFS Community Multi-Services Office: A regional office where OCFS employees work to provide service and support to all youth placed with OCFS. The CMSO office is where OCFS employees regularly convene to assess the viability of all community plans for OCFS youth.

OCFS Community Multi-Services Office Case Manager: An OCFS employee who works at the regional CMSO and who has overall responsibility for youth who are assigned to his/her caseload.

OCFS Community Multi-Services Office Supervisor: OCFS employee who works at the regional CMSO and who has supervision responsibilities for all CMSO case managers and support plans for OCFS youth assigned to that office. The CMSO supervisor also assigns youth to the caseloads of CMSO case managers.

OCFS Family Engagement Specialist: OCFS employee who may or may not work out of the regional CMSO and who is responsible to support the connection and communication between the families of OCFS youth and other OCFS personnel. An engagement specialist is also responsible for supporting the family of OCFS youth returning home from facility placement.

Grassroots Organizations: Organizations whose focus is to affect change in their communities. Their organizational structure derives energy and focus from a bottom up approach using individuals who have firsthand experience with problems facing their community. These non-profit organizations tend to be more knowledgeable and cognizant of current experiences of youth and families who live in the same communities they serve. Many of these organizations were started organically to address needs within communities. They operate at a lower, or more basic, level compared to large non-profit and government organizations.

Credible Messengers: Mentors who have had life experience in the juvenile justice and/or criminal justice system and who have knowledge of the supports that exist in each region highlighted in this RFP. Credible Messengers are responsible adults who have a commitment to helping young people reconnect and maintain pro-social activities.

Parent Partner: Mentors whose children have had life experience in the Juvenile Justice, Criminal Justice, and Child Welfare Systems and who have knowledge of the supports that exist in each region highlighted in this RFP. Parent partners are responsible adults who have a commitment to helping the families of young people reconnect and maintain pro-social activities in their community. They will assist OCFS youth in remaining at home. The parent partner will work closely with the OCFS family engagement specialist.

Community Support Team (CST): Once a youth returns to the community, a group of practitioners are convened by the CMSO community case manager every 30 days to review the status and/or progress of all youth who are assigned to the regional CMSO. The community case manager works closely with all support team

members e.g., youth, family, clinicians, credible messengers, education and employment staff. A crucial function of community support team process is the formal multidisciplinary exchange of information about the youth and families' needs, strengths, and vulnerabilities while in the community. The community support team meetings occur at the regional CMSO office.

Community Re-Entry Plan (CRP): The CRP builds on the individual treatment goals the youth achieves in placement and aligns them to corresponding community opportunities which include academic, vocational, social, and family supports. The CRP is a part of a dynamic community plan which strategically targets identified areas of high risk through a cadre of primary and secondary community support services.

Community Support Plan (CSP): A plan developed in response to the CRP and is the tool utilized to accomplish goals and objectives highlighted in the CRP. The CSP is continually revised based on the feedback received by the youth and family. The Community Support Plan is a vital tool for assessing and capturing a youth's efforts to successfully reintegrate back into the community. The Community Support Plan is created and maintained by the entire community support team.

Family Engagement Assessment Tool (FEAT): an assessment tool personnel use to inform the goals associated with the CRP and the CSP. The FEAT is reviewed and updated on a regular and consistent basis by the OCFS CMSO case manager.

5.4 Proposal Content

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

Administrative Questions

No.	Question	Yes/No
1	Provide your OCFS certification that you are an authorized voluntary agency in New York State. In addition, submit the most recent Internal Revenue Service (IRS) 990 forms for all sub-contractors (except parent partners operating as independent sub-contractors) to demonstrate that they operate as a not-for profit. Submit at least one proposed sub-contract or letter of intent to contract signed by both the bidder and subcontractor identified in the bidder's proposal.	<input type="checkbox"/> Yes <input type="checkbox"/> No *
2	Provide the client listing requested below to verify at least three (3) years of experience delivering community- based programmatic services; such as alternative to detention and placement and/or supervision to court-involved youth	<input type="checkbox"/> Yes <input type="checkbox"/> No *

	in the juvenile justice system including juvenile delinquents, juvenile offenders, and their families. Submit a listing of the alternative to detention and placement and/or supervision services your organization provided to court-involved youth, the organization you provided the services on behalf of, start and end date of service, and the name, title and contact information for your point of contact.	
3	Please upload minutes and attendance logs from the last three board meetings to the Program Specific Questions section of your application.	<input type="checkbox"/> Yes <input type="checkbox"/> No *
4	Are you prequalified in Grants Gateway (see Section 3.2 Prequalification Process)?	<input type="checkbox"/> Yes <input type="checkbox"/> No *
5	Have you completed the Vendor Responsibility Questionnaire and has it been recently certified (see Section 3.3 Vendor Responsibility Requirements)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6A	Provide the name, title, mailing address, phone number, and email address of the executive director of your organization who should receive notification of award/non-award.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6B	Provide the name, title, mailing address, phone number, and email address of any other individual in your organization who should receive notification of award/non-award.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Is your Charities Registration current?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	Upload all required attachments such as those referenced in Section 1.6 Submission of Proposals to the Program Specific Questions Section of your application.	<input type="checkbox"/> Yes <input type="checkbox"/> No *
* A "No" response to administrative questions 1-4 or 8 of this section or failure to submit the required documentation with your application will result in disqualification.		

Work Plan Questions

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

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

No.	Question	Max. Points
9	Community (Maximum 10 points)	

9A	Provide the methods that will be utilized in identifying credible messengers in the community.	3
9B	Provide a list of subcontractors/proposed subcontractors and a plan for how you will leverage partnerships with other neighborhood organizations, including involving local individuals in the restorative justice process.	3
9C	Submit a plan for identifying economic opportunities for youth in their neighborhoods to experience tangible job or work-like experiences.	3
9D	Explain how your organization and/or subcontractor/proposed subcontractor meets the definition of a grassroots organization as defined in Section 5.3 Key Concepts .	1
10	Target Population (Maximum 20 points)	
10A	Based upon pre-established community connections, submit your plan to provide appropriate gender and culturally relevant CCMI services both in the home and communities of youth and families.	4
10B	Based upon knowledge of services geared towards the target population of this RFP, provide a plan for the identification and provision of pro-social activities for both youth and families. Provide specific ways the bidder will address the needs of high risk female youth.	4
10C	Provide your plan for working with OCFS CMSO personnel to link CCMI assigned youth and family to other services not covered by CCMI, when appropriate.	4
10D	Explain how the CCMI team will document and reward positive accomplishments of both the youth and parent(s).	4
10E	Provide a plan for how the CCMI team will provide services based on need as determined through the Community Support Team process, as some youth may need more services than others.	4
11	Objectives, Tasks and Performance (Maximum 20 points)	
11A	Provide a plan that will: (1) Maintain weekly in-person contact with all OCFS youth and family assigned to a CCMI caseload and,	2

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	(2) maintain consistent and substantial contact between all personnel providing CCMI community-based services.	
11B	Describe how you will provide CMSO personnel with a weekly summary of all work completed by the CCMI unit.	2
11C	Provide a plan for both: (1) Assisting youth in obtaining gainful employment or providing stipend work experiences so youth can gain valuable work experience; and, (2) providing CCMI youth and families with program participation incentives.	2
11D	Provide a plan for both: (1) Allowing OCFS the opportunity for a regular review of all CCMI paperwork generated by both the bidder and any sub-contractors, including allowing OCFS access to all documentation associated with the CCMI, especially during periodic site visits; (2) submitting monthly, quarterly, and annual reports as required by OCFS, complying with OCFS reporting requirements including, but not limited to Reportable Incidents, AWOLs, and any other unsafe behaviors; and; (3) submitting weekly reports in a format stipulated by OCFS to the administrative personnel at the regional CMSO describing work completed and salient concerns and accomplishments.	3
11E	Submit a plan for providing service to CCMI youth who have been returned to an OCFS facility.	2
11F	Provide a plan for informing OCFS CMSO administration monthly statistical information on the status of referrals, the number of youth receiving CCMI services, the number of cases closed or in abeyance, the number of CCMI personnel available, and any other documentation required by OCFS.	3
11G	Explain how the CCMI team will actively participate in the monthly Community Support Team meetings for each assigned youth held at each regional CMSO, as well as Community Support Team Activities pertaining to each CCMI youth.	3

11H	Provide a project work plan with timeframes for accepting referrals, beginning CCMI services, and full implementation of this initiative.	3
12	Project Description/Project Staff (Maximum 15 Points)	
12A	Provide a plan for the orientation of Sub-Contractor(s) associated with this RFP.	2
12B	Provide a plan for hiring, training, and supervising personnel who will work within the CCMI team.	2
12C	Provide a plan for how all CCMI personnel will be made available for a month long Credible Messenger/Parent Partner training after this contract is finalized.	2
12D	Provide a plan that will ensure CCMI personnel have been properly vetted through the State Central Registry, Justice Center Staff Exclusion List, Department of Motor Vehicle abstract, and the federal fingerprint system.	3
12E	Explain how the CCMI team will actively participate in monthly scheduled and emergency Community Support Team meetings held at each regional CMSO.	3
12F	Explain how the personnel with the CCMI team will be available at times and locations convenient for youth and families.	1
12G	Provide a plan for how you will share with OCFS CMSO administration weekly itineraries highlighting case contacts planned for each CCMI youth.	1
12H	Provide a plan for ensuring the self-care of all CCMI team members including convening bi-annual self-care meetings per program year.	1
13	Organization (Voluntary Agency and/or Sub-Contractor) (Maximum 15 Points)	

13A	Describe the past accomplishments, special characteristics and resources of your organization that are predictive of your success in achieving the stated performance objectives.	3
13B	Describe how your agency supports the proposals for this program. Please also include an organizational chart for the bidder that shows how this program fits into the organization's mission and goals.	3
13C	Identify the key people in the organization who are primarily responsible for delivering the program and reaching the performance objectives	3
13D	Describe the history of your organization, experience working with the target population and provide evidence that the bidder has the capacity to successfully manage the project. Indicate steps that will be taken to demonstrate readiness to implement the program on a timely basis.	3
13E	Describe how your agency will support sub-contractors in building community capacity	3
14	<p>Bonus Points - (Race Ethnicity and Cultural Competency, RECC)</p> <p>Describe your organization's level of cultural awareness, connectivity and familiarity with the community and target population;</p> <p>describe your organization's project capacity to identify and be responsive to cultural/linguistic needs of the community and target population;</p> <p>describe your organization's cultural awareness and responsiveness in project staffing/administration;</p> <p>describe your organization's plan and ability to locate project services in areas that are easily accessible to the target population and</p> <p>describe your organization's experience working with the target community to be served.</p>	5
15	<p>Bonus Points – (Bridges to Health, B2H)</p> <p>Describe your organization's participation in the OCFS-administered B2H Medicaid Waiver program. Participation may include being a B2H provider or sub-contractor, and the provision of some or all of the B2H services listed in Section 5.1.F. B2H services were to be provided to youth within their support network and be inclusive of birth families, foster and</p>	5

	adoptive families, caregivers, LDSS, OCFS, aftercare, electronic monitoring, providers, clinicians, courts, and advocates. Please upload and attach B2H certificate to the Program Specific Questions section of your application.	
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Budget Questions

No.	Question	Max. Points
16	<p>Provide an operating budget in accordance with the requirements of Section 5.2 Proposed Budget that includes sufficient funds to operate the program effectively and demonstrates a clear relationship between the funds requested and the scope and level of required activities. Offerors are reminded to review Section 6.2 Cost Evaluation in preparing their budget. The operating budget is submitted in the “Pre-Submission Uploads” section of your grant application.</p> <p>In addition, Offerors must explain how \$100,000 of the annual budget is dedicated to work-based experience, youth development opportunities, and programmatic incentives to youth and families connected to this initiative so youth can gain valuable work experience.</p> <p>Offerors must also explain what percentage of the remaining \$350,000 will provide resources to sub-contractors and CCMI teams. Proposals that feature a significant role for sub-contractors will be given more consideration</p> <p>Please label the response “Budget Explanation” and upload it to the “Program Specific Questions” section of your grant application.</p>	20

5.5 Proposal Submittal Process

How to Submit a Proposal

To access the online proposal and other required documents such as the attachments, you must be registered and logged into the NYS Grants Gateway system <https://grantsgateway.ny.gov> in the user role of either a “Grantee” or a

“Grantee Contract Signatory.” For tutorials (training videos) on using the Grants Gateway, refer to: <https://grantsreform.ny.gov/youtube>.

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

Please visit the Grants Reform website at the following web address: <http://grantsreform.ny.gov/grantees> and select “Quick Start Guide: Applications” from the Grants Gateway menu for information on the process.

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

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

Once you locate the solicitation you are looking for, click on the name of that Grant Opportunity, and you will be taken to a summary page called *Grant Opportunity Portal – Grant Opportunity Profile*. You will see a brief description of the opportunity, a link to “View Grant Opportunity” (lower left of screen), or the option to click a link that will take you to the opportunity on an external website (upper middle of screen). Please note that even though you have access to the PDF of the RFP, all responses to the RFP must be answered in the GGS.

Please note:

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

Helpful Links

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

Grants Reform Videos (includes a document vault tutorial and an application tutorial) are available on YouTube: <http://www.youtube.com/channel/UCYnWskVc7B3ajjOVfOHL6UA>

Grants Gateway Help Desk: 518-474-5595

Grants Team email: grantsgateway@its.ny.gov
(Proposal completion, policy, and registration questions)

<https://grantsgateway.ny.gov>

6.0 MINIMUM CRITERIA/EVALUATION PROCESS

6.1 Minimum Criteria (Pass/Fail Review Criteria)

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

6.2 Evaluation Process

Additionally, this RFP will require a two-step evaluation process as described below.

- 1) Step One: OCFS will evaluate and score all proposals to determine two finalists per region.
- 2) Step Two: OCFS will conduct on site interviews with the two finalists in each region.

The proposal with the highest cumulative score will win the award in each region.

The Technical Proposal (evaluation of the Work Plan) will be worth 90 points of a proposal's total score and the information contained in the Cost Proposal (evaluation of the Budget) will be worth 20 points of a proposal's total score. Proposals will be rated by a review team using the criteria in **Section 5 Proposal Content and Submission**. The evaluation process will be as follows:

Members of the CCMI can serve in a variety of capacities to coach, guide, mentor, and advocate for youth and families in both group and individual settings. In seeking to select the best possible applicants to implement CCMI, OCFS is using a two-part approach that includes review of written proposals, and interviews/site visits with finalists.

To help promote objectivity, each reviewer will score each individual proposal per the criteria specified in the RFP. Each proposal can receive a maximum of 110 points from the technical evaluation, cost evaluation, and bonus points from each reviewer. All individual reviewer scores will then be totaled and averaged to give each proposal a final score. Based on these scores, the two highest scoring proposals for each region will move forward to step 2 (the description for step 2 is in **section 6.3**). If there is a tie between the two

highest scoring proposals for a region, both proposals will move on to step 2. If there is a tie between two proposals in a region for the second highest scoring proposal, the proposal with the lowest budget amount will be selected as the second finalist.

6.3 **Evaluation Process - Finalist Interviews**

Finalist interviews for the CCMI will be conducted by the review team at each applicant's proposed program site. The review team will use an interview guide designed to get a deeper understanding of the applicant and their proposed approach. The interviews will be scored by each member of the review team independently based on the answers to the questions. Each finalist will have their scores collected on **Attachment 3** which can be located at the end of this RFP.

The interviewers will then write up the results of each interview and site visit using **Attachment 3**: to share their overall impression of the applicant in each of four primary categories. The evaluators will also assign numerical values to the three primary factors as well. As interviews and site visits are more subjective than the scoring of a written proposal, the interviewers will include their site visit write-ups in the interest of transparency. The four categories will also be scored on a 35-point scale per the following criteria: **Please note that the points assessed at this stage will be added to points assessed during the first phase of the evaluation process. The Offeror with the highest score per region will be awarded the contract.**

- **Leadership Alignment with the vision and values of the Community Credible Messenger Initiative:** central to the success of any new initiative is the ability of leadership to understand, prioritize, and execute the vision. The selection team is looking for competent leaders who have the skill to make CCMI a success. These leaders need to have not only the ability to manage a program, but also to unite community stakeholders behind the vision, identify and mobilize the right mentors, and make the inevitable course corrections. The selection team is looking at the leadership capacity of CCMI applicants as a key factor in determining whether they can make the program a success. **(10 points)**
- **Evidence of positive youth development culture and affirmation of family leadership:** the CCMI program seeks to promote the leadership of those most impacted by the justice system, creating space for participants to take on leadership roles that can ultimately lead to employment as mentors and parent partners. The selection team is looking for evidence that the applicant promotes youth and family leadership and has a culture of empowerment that facilitates the growth of participants into leaders. **(15 points)**
- **Ability to manage and develop Credible Messengers/Parent Partners:** finally, the CCMI program requires applicants to hire credible messengers, both mentors and parent partners, who share similarly-lived experiences as

the youth and families they serve. The selection team is looking for evidence that applicants have the competence to identify, hire, train, and manage credible messengers, and evaluating the applicant's commitment to the ongoing growth and professional development of credible messengers. **(10 points)**

6.4 OCFS Procedure for Handling Debriefing Requests, Formal Protests and Appeals

A. Applicability

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

B. Definitions

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

C. Debriefing Request

In accordance with section 163 of the NY State Finance Law, OCFS must, upon request, provide a debriefing to any unsuccessful offeror that

responded to the RFP, regarding the reasons that the proposal or bid submitted by the unsuccessful offeror was not selected for an award.

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

D. Formal Protest and Appeal Procedure

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

A. Submission of Bid or Award Protests

Formal protests concerning a pending contract award must be received within five (5) business days after the protesting party knows or should have known of the facts that constitute the basis of the formal protest. Formal protests will not be accepted by OCFS concerning a contract award after the contract between OCFS and the offeror who received the contract award has been approved by the NYS Office of the State Comptroller (OSC).

In addition, where a debriefing was requested, a bidder may file a protest within five business days from the debriefing (in addition to the original 10-day window from notice of award).

B. Review and Formal Protest Determination

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

C. Appeal of Formal Protest Determination

1. If the protesting party is not satisfied with the formal protest determination, the protesting party **must** submit a written notice of appeal to the Executive Deputy Commissioner of OCFS no more than fifteen (15)

business days after the date the formal protest determination is sent to the protesting party.

2. The Executive Deputy Commissioner or his or her designee shall hear and make a decision after appeal on all appeals.
3. An appeal may not introduce new facts unless responding to facts or issues unknown to the protesting party prior to the formal protest determination.

D. Reservation of Rights and Responsibilities of OCFS

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

but prior to OSC approval, a copy of the formal protest determination or decision after appeal will be forwarded to OSC when issued, along with a letter either: a) confirming the original OCFS recommendation for award(s); b) modifying the proposed award recommendation; or c) withdrawing the original award recommendation.

- c. All records related to formal protests and appeals shall be retained for at least one (1) year following resolution of the formal protest. All other records concerning the procurement, shall be retained according to the applicable requirements for records retention.

E. Appeal to the Office of the State Comptroller

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

7.0 MANDATORY CONTRACTING REQUIREMENTS

7.1 Contract Readiness

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

7.2 Standard Contract Language

The terms and conditions for all funded projects are specified in a detailed contract that must be signed by OCFS and approved by the New York State Office of the Attorney General (OAG) and the OSC before payments may be made. Contractor obligations or expenditures prior to the contract start date shall not be reimbursed. This RFP includes all relevant contract terms and conditions, which can be found in **Section 8 Contract**

Documents. Upon contract award and completion of negotiations, OCFS will send successful awardees the complete contract for development and signature prior to submitting it to the OAG and to OSC for approval.

7.3 Workers Compensation Insurance and Disability Benefits Coverage

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

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

A. Proof of Workers' Compensation Coverage

To comply with coverage provisions of the WCL, the Workers' Compensation Board requires that a business seeking to enter into a state contract, or contract renewal, submit appropriate proof of coverage to the state contracting entity issuing the contract. To prove the awardee has appropriate workers' compensation insurance coverage, submit ONE of the following four forms:

<http://www.wcb.ny.gov/content/main/forms/AllForms.jsp>

- **Form C-105.2** - *Certificate of Workers' Compensation Insurance* issued by private insurance carriers, or **Form U-26.3** issued by the State Insurance Fund; or
- **Form SI-12** - *Certificate of Workers' Compensation Self-Insurance*; or **Form GSI-105.2** *Certificate of Participation in Workers' Compensation Group Self-Insurance*; or
- **CE-200** - *Certificate of Attestation of Exemption* from NYS Workers' Compensation and/or Disability Benefits Coverage.

B. Proof of Disability Benefits Coverage

To comply with coverage provisions of the WCL regarding disability benefits, the Workers' Compensation Board requires that a business seeking to enter into a state contract, or contract renewal, submit appropriate proof of coverage to the state contracting entity issuing the contract. To prove the awardee has appropriate disability benefits insurance coverage, submit ONE of these three forms:

<http://www.wcb.ny.gov/content/main/forms/AllForms.jsp>

- **Form DB-120.1** - *Certificate of Disability Benefits Insurance*; or

- **Form DB-155** - *Certificate of Disability Benefits Self-Insurance*; or
- **CE-200** - *Certificate of Attestation of Exemption from New York State Workers' Compensation and/or Disability Benefits Coverage*.

7.4 Contractor Employee and Volunteer Background/Confidentiality Non-Disclosure Agreement Forms (if applicable)

OCFS is responsible for maintaining the safety of the youth in its care. New York State law requires that any client identifiable information be kept confidential. Any contractor who will provide goods and/or services to a residential facility or programs operated by OCFS must require all of its employees and volunteers who will have the potential for regular and substantial contact with youth in the care or custody of the commissioner of OCFS to complete and sign the [Confidentiality Non-Disclosure Agreement \(OCFS-4715\)](#) and [Contractor Employee and Volunteer Background Certification \(OCFS-4716\)](#) forms. These forms must be completed before any such employees and/or volunteers are permitted access to youth in the care or custody of OCFS, and/or any financial and/or client identifiable information concerning such youth. **The forms should be completed after the bidder has been awarded funding, during the contract development, and only if applicable.** For additional information see Attachment A-1, section 3b. "[Confidentiality and Protection of Human Subjects](#)", located in **Section 8 Contract Documents** – Attachment A-1, *Agency Specific Terms and Conditions*.

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

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

https://www.charitiesnys.com/RegistrySearch/search_charities.jsp

7.6 Federal Requirements (if federally funded)

Not Applicable

7.7 Required Electronic Payments and Substitute Form W-9

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

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

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

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

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

<http://osc.state.ny.us/vendors/epayments.htm>

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

Financial Operations)

(Guide to

7.8 Iran Divestment Act

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

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

compliance, recovering damages, terminating the contract and/or declaring the contractor in default.

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

7.9 Statewide Financial System

Recipients of grant awards must also be registered in the New York State-wide Financial System (SFS) Central Vendor Registry File and provide their identification number at the time of contracting. To register and for additional information on the vendor file, visit: http://www.osc.state.ny.us/vendor_management/index.htm

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

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

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

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

7.10.2 MWBE Business Participation Opportunities – OCFS Established Goals

For purposes of this solicitation, OCFS hereby establishes an overall goal of 30 percent for MWBE participation, 15 percent for New York State-certified Minority-owned Business Enterprise (“MBE”) participation and 15 percent for New York State-certified Women-owned Business Enterprise (“WBE”) participation (based on the current availability of MBEs and WBEs). A contractor (“Contractor”) on any contract resulting from this procurement (“Contract”) must document its good faith efforts to provide meaningful participation by 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 OCFS may withhold payment pursuant

to any Contract awarded because 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 OCFS 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. 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 25per cent of the total value of the contract.

7.10.3 Contract Compliance

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

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to 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 OCFS.

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

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

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

- B. If a notice of deficiency is issued, the respondent will be required to respond to the notice of deficiency within seven (7) business days of

receipt by submitting to the OCFSa written remedy in response to the notice of deficiency to mwbeinfo@ocfs.ny.gov. If the written remedy that is submitted is not timely or is found by OCFS to be inadequate, OCFS shall notify the respondent and direct the respondent to submit, within five (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.

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

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

The successful respondent will be required to attempt to 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 OCFS, 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 OCFS, by the 10th day following each end of quarter over the term of the Contract documenting the progress made toward achievement of the MWBE goals of the Contract.

7.10.4 Equal Employment Opportunity (EEO) Requirements

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

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

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

Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment because of race, 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.

7.11 Service-Disabled Veteran-Owned Business (SDVOB)

[The Service-Disabled Veteran-Owned Business Act](#), signed into law by Governor Andrew M. Cuomo on May 12, 2014, allows eligible veteran business owners to become certified as a New York State Service-Disabled Veteran-Owned Business (SDVOB) in order to increase the participation of such businesses in New York State's contracting opportunities. The SDVOB Act, which is codified under Article 17-B of the Executive Law, acknowledges that SDVOBs strongly contribute to the economies of the state and the nation. Therefore, and consistent with its Master Goal Plan, OCFS strongly encourages vendors who contract with OCFS to consider the utilization of certified SDVOBs that are responsible

and responsive for at least six (6) percent of discretionary non-personnel service spending in the fulfillment of the requirements of their contracts with OCFS. Such partnering may include utilizing certified SDVOBs as subcontractors, suppliers, protégés, or in other supporting roles to the maximum extent practical, and consistent with the legal requirements of the State Finance Law and the Executive Law. Certified SDVOBs may be readily identified through the directory of certified businesses at: <https://ogs.ny.gov/Veterans>.

For additional information relating to the use of certified SDVOBs in contract performance, and participation by SDVOBs with respect to state contracts through Set Asides, please refer to the following:

- [Use of Service-Disabled Veteran-Owned Business Enterprises in Contract Performance](#)
- [Participation by Service-Disabled Veterans with Respect to State Contracts Through Set Asides](#)
- <http://ogs.ny.gov/Core/SDVOBA.asp>

7.12 Omnibus Procurement Act

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

1. The contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors on this project and has retained the documentation of these efforts to be provided upon request to the State of New York; and has
2. Documented their efforts to encourage the participation of New York state business enterprises as suppliers and subcontractors by showing that they have:
 - solicited bids, in a timely and adequate manner, from ESD business enterprises, including certified minority/women-owned businesses; or
 - contacted ESD to obtain listings of New York State business enterprises and MWBEs; or
 - placed notices for subcontractors and suppliers in newspapers, journals or other trade publications distributed in New York State, or
 - participated in bidder outreach conferences; and
 - provided a statement indicating the method by which they determined that New York State business enterprises are not

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

8.0 CONTRACT DOCUMENTS

The contract documents consist of the documents listed below.

1. Face Page
2. Signatory Page
3. NYS Standard Terms and Conditions (State of New York Master Contract for Grants)
4. Master Contract Attachment A-1 (Agency-Specific Terms and Conditions)
5. Master Contract Attachment A-2 (Federally Funded Grants)

6. Master Contract Attachment B: Budget and Instructions
7. Master Contract Attachment C: Work Plan
8. Master Contract Attachment D: Payment and Reporting Schedule

NYS Standard Terms and Conditions (State of New York Master Contract for Grants) is located in the **NYS Grants Gateway System (GGS)** at the following link:

http://www.grantsreform.ny.gov/sites/default/files/docs/nys_master_contract_for_grants_8_14.pdf

9.0 GLOSSARY OF OUTCOME-BASED CONTRACTING TERMS

Fiscal Documentation: Documentation necessary for payment.

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

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

Legal Documents: Legally required application/contract components.

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

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

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

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

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

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

Program Budget: Definition of program expenditures and funding sources.

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

Project Work Plan: Steps necessary to implement a program.

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

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

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

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

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

10.0 PROGRAM-SPECIFIC REQUIREMENTS AND FORMS

Attachment 1 – Regional CMSO Offices

Attachment 2 – Proposed Budget*

Attachment 3 – Finalist Interview Subject Areas Scoring Sheet

*These attachments are located/included in the Pre-Submission Upload section of the Grants Gateway online application.

Attachment 1

Regional CMSO Offices

BUFFALO COMMUNITY MULTI-SERVICES OFFICE

(Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, and Wyoming counties)
Office of Children and Family Services
Buffalo Multi-Community Services Office
Ellicott Square Building
295 Main Street, Suite 545

ROCHESTER COMMUNITY MULTI-SERVICES OFFICE

(Livingston, Monroe, Ontario, Steuben, Wayne, Schuyler and Yates counties)
Office of Children and Family Services
Rochester Aftercare Office
259 Monroe Avenue, Room 309
Rochester, NY 14607
Phone: (585) 238-8210

MID-HUDSON COMMUNITY MULTI-SERVICES OFFICE

(Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster and Westchester counties)
Office of Children and Family Services
Newburgh Aftercare Office
103 Executive Drive, Suite 200
New Windsor, NY 12553

LONG ISLAND CMSO-Hauppauge Office

Office of Children and Family Services
Perry Duryea State Office Building
250 Veteran's Memorial Highway, Suite 2A-20
Hauppauge, New York 11788
Phone: (631) 240-2537
Fax: (631) 240-2570

Attachment 3 – Finalist Interview Subject Areas Scoring Sheet

OCFS Community Credible Messenger Initiative

Individual Finalist Score Sheet

Name of Applicant: _____

Criteria	Max Points	Reviewer Score
Leadership alignment with the vision and values of the Credible Messenger Initiative	10	0
Evidence of positive youth development culture and affirmation of family leadership	15	0
Ability to provide on-going job development of Credible Messengers and Parent Partners	10	0
Total Score	35	0

Notes

Strengths

Concerns

Reviewer Name: _____ Date: _____