

Responses to Questions for RFP # 1009
Empire State After-School Program Bidder's Webinar

Q1	In the amended RFP Section 5.2, page 26, the instructions indicate, “An applicant’s proposed use of an indirect cost rate of up to 15% will not be considered in evaluating an application.” Question: May applicants ADD 15% to the SUM of \$1,600 per student, OR is this allowance for indirect costs to be included in the sum-total of \$1,600 per student?
A1	No, the 15% is part of the \$1,600 cost/student for which the award is calculated.
Q2	Please further define "When classes are in session." Is it the same as "When School is in session?"
A2	Not necessarily. The “when classes are in session” is intended to reference the regular school day schedule.
Q3	In the amended RFP Section 5.2, page 30, regarding “2. Travel” in the budget, the instructions indicate that travel expense “Includes staff travel only [vs. consultant travel]”. Our question is: should travel for dozens of STUDENTS, with accompanying staff, (such as our plan to rent busses to take them on field trips for an afternoon or weekend day) be included in this Travel category of the budget, or should such combined student and staff travel be listed and explained in another cost category such as “Other Expenses”?
A3	Travel category is reserved for “Staff travel” (staff training, program related travel, such as conferences). Student transportation for field trips belongs in “Other Expenses”. If busses are being rented, these expenses belong in the “Contractual/Consultant” category.
Q4	In the amended RFP, Section 5.2, pages 34-35, re: Indirect Cost Rate Calculation or applicants who are not Covered Providers under Executive Order 38 who “must use the Indirect Cost Rate Calculation, [instead of the Administrative Cost Rate method]” our QUESTION is: are such providers expected to include ONLY TWO specifically named line-items / bulk quantities in the “B.8 Other Expenses” column entitled “Items” (i.e., one item named “Total MTDC” and the second item named simply “Indirect Cost @ 15%”)? Or, is OCFS requesting such applicants to add more sub-items and enumerate a further breakdown of the constituent components of Indirect Cost? (If this latter, then what other sub-categories or “Items” would you like to see listed as required component parts of the 15% Indirect Cost)?
A4	If providers are using the i. Indirect Cost Rate Calculation on pages 34 and 35, then in the Other Expenses section of their budget they are expected to label a line in the “Item” column of the budget titled “Total MDTC” and put the amount of their total MDTC in that same column. If the providers are claiming 15% of the MDTC, they should provide the name of each expense in the “Item” category and put the amount being requested from OCFS in the “OCFS Funds” column. The total of the items claimed must equal the 15% of their total MTDC amount. Some examples of MTDC expenses include accounting, legal, personnel not directly charged to the contract (like an Executive Director), operations and maintenance expenditures, equipment, capital improvement.
Q5	Do you have suggested data sources for homeless children, children affected by violence, and children involved in gangs?
A5	Not at this time.
Q6	If an applicant will be charging families a nominal fee for participation in the program, must the proceeds from these fees be listed in the “Local Share” column of one or

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	more sections of the budget (and if so, which sections of the budget should such proceeds be listed under)?
A6	No local match is required under this procurement, however, if an applicant charges a nominal fee and chooses to fill out the "Local Match" section of the budget, then they should include the amount under D. Fees for Service. Please see section 5.2 of the RFP for additional information.
Q7	Where do we upload the letter for school district working with non-for-profit CBO?
A7	All of the required documents must be uploaded as attachments in the NYS Grants Gateway in either the " Program Specific Questions " or " Pre-Submission Uploads " section of your online application as part of your response to applicable questions. If additional upload slots are desired, it is permissible to upload documents to the " Grantee Document Vault " of your online application. Please ensure all documents uploaded are clearly labeled, refer to section 5.4 of the RFP for additional information.
Q8	Can we offer both activities open to all students and match specific activities to specific students based on their needs (e.g., homelessness, ELLs) and interests (e.g., STEAM)?
A8	Yes.
Q9	Do students need to participate 5 days a week or can they participate for fewer days as long as they total at least 15 hours a week?
A9	Participants are expected to attend daily, however, there is no mandated number of hours/student. There is a mandated number of operating hours/week for the program (15 hours per week). Please see section 4.1 of the RFP for additional information.
Q10	Can we include programs that run both during the school-year and during the summer?
A10	Yes. However, summer school students cannot be counted toward the required daily attendance for which an award made under this RFP is calculated. Please see section 2.3 and the Program Requirements under section 4.1 of the RFP for additional information.
Q11	Are non-profits allowed to use grant funds to subsidize the participation cost for families so they only have to pay a small fee for entry?
A11	NO, ESAP funding is intended to offer FREE after-school programming and no child can be refused if the family is unable to afford the fee.
Q12	In NYC, who is authorized to sign the partnership agreement for the school? The Principal or Superintendent?
A12	The School district is responsible for determining who is authorized to sign the Attachment 4 – Partnership Agreement on their behalf. Please note, the partnership agreement <i>must</i> be signed to be considered as part of a complete submission.
Q13	If we plan to allocate \$500 every two months toward enabling varied special activities with students (activities to be chosen during the grant period with student and parent input), are we allowed to list this cost in the "Other Expenses" category of the budget even if some of the \$500 expenditures may go as a stipend to an outside expert facilitator (for example a biologist) ... or would such expenses need to go in the "Consultant/Contractor" category of expenses?
A13	If the special activities are not known at the time of application and based on student/parent input applicants should make their best guess at how these funds will be used. Any activity offered by an outside provider would be placed in the "Contractual and Consultant" category

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	requiring the relevant signed agreement. Please see section 5.2 of the RFP for additional information
Q14	When you say statement do you mean clicking that assurance in the application or do you need an actual letter uploaded and if so where do you upload this letter.
A14	If it is a “yes” or “no” question in Section 5.4 of the RFP and/or the “Program Specific Questions” section of your online application in the Grants Gateway that you are referring to, then you would just click the assurance box to attest to the statement. However, if you are referring to some other requirement of the RFP, please note that such a document would need to be uploaded to the “ Grantee Document Folder ” section of the Grants Gateway. Please ensure your upload is clearly labeled.
Q15	If a nonprofit CBO will be serving two schools within the district and will therefore be uploading two signed, completed Partnership Agreements, is it acceptable to combine those and upload as a single PDF? (Or must we upload only one Agreement as part of question 3 and the other as part of the Grantee Document Folder uploads?) And do such signed agreements(s) need to be re-uploaded again in the “Attachment 4” / “Choose File” section of the Pre-Submission Uploads area?
A15	Yes, it is acceptable to scan in the two separately sign documents and to save them as a single PDF attachment. In that way you will have one uploaded document which include all required Partnership Agreements. Please note that the Grants Gateway will only allow one document to be attached and uploaded in response to each question. In the event you cannot combine multiple documents into a single PDF, it is permissible to make additional uploads to the “ Grantee Document Folder ” section of your online application. Please ensure all uploads are clearly labeled.
Q16	Do school districts have to get a SACC?
A16	No. However, please note that school districts have other requirements. Please see section 3.1, 4.0 and 5.4 of the RFP for additional information.
Q17	Does OCFS want the required Job Descriptions and Résumés to be appended to be uploaded in the Grantee Document folder, or elsewhere?
A17	All of the required documents must be uploaded as an attachment in the Grants Gateway in the “ Program Specific Questions ” or “ Pre-Submission Uploads ” section of the Grants Gateway System as part of your response to applicable questions.
Q18	If we'd like to upload a letter from a partnering law enforcement agency, where within Grants Gateway would you like us to upload this?
A18	All of the required documents must be uploaded as attachments in the NYS Grants Gateway in either the “ Program Specific Questions ” or “ Pre-Submission Uploads ” section of your online application as part of your response to applicable questions. If additional upload slots are desired, it is permissible to upload documents to the “ Grantee Document Vault ” of your online application. Please ensure all documents uploaded are clearly labeled.
Q19	If the headquarters of a nonprofit CBO applicant is not located in the eligible school district's geography, does that headquarters need to be listed in Grants Gateway as one of the site locations/addresses if only planning activities will occur at the headquarters and if all service delivery will occur at school addresses within the served district?
A19	No, the CBO's geographic headquarters is not relevant or a prohibitive issue.

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Q20	We currently operate an ExpandEd Program for 80 students and would like to provide 58 additional students programming through ESAP at the same site. We wanted to confirm that we could run the ESAP program at concurrent times after the school day ends, and would not be required to provide the ESAP students programming at a different time.
A20	This is acceptable. Based on your question, your application would be expected to propose to serve 58 new participants at an existing site. See Section 4.1.
Q21	1. Can we have overlapping hours of service to a different group of youth? and 2. must the hours of service be AFTER school (e.g. starting from 3 pm?)
A21	1. Yes. 2. No, per section 4.1 of the amended RFP, where an applicant already has a federal, state or local funded afterschool program, ESAP funds can be used to serve additional students at the current program OR expand the number of hours the program is operating. Please refer to the example provided in section 4.1 of the RFP.
Q22	For the Project Staffing Plan Form, is the applicant advised to use best guesses for positions that are to-be-hired? Or is there another suggested way to fill this form out?
A22	The Project Staffing Plan Form is required to be submitted with your proposal, so it must be completed to the best of your ability. The form may be revised during the contract development process, if needed, to include specific positions.
Q23	So you are not allowing to write See question B2 for response in any questions?
A23	This would be up to applicant, however, It is recommended that each question be answered completely and concisely to avoid the possibility of a reviewer not being able to locate an answer if it is embedded within another response.
Q24	If a school district is partnering with a CBO, is the money assigned to the CBO included in the MWBE requirement or is it non-discretionary
A24	The discretionary funds portion of the award are subject to the MWBE goal whether it is assigned to the School District or the CBO. It is important to note that the primary contractor will be responsible for tracking and reporting on any discretionary funds that their partner's/vendors are assigned or that they subcontract out.
Q25	What is the recommended phone number / email address for the Contract Compliance unit (for questions about MWBE)? Thanks!
A25	The contact information for the CCU is 518-486-7224 or mwbeinfo@ocfs.ny.gov . Please remember that during the bidding process, communication is restricted and questions regarding information specific to your proposal may not be answered. However, general guidance regarding contract compliance practices and policies may still be discussed.
Q26	Clarification needed to answer WORKPLAN questions appropriately: 1. Are these questions asking for a discussion on Theory of Change? A7, A9, A12 Are you expecting any other items to be included in this answer? 2. Is A11 asking for Strategies and Methods/Sources of Information? Are you expecting any other items to be included in this answer? 3. Is A13 asking for Strategies? Are you expecting any other items to be included in this answer? 4. What OBJECTIVES is C2 referring to? The Objectives in Section 2.1 OR the Outcomes/Performance Targets in Section 4.1? The remaining C questions will refer back to these.

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	<p>5. REGARDING C3, C4, C6: Please explain the DIFFERENCE between EXPECTED results, RESULTS that significantly contribute to achievement of objectives, and ACHIEVABLE results.</p> <p>6. For C7, is “task attainment” referring to the TASKS of data collection and outcomes analysis?</p>
A26	OCFS cannot advise how an applicant should respond to specific workplan questions.
Q27	Are we supposed to fill out the contract form prior to submitting this application?
A27	If you are referring to the “ Contract Document Properties ” section of your online application in the NYS Grants Gateway, this information is provided for your reference only. These are documents that will become a part of the executed contracts resulting from this procurement and do not need to be completed at this time. The forms listed under RFP Section 8.0 Contract Documents “Required with Bid Submission forms” are required at time of application and should be provided in the “ Pre-Submission Uploads ” section in the Grants Gateway.
Q28	Are you required to apply 15% to WBE and 15% to MBE or can it be any combination therefore, or all 30% to one?
A28	The requirement is to meet a 15% MBE and a 15% WBE goal, however, if there is justification, a waiver can be submitted to allow altering, combining or decreasing.
Q29	If an organization has an existing after-school program, can ESAP funds be used to enhance the existing program's services?
A29	Per Section 4.1 of the amended RFP, any ESAP funding must be used to serve a separate number of participants, OR provide services to the same group during a separate 3-hour session.
Q30	As per the use of veterans' owned businesses, is there a form that must be submitted?
A30	There are OCFS forms under development. As soon as they are implemented all awardees will be notified. It is suggested that awardees be mindful of the requirement when seeking vendors for subcontracting and keep records of searches and contacts to facilitate documenting. Information and lists of vendors can be found at https://ogs.ny.gov/veterans
Q31	Will another RFP open next year or the application process has a 3-year cycle?
A31	It is not known whether another Empire After-School Program RFP will be offered next year.
Q32	How should we reflect meeting the 6% requirement for SDVOB?
A32	Please see the response to question Q30, above.
Q33	If currently run an afterschool program not funded by any grants can we propose to serve these same students to be funded by Empire?
A33	Yes, as long as the current program is not funded through federal, state or local government funds.
Q34	How are institutions expected to document the 6% SDVOB requirement?
A34	Please see response to question Q30, above.
Q35	If a school has the recent advantage after school program with CBO can another CBO with the same school apply for the EMPIRE grant
A35	Yes, however, per Section 4.1 of the amended RFP, they must serve additional participants or expand the hours of operation of the current afterschool program.
Q36	Are you required to use a specific attendance tracking system for the ESAP? If so, is this system provided to all grant recipients at no charge to the program or should it be included in the budget? (youthservices.net, etc.)

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A36	No, we do not require use of a specific attendance tracking system. If you opt to utilize this type of service, it can be included in the budget in the Contractual/Consultant category-. Please see section 5.2 of the RFP for additional information.
Q37	Can a program be primarily community center-based instead of primarily school-based?
A37	Yes, however, the site location can be in a community center, provided the location choice can be justified and is within the school district's parameters. Please see section 5.1 of the RFP for additional information.
Q38	If we are applying for funding for 500 students, do each of the 500 enrolled students have to attend for the full 3 hours per day for 5 days per week or can individual students attend for less than the 3 hours per day or less than 5 days per week.
A38	Please see response to question Q9, above.
Q39	Are there any required conferences for ESAP? i.e. ANYSYB Conference, etc.
A39	No. There are no required conferences for ESAP.
Q40	Can ESAP funds be used to support activities in the summer and during school recess periods?
A40	See response to Question 10.
Q41	NYC District 75 is not listed in the "Eligible School District," would it suffice to say that students attending D75 are eligible for the grant as these students live in the mentioned Geographic Districts?
A41	As long as the NYC District 75 school that the applicant is proposing to serve falls within one of the eligible NYC Geographic districts referenced in Attachment 3 – List of Eligible School Districts, then the school would be eligible.
Q42	The RFP indicates an overall goal of 30% for MWBE participation. On slide 20 of webinar, it indicated a breakdown of 15% WBE, 15% MBE and 6% with SDVOBs. Is the MWBE goal requirement 30%?
A42	Yes, the overall goal is 30% for MWBE's; that is broken down into a mandated 15% with MBEs and a mandated 15% with WBEs (Article 15-A). There is an additional, separate 6% mandated for with SDVOBs (Article 17-B).
Q43	Does OCFS have any suggestions with regards to gang prevention curricula?
A43	No. OCFS is not able to make any such recommendations as part of this RFP process.
Q44	Is there a special form concerning the sexual harassment policy that agencies should use for the upload?
A44	No, there is no special form or upload required. The Applicant must certify as part of their response to the questions asked in the Grants Gateway, that they are in compliance with State Finance Law section 139-l. Please see section 7.16 of the RFP for additional information.
Q45	You just used "school is in session," since I am asking for clarification of "classes are in session," I think there is some need for clarification.
A45	Please see the response to question Q2 above.
Q46	Can bookkeepers be paid as consultants instead of in Administrative costs?
A46	Yes, as long as the costs are external to the agency. The position still must delineate between administrative and program cost (per section 5.2 of the RFP).
Q47	Going back to District 75, would one application suffice for the schools located in various schools throughout NYC?

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A47	No, a separate application is needed to serve schools located in separate NYC geographic districts as outlined in Attachment 3 – List of Eligible School Districts. See section 2.1 for more information.
Q48	I'm confused about the contract start date (9/1/19) and the award date (10/4/19). 1. Are we still required to operate 28 weeks/15 hours a week for the first year? 2. Are summer hours allowable?
A48	1. Yes, 2. Yes, but are not counted toward the requirements listed in section 4.1 of the RFP. See A 10
Q49	How do we access today's Chatbox Q&As?
A49	The Questions and Answers from the Informational Meeting/Bidders Conference Webinar, held on September 6, 2019, will be posted on the Contract Reporter, Grants Gateway and OCFS' website. Please see section 1.3 of the amended RFP for additional information.
Q50	Are we expected to have partnership agreements/solidified arrangement with multiple schools within our district, or will one main partner school suffice?
A50	A CBO must partner with the school(s) or district where you plan to operate the program or the school(s) or district that will provide the participants for programs that propose to operate in a non-school setting. Per section 3.1 of the RFP, a <u>separate</u> Attachment 4 – Partnership Agreement will be required for <u>each</u> site an applicant proposes to serve.
Q51	If we do not understand a question in the narrative section, who can we speak to for clarification?
A51	OCFS cannot provide any additional guidance outside this Q&A. Per section 1.2 of the RFP, the deadline for submission of written questions has passed.

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Q1	Our organization applied to the RFP # 2018-12 Empire State After School Program last year for one elementary school, PS 290. Our application was not selected to receive funding, but our proposal was placed on the approved but not funded list. Is our organization still able to apply for this Empire State RFP? If so, are we able to apply for the same site?
A1	Yes, all eligible applicants are encouraged to apply for any site that will serve an Eligible School District listed on Attachment 3 of the RFP.
Q2	It appears from this both the RFP due date and the anticipated awards will be after the anticipated start date. Is that because OCFS anticipates that some programs may start after 9/1?
A2	Yes. Awards from this RFP may fund programs that start on or after 9/1/19. However, the contract term will start no earlier than 9/1/19 and end no later than 8/31/22. State reimbursement will not be available until the selected applicants and OCFS enter into a contract, which is approved by the New York State Office of the Attorney General, and the New York State Office of the State Comptroller. Please note that Section 5.2 of the RFP requires that the budget submitted with the proposal be for one 12- month period. All expenditures must fall within the contract term to be eligible for reimbursement. During the contract term, funds not expended for full year personnel costs (due to a late program start date or lower than expected enrollment) will not be available to be expended for excessive non-personal service costs not included in the original budget. The proposed program(s) must meet the requirements in Section 4.1. During contract negotiations, awarded applicants will need to identify their program start date if the program will begin after 9/1/19.
Q3	Are colleges eligible to apply for the RFP# 1009 Empire State After School Program grant as a Community Based Organization?
A3	Per Section 3.1 of the RFP, an applicant must be an eligible school district or a not-for-profit community-based organization (CBO) proposing to serve an eligible school district listed on Attachment 3 of the RFP. If the organization submitting the proposal meets one of those two criteria, they would satisfy that eligibility requirement.
Q4	We have a partnership agreement that we have used in the past for other grants awarded by the NYS Office of Children and Family Services. We would like to continue using it. May we use the old partnership agreement in our proposal instead of the Attachment 4 – Partnership Agreement provided with this RFP?
A4	No. Per Section 3.1 of the RFP, if an applicant is a not-for-profit CBO, the Attachment 4 - Partnership Agreement provided with this RFP must be filled out in its entirety and signed by authorized representatives from the not-for-profit CBO and eligible school district. Please be advised that <u>no changes, deletions or addendums</u> to the Attachment 4 will be accepted. Any changes, deletions or addendums made to Attachment 4 will result in the disqualification of the application. A separate Attachment 4 must be completed as described above <u>for each site</u> a CBO applicant proposes to serve. The purpose of Attachment 4 is to require informed agreement as to certain responsibilities and requirements of the after-school program that are deemed necessary by OCFS. SEPARATE FROM the OCFS RFP application process, there is nothing precluding CBO's and school district applicants from entering into a more

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	detailed partnership agreement, as long the agreement is consistent with the Attachment 4 - Partnership Agreement.
Q5	My not-for-profit community-based organization is working on a proposal for the Empire State After-School Program and the eligible school district we are partnering with is requesting that we make changes to several of the responsibilities listed on the Attachment 4 – Partnership Agreement. Is this permitted?
A5	No. See A4 and Section 3.1 of the RFP.
Q6	As we are a non-profit applicant to this RFP, we understand we are required to provide a partnership agreement in our proposal. The school district we are partnering with prefers to use their own template agreement that has been drafted by their attorney. They do not want to use the Partnership Agreement provided with the RFP as Attachment 4. To comply with the school district’s request, may we develop our own partnership agreement with them?
A6	Attachment 4 MUST be submitted if the Applicant is a not-for-profit CBO. See A4 and Section 3.1 of the RFP.
Q7	The school district we are proposing to serve does not want to sign a partnership agreement that covers the entire three-year term of the contract. Historically, they provide a 1-year partnership agreement each year of the contract. May we change the contract term defined on the first page of the Attachment 4 – Partnership agreement?
A7	No. See A4 and Section 3.1 of the RFP.
Q8	Are Catholic schools and Church based programs are eligible to apply?
A8	If the Catholic School meets all of the criteria in Section 3.1 and is proposing to serve an eligible school district listed on Attachment 3 of the RFP. See A3. However, any resulting contract awarded as a result of this RFP requires that services performed under the contract are secular in nature and shall be performed in a manner that does not discriminate on the basis of religious belief, or promote or discourage adherence to religion in general or particular religious beliefs.
Q9	I am very interested in applying for this opportunity, however I do not see my school district on this list. I wanted to see if our school district/21st Century Program could possibly be eligible for this opportunity?
A9	Only school districts listed in Attachment 3 – List of Eligible School Districts are eligible to receive funding under this procurement.
Q10	On page 20 of the RFP, can you further explain what is meant by “Valid and reliable measures of environmental quality?” Further, how is OCFS defining and what is meant by “environmental quality?”
A10	Environmental quality is referencing the program environment (building safety, space access, etc.). The applicant must decide how to address these indicators in their proposal. Please see amended RFP Section 4.1.
Q11	In meeting the requirement that the program must start immediately after school and must include at least 15 hours per week for 28 weeks, must the 15 hours be spread over 5 schooldays a week, or are other configurations possible, such as 4 schooldays for 3-3/4 hours per day?

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A11	Other hours/day configurations may be allowable with reasonable justification as long as the program meets the requirements in Section 4.1. Applicants are encouraged to be thorough and detailed when describing their proposed program. Please see amended RFP section 4.1.
Q12	Does "disconnected youth" include youth affected by immigration status issues, such as unaccompanied minors, youth with a parent or parents who have been deported, or detained, and/or are subject to possible deportation?
A12	Yes, as long as the youth are students in Grades K-12 attending an eligible school district identified on Attachment 3.
Q13	Are youth from immigrant families who have one or both parents living in another country (such as the country of origin) considered disconnected?
A13	Yes. See A12.
Q14	Can you please tell me if we can propose to serve high schools in the eligible school district?
A14	Yes.
Q15	Can funds be used to increase the availability of an existing program (i.e. evening or weekend hours), and, if so, are funds only available for the extra hours or would the grant award still be calculated at \$1,600 per student?
A15	Yes, however, per Section 2.3 of the RFP, Empire funds shall only be used to supplement, and not supplant, current expenditures on after-school programs. Program(s) funded from this RFP will not be used to duplicate existing services, or serve the same students funded by another award for the same period of time. In addition, to be eligible for funding under this RFP, vendors must meet the requirements outlined in the amended Section 4.1
Q16	We understand funds can't be used to supplant or supplement existing funding supporting after-school programs, but are unclear if this includes an existing program whose current funding source is being eliminated. Absent a new funding source, the existing program will no longer have the resources to continue operations. Would this program qualify for funds to continue the program?
A16	Yes, an after-school program whose funding ends prior to the start date of the program proposed in response to this RFP may bid as long as it meets the RFP requirements and will serve an eligible school district(s) listed on Attachment 3. To be eligible for reimbursement, expenditures for such program must occur during the contract term from 9/1/19 to 8/31/22.
Q17	I work as a grant writer for the Reece School, an NYS-approved 853 Special Act school located in Manhattan. I thought we had applied to the Empire State After-School Program last year, but I cannot remember for sure. Unfortunately, the school is not listed on this year's list of eligible schools. This means we cannot apply time around, correct?
A17	Yes. See A9.

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Q18	<p>We were looking over the RFP for the ESAP, and have questions about the following lines:</p> <p>Programs funded from this RFP will not be used to duplicate existing services or serve the same students</p> <p>and</p> <p>Additionally, if the proposed program is to expand an existing after-school program describe the relationship between the existing program and the expansion: how the expansion of the existing program will benefit the target population, include information regarding how the current student enrollment targets are being met and how expanding the current program will provide for more student participation and how the proposed program will ensure the non-duplication of existing services.</p> <p>Our question is this: is OCFS looking to separate the "at risk" students who are targeted by this program from students who are currently enrolled in this program. This would create two separate afterschool programs within the same school whereas there was previously only a single afterschool program. Can you confirm that this would be the case?</p>
A18	<p>No. OCFS is not asking that the "at risk" population be separated or programmed separately.</p>
Q19	<p>In the RFP, there are stipulations that the funds should go to newly enrolled students or to expand programs (Section 2.3, paragraph 1). 1) Can you clarify what expanded programs would mean? 2) Does that have to involve newly enrolled students or could it be new programmatic opportunities for currently existing students? To explain in an example, if 80 middle school students currently attend an after-school program related to our organization, can we apply for funding for these 80 students so long as the funding doesn't pay for existing programs/services but instead funds expanded offerings to these same students?</p>
A19	<p>1) Expanding an existing program means serving additional children or extending the hours, see section 4.1 of the amended RFP. 2) No. What you are proposing is not allowable for funding under the Empire program.</p>
Q20	<p>What does the anti-gang prevention program entail (Section 2.3, paragraph 3)? Is this an initiative that our program creates, or is there a curriculum already in place?</p>
A20	<p>Anti-gang curriculum would be an initiative created by the proposer. At a minimum, activities should include strategies and counseling that would support anti-gang behaviors.</p>
Q21	<p>The RFP states that the after-school program(s) must operate a minimum of 15 hours per week for 28 weeks (Section 3.1, number 6). Is this specific to the additional programming we would offer as a result of an award from OCFS, or a combination of existing and new programming?</p>

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A21	The operation requirements stated in amended RFP Section 4.1 apply separately to each award made to an applicant under this RFP. See A15 and A19.
Q22	1) If a CBO would like to serve schools in NYC District 17 and 15, for example, would this be one application to two applications? 2) We would like to double check whether NYC is one district (one application) or multiple districts (multiple applications).
A22	1) Per Section 2.3 of the RFP, awards made in response to this RFP will be limited to one per eligible school district or New York City geographic district. In your example, NYC District 17 and 15 are two separate geographic districts and would require two separate applications to be submitted. Additionally, an awardee that is a not-for-profit community-based organization will be limited to no more than one award. 2) NYC is only considered one district for the purposes of the 40% RFP funding limit. The combination of all eligible New York City geographic districts will be considered one school district for the purposes of the 40 percent RFP funding limit.
Q23	Is a not-for-profit charter school management organization eligible to apply as a CBO partner with a school district?
A23	If the eligible school district listed on Attachment 3 is the applicant, they can partner with a not-for-profit charter school management organization. If the eligible school district listed on Attachment 3 is not the applicant, the applicant must be a not-for-profit community-based organization that meets the Section 3.1 minimum qualifications to bid. As stated in Section 2.1, “A not-for-profit community-based organization (CBO) is an organization that works at a local level to improve life for residents. The focus is to build equality across society in all streams – health care, environment, quality of education, access to technology, access to spaces and information for the disabled, and more.”
Q24	Section 3.1. #3 Minimum Qualifications specifies that the partnership agreement needs to be signed by representatives from the CBO and the school district. Do you require a signature from the district-level superintendent/representative or would the signature from the school's principal be acceptable?
A24	As referenced on the signature page of the Attachment 4 – Partnership Agreement, the individuals signing the agreement must be authorized to sign the agreement on behalf of the not-for-profit CBO and/or the school district and must also be authorized to bind the not-for-profit CBO and/or the school district contractually. It is the responsibility of the not-for-profit CBO and the school district to determine who is authorized to sign and bind the organization on their behalf.
Q25	If we are not able to meet the 28-week minimum stated in the RFP for the first year of the grant, would the award for that first year be prorated?
A25	No. Your proposal must meet the requirements in Section 4.1 of the RFP to be eligible to bid. Per Section 2.3 of the RFP, no applicant shall receive reimbursement in excess of the total actual grant expenditures incurred.
Q26	Considering the late notice of this funding opportunity, is immediate implementation required, or could year one of the grant be spent planning?
A26	One year for planning is not allowable. See A2.
Q27	If the proposing agency is using a third-party site that does not belong to the proposer or school partner, does the partnership need to be between the

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	proposer and school, or the proposer and owner of the third-party site, or all three?
A27	Per Section 3.1 of the RFP, if the applicant is a not for profit CBO, the Attachment 4 – Partnership Agreement must be completed in its entirety <u>without changes (modifications or deletions) or addendums</u> and be between the not-for-profit CBO and the school district. The responsibilities of the site owner would be ultimately the responsibility of the applicant and should be reflected as being the applicant’s responsibility on Attachment 4 as any contract resulting from this RFP will be between OCFS and the applicant. As stated in RFP Section 2.1, “Programs operated in school buildings are preferred. Other sites will be considered with appropriate justification.” Section 2.1 of the RFP has been amended to add, “If the applicant proposes to involve additional partners/sub-contractors, they must enter into a subcontract with each additional partner/sub-contractor upon award.”
Q28	If the agreement needs to be between the proposer and school for the third-party site, some of the objectives listed in the agreement cannot be the responsibility of either the proposer or school (e.g. Provision of full custodial services; Obtain appropriate security services; Maintain appropriate insurance coverage consistent with New York State law as applicable to the site). 1) How are proposers meant to fill out the agreement in this instance? 2) Are proposers able to alter the agreement or mark certain objective as "not-applicable"?
A28	1) See A27. 2) The agreement may not be altered. Per the Attachment 4 – Partnership Agreement , only transportation should be marked as “not applicable”.
Q29	Do consultant bids have to be done before submission or can they be done after award notification?
A29	Consultant bids are not a requirement at the time of the application submission. They may be obtained after award notification. However, the proposal must include verbiage as to the consultants’ role in the program, as applicable.
Q30	On pages 54-55, the requirements for MWBE participation are confusing. The overall MWBE participation is listed as 15%, with 15% coming from MBEs and 30% coming from WBEs (which, together, totals 45% MWBE participation). What are the correct participation rates?
A30	The correct MWBE participation goals are 15% MBE and 15% WBE for a total goal of 30% MWBE. This has been corrected in the Amended RFP document which is available at https://ocfs.ny.gov/main/bcm/rfp.asp .
Q31	I am writing to respectfully request that an additional school district be added to the list of districts eligible for the 2019 Empire State After School Program funds. Niagara Falls City School District was included on the eligible list in 2018. By virtue of the city’s rank as the most violent city in New York State using US Census data, https://expo.newyorkupstate.com/erry-2018/03/db6567c07a/25_most_dangerous_places_in_up.html, It is apparent that all of the children in Niagara Falls desperately need access to the types of programs supported by Empire State After School Program funds, both to help them develop the skills they need to succeed in school and to help them address conflict in nonviolent ways.

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A31	Unfortunately, OCFS cannot add school districts. See A9.
Q32	If we have a youth program in operation that is not being funded through city or state government, would we be required to expand our program with OCFS funds? I was not clear if the supplanting issue would apply if we are supporting the current program out of our own operating funds.
A32	Per Section 2.3 of the RFP, ESAP funds shall only be used to supplement, and not supplant current local expenditures of federal, state or local funds. If you are currently self-funding an after-school program (without using federal, state, or local funds), this requirement does not apply.
Q33	I am writing with a question regarding this language, “The New York State Fiscal Year 2019-20 State Budget appropriates \$10 million to establish and/or expand Empire State After-School Programs. ESAP grant funds shall only be used to supplement, and not supplant, current local expenditures of federal, state or local funds on after-school programs and the number of students served in such programs from such sources. For example: an after-school program funded by OCFS that currently has 100 student participants and proposes to serve an additional 50 students will only be allowed funding through this RFP for those additional 50 students.” Would we have to enroll additional students or could this funding be used to enhance a program with NYC funding through additional services to the same number of students already served?
A33	See A19. Please refer to section 4.1 of the RFP for additional information.
Q34	Is a school district superintendent signature is required?
A34	See A24.
Q35	Is the school principal required as well for each school we want to work with?
A35	See A24. Please note that a separate Attachment 4 – Partnership Agreement must be completed for each site an applicant proposes to serve.
Q36	Is there consideration given the vacation schedules of DOE staff that the deadline could be extended?
A36	For other reasons, the RFP is being amended to provide a revised timeline. Please refer to RFP Section 1.2 Calendar of Events, Deadline for Submission of Proposals.
Q37	Section 2.3 Purpose and Funding Availability page 11, last paragraph - "An awardee that is a not-for-profit community-based organization must operate the program within the eligible school district for which it received the award." New York City operates differently than New York state and students travel to different districts than the one they live in for school. We are a CBO located in district 24, but we serve youth from across Queens, and some from Manhattan, especially district 28. We are wondering if we can apply for funding for the district 28 students we serve, or if we have to apply for district 24 because of our physical location.
A37	A CBO must serve the children attending school within the eligible school district of the award, regardless of the CBO’s physical location.
Q38	On page 13, it says that if a school district is the applicant and is partnering with CBOs, a letter must be submitted listing the partners. Am I correct that this can be

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	one letter, submitted by the applicant, listing all the partners and that it doesn't require attaching letters from each of the CBOs.
A38	Yes, that is correct.
Q39	On page 6 of the RFP, you indicate in 2.1 that the purpose of Empire State After-School Program grants is "for the establishment and/or expansion of quality after-school programs..." 1) Are you expecting that all programs will be either new after-school program sites, or will increase youth participation in existing sites? 2) Or, would enhancing an existing after-school program that is not comprehensive (for example, is only offering recreational programs but not academic support) meet the criteria?
A39	1) Yes, see A15 & 19. 2) No. Please refer to section 4.1 of the amended RFP for additional information.
Q40	Much of the gang prevention research is rooted in social-emotional skills development, emotion regulation, interpersonal skills building, problem-solving and conflict resolution. Would evidence based curriculum in these areas be acceptable for gang prevention programming?
A40	Yes.
Q41	Health Smarts is a comprehensive evidence-based curriculum being used in many school districts in NYS to meet mandated health and mental health promotion requirements by NYSED. Within the curriculum are units specific to social-emotional skill building and violence prevention. In fact, it focuses on the development of key protective factors that promotes positive youth development to address multiple risk factors evident in high poverty environments. Would this be acceptable for afterschool programs to use as a gang prevention program/curriculum?
A41	Yes.
Q42	Please provide examples of specific effective gang prevention programs known for use in after-school programs?
A42	See A40 and A41 for examples and A20 for more information regarding gang prevention programs.
Q43	I was surprised and confused by the fact that the Ellenville School District was not eligible for the Empire State application. If possible, could someone in your office give me an explanation for the lack of eligibility?
A43	See A9.
Q44	Are school sites (that fall within eligible school districts in Attachment 3) with existing Empire contracts ending in 2022 allowed to apply to this RFP and request additional expansion seats?
A44	Yes, applicants with existing Empire contracts are eligible if they meet the Section 3.1 requirements to bid, are proposing to serve a district identified on Attachment 3 and propose to serve youth that are not currently being served or expanding the hours of the after-school program as set forth in Section 4.1 of the RFP which has been amended to include an evening program.
Q45	Are school sites with existing Advantage After School Programing (AASP) funding from OCFS (that fall within eligible school districts in Attachment 3),

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	eligible to apply to this RFP if they wish to enroll a new and separate cohort for Empire, but intend to run a single afterschool program that meets both Advantage and Empire requirements?
A45	Yes, see A15, A19 and A44.
Q46	Our organization is not located within the Eligible School Districts, but I see 2.2 of the RFP offers statewide considerations. Would an RFP for The Salvation Army's after-school program serving the Dunkirk school district be considered?
A46	No. See A9.
Q47	On page 7 of the RFP, it is noted that programs can operate from non-school sites. What does OCFS mean by "appropriate justification" with regards to the use of non-school sites?
A47	As stated on Page 7 of the RFP, " <i>Programs operated in school buildings are preferred; however, other sites will be considered with appropriate justification.</i> " Appropriate justification should include a valid reason for why the site was chosen. Also see A27.
Q48	Can a program serve more than one age group, e.g., can a program serve elementary school-aged children and middle school-aged children or middle school-aged children and high school-aged children?
A48	Yes.
Q49	The appendix identifies a number of school districts, including selected New York City school districts. Can funds via this RFP serve youth who attend New York City high schools? High schools in New York City are served by a separate school district.
A49	Yes, if the proposal meets all of the requirements of the RFP, in particular section 3.1, funds may be used to serve high school students attending high schools that are located within the eligible school districts listed on Attachment 3.
Q50	Page 9 of the RFP indicates that serving "disconnected/high need youth" is a priority. Do proposals have to explicitly mention serving youth who are aging out of foster care, re-entering the community from the juvenile justice system, and youth who have at least one incarcerated parent or have their application be deemed non-responsive and then disqualified?
A50	Only proposals not meeting the Section 3.1 Minimum Qualifications to bid and Section 3.2 Prequalification Process will be disqualified as set forth in Section 6.0 of the RFP. The proposal is scored based on its content and how the proposed program best meets the requirements of the RFP in accordance with the evaluation methodology in Section 6.2 of the RFP and score values set forth in Section 5.4. Please see the Work Plan Questions in section 5.4 of the RFP for the specific information that must be provided in your proposal and how it will be scored.
Q51	Based on the RFP language cited below, please clarify for New York City applicants whether only one grant award total will be made across all 32 local school districts, even if several local NYC school districts apply separately? <ul style="list-style-type: none"> • Page 11: Awards made in response to this RFP will be limited to one per eligible school district • Page 12: The combination of all eligible New York City geographic districts will be considered one school district for the purposes of the 40 percent RFP funding

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	limit. The combination of all New York City geographic districts or not-for-profit community-based organizations serving eligible New York City geographic districts are eligible, in total, for up to 40 percent of the RFP funding (\$4 million).
A51	Per section 2.3 and 6.2 of the RFP, awards will be made separately across the eligible geographic districts listed in Attachment 3. For the purpose of funding under this RFP, in total, the NYC school district is eligible for no more than \$4 million in awards. See A22 and RFP Section 2.1.
Q52	Section 4.1 Required Program Outcomes and Performance Targets including, but not limited to: valid and reliable measures of environmental quality; the quality of staff-student interactions; and student outcomes. All programs shall be required to provide an assurance that the applicants will partner with state and local law enforcement to offer gang prevention and education programs. Are you able to provide examples of what an assurance that the applicants will partner with state and local law enforcement to offer gang prevention and education programs looks like?
A52	The contents of your proposal should describe how the applicant will partner with state and local law enforcement in implementing gang prevention and education programs. See Section 5.4 Work Plan Question D2. One example would be a letter from the partnering law enforcement agency.
Q53	Can you kindly advise of the status of the award notices, as the outcome will dictate our approach to the new Empire Afterschool RFP?
A53	All applicants that had submitted proposals for the Advantage procurement have been notified if they received an award.
Q54	Since the announcement of the Advantage awards will likely impact decisions as to which schools/communities to target for the Empire RFP, will OCFS consider extending the Empire RFP deadline?
A54	Yes. See A36.
Q55	Is there an error in Section 7.10.2 re: target MWBE percentages? Should it be a 30% overall goal with 15% for MBEs and 15% for WBEs?
A55	Yes. See A30.
Q56	Is there a maximum amount a lead applicant can subcontract?
A56	No.
Q57	I am writing to request clarification on the authorized signature allowed on Attachment 4 - Partnership Agreement Between CBO and School District The CBO that is submitting the application is proposing a program in a New York City Public School Building. Is the principal acceptable as an authorized Individual or does it need to be the Superintendent of the Community District?
A57	See A24.
Q58	We are required to submit a Partnership Agreement (Attachment 4), which details specific roles and responsibilities of the school district and its CBO partner(s). The New York State Education Department has elected to apply federal Uniform Grant Guidance (UGG) to both federal- and state-funded grants awarded to school districts. Under UGG, the Awarding Agency has the authority to provide a written

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	waiver of the competitive procurement requirements for specific purchases. In the case of the Empire State After School Program, is OCFS willing to provide a written waiver so that we may engage specific not-for-profit CBOs in meaningful planning for partnership with our needy schools? Otherwise, we will not be able to meet the requirement of identifying them as partners in our ESAP proposal, nor will we be able to detail the roles and responsibilities of each partner in administering the proposed after-school programs.
A58	No. OCFS will not waive any requirements of the RFP. Please refer to section 3.1 of the RFP to review the minimum qualifications to apply.
Q59	If contractual services with CBO partners must undergo a rigorous competitive bid process, can we include Attachment 4 with the CBO listed as “To Be Determined?”
A59	If the lead applicant is a school district, the Attachment 4 is not required to be submitted. If an applicant is the eligible school district and will be partnering with any not-for-profit CBOs, a letter identifying the organizations the district will partner with is required. See section 3.1 of the RFP for additional information.
Q60	If a proposal for RFP# 2018-16 Advantage Afterschool Program has been submitted by a not-for-profit organization, will the organization be able to apply for RFP# 1009 Empire State After-School Program (ESAP)?
A60	Yes, provided all minimum qualifications in Section 3.1 of the ESAP RFP are met. See A15, A19 and A44.
Q61	If an organization is waitlisted for RFP# 2018-12 Empire State After-School Program AMENDED 5/23/2018 will they still need to apply for RFP# 1009 Empire State After-School Program or will their submitted application be considered?
A61	Yes, the organization will still have to submit a new application for this funding opportunity.
Q61	In reference to the following proposal “RFP # 1009 Empire State After-School Program” in the Contract Report issued yesterday. I would like to offer our services as a subcontractor for the project. We are certified MBE company located in Binghamton NY. Could you please share our contact information with any applicants? Patrice Robitaille President/CEO Wendake Consulting, LLC DBE, MBE, SBE Certified Company 320 North Jensen Road Vestal, NY 13850 607-759-8027 www.wendakeconsult.com
A61	Yes.
Q62	Page 11 of the RFP (third paragraph) mentions the requirement to partner with state and local law enforcement in gang prevention and education activities. Can you describe what that partnership should look like and how extensive it should be?

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A62	See A52.
Q63	Page 11 of the RFP (third paragraph) mentions the requirement to partner with state and local law enforcement in gang prevention and education activities. Do we have to fill out the formal partnership agreement from the RFP for this collaboration with law enforcement?
A63	No. Please see the Section 5.4 Workplan Questions section of the RFP for technical proposal submission requirements.
Q64	If we applied for funding for a school in the ADVANTAGE AFTER SCHOOL RFP and that school is awarded an Advantage grant, can we also receive funding for the same school in an EMPIRE AFTER SCHOOL grant or is the school disqualified?
A64	Yes. See A15, A19, A44 and A60.
Q65	I am working with a district which is currently receiving funding under this RFP but would like to utilize these new funds to address the needs of pre-school students currently enrolled. May funds be used in this manner?
A65	Yes, if the requirements of Section 3.1 are met, Empire funds may be used for Pre-School students (that are not already being served by an Empire afterschool program) only if their attendance is for a full day.
Q66	Is there a maximum number of program sites that can be served by this RFP?
A66	No.
Q67	With the anticipated notification of award anticipated as 10/4/19 and the contract start date anticipated as 9/1/19, should we budget for less weeks than the required 28 in the first year?
A67	No. Applicants must submit budgets based on a full-year of services (no less than 28 weeks as required by Section 4.1 of the RFP). See Section 5.2, Proposed Budget for instructions.
Q68	On the budget template, should we list a one-year budget or a three-year budget?
A68	See Section 5.2. The budget submitted with this proposal must be for one 12-month period.
Q69	If a CBO has a previous Empire grant serving one District, are they eligible to apply for this RFP serving a different eligible School District?
A69	Yes, as long as the CBO meets the Section 3.1 Minimum qualifications to bid and proposes to serve a district listed on Attachment 3.
Q70	Do you have a template that you would like us to follow in regard to the required performance targets?
A70	No.
Q71	Section 3.1 Minimum Qualifications – Para 1, Bullet Point 1. Can a community based organization request support to implement two different after-school programs at two different school sites (one elementary and one middle school within same district)? 2. If yes, should the applicant submit one proposal, or two separate proposals?
A71	1. Yes, each application can propose to serve multiple sites as long as the sites are within the same eligible school district. 2. The applicant can choose to submit one or two proposals, however, awards made in response to this RFP will be limited to one per eligible school district. An awardee that is a not-for-profit community-based

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	organization must operate the program within the eligible school district for which it received the award. An awardee that is a not-for-profit community-based organization will be limited to no more than one award. See Section 2.3)
Q72	Section 3.1 Minimum Qualifications – Para 4, Bullet Point 3. Are there recommended gang-prevention curricula to which applicants can be referred?
A72	See A20, A40 and A41.
Q73	What is the staffing requirement for the Empire Program? Can the program have a PTE Program Director or PTE Program Coordinator?
A73	See Section 4.1. Staffing requirements are outlined within the School-age Child Care (SACC) requirements. Each Program must have a Program Director. It can be a part-time equivalent position as long as all SACC requirements are met.
Q74	Can the Program Director or Coordinator be paid through various funding streams, including Empire?
A74	Yes.
Q75	Can summer and holiday programs be included in the 28 weeks of programming?
A75	No, summer and holiday programs cannot count toward the Minimum Requirements to Bid in Section 3.1. However, contractors can add holiday and weekend programs in addition to the required 28 weeks per Section 2.1 “Program(s) may be extended, but not supplanted, to include either full-day or part-day programs on the weekends or during the summer.”
Q76	1) Approximately how many awards will be made per school district? 2) Is it possible for multiple awards for CBOs be made in a single school district?
A76	1) See Section 2.3. Awards made in response to this RFP are limited to one per eligible school district and one per CBO. 2) No.
Q77	Are applicants allowed to provide girls-only or boys-only programming if all other program requirements are met?
A77	Applicants are allowed to provide gender-specific activities within the program offerings. However, enrollment in the overall program cannot be refused based on gender.
Q78	Are non-profit community-based organization applicants allowed to charge families a nominal fee for participation in the program (if applicants use scholarships and/or sliding scales to assure that no child/family is denied access to the program based on financial hardship or inability to pay)?
A78	Yes.
Q79	Are applicants allowed to include/serve homeless or disconnected students who are not necessarily attending the high-need school district of focus but who are geographically accessible to the program's venue? (We are a non-profit partnering with a high-needs school district, but through our other programs, we encounter some local, disconnected youth who could access and benefit from this program.)
A79	No, participants must be enrolled students, in the eligible school district.
Q80	Section 5.4 "Proposal Content" on RFP Page 37 indicates, "Please note that all questions in the Grants Gateway will only allow one document to be uploaded per question. The Reports/Multiple documents should be combined into ONE SINGLE FILE no larger than 10MB in size. If this is not possible, it is permissible to submit additional uploads to the "Grantee Document Folder." Question: does the term

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	"Reports/Multiple documents" in this instance on p. 37 refer to a specific set of reports and/or a specific set of multiple documents that OCFS/ESAP is requesting/requiring be uploaded, and if so, with which numbered question(s) is/are such reports and multiple documents affiliated? Thank you for clarifying. We wish to comply with all requirements.
A80	No. In this instance, "Reports/Multiple documents" refers to any given question that requires a written response, or information to be uploaded.
Q81	Are applicants expected to place any content into the Work Plan Overview Form section of the Grants Gateway interface (which includes 1. Project Summary; 2. Organizational Capacity; and 3. Project Details -- Objectives, Tasks, and Performance Measures)? If so, where can we find guidelines and point values associated with such? If no content is required for these sections, but if Grants Gateway will not allow us to formally submit our application without populating these fields, would it be acceptable to complete these fields with "Not Required" or "Not Applicable". If the interface also requires that a "Work Plan Period" be entered in this section in order for the submission to be allowed, what start and end dates do you request that applicants enter in this period?
A81	No, workplan and budget functionality in the Grants Gateway has been disabled for this RFP.
Q82	In Section 5.1., (RFP page 21), does the term "Work Plan" correlate in any ways to the Work Plan Overview Form section of the Grants Gateway interface, or are you using this term differently in the RFP and ONLY in relation to answering the Program-Specific Questions section of the Grants Gateway interface and also ONLY in relation to the Work Plan Template that applicants will download from the Pre-Submissions Uploads section of the Grants Gateway interface? (We understand that such template will not be submitted, but will be used only as an aide in our completing responses to the Program-Specific Questions.) We want to make sure we understand any connections between the Work Plan and the Work Plan Overview Form (and associated fields).
A82	See answer A81.
Q83	All of the grant documents refer to school districts rather than individual schools. To clarify, school districts have to apply for the grant funding correct?
A83	No, per Section 3.1, applicants must be a not-for-profit community-based organization proposing to serve an eligible school district listed in Attachment 3, or be the eligible school district themselves.
Q84	Can an individual school apply for the funding?
A84	No, either a CBO or an eligible district listed on Attachment 3 would need to apply to serve youth at an individual school within an eligible district. See Section 3.1 minimum qualifications to bid.
Q85	What are the pre-qualifications for a CBO to apply for the grant?
A85	See Section 3.2 for the Prequalification Process. In addition, a CBO must meet the Section 3.1 minimum qualifications to bid.
Q86	Does the CBO partner have to provide afterschool services directly to the school? Or can the CBO subcontract another organization to do so?

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A86	No, a CBO partner would be allowed to sub-contract to another organization in order to provide specific program activities.
Q87	We are considering application under the new RFP to extend our current program--adding one hour a day Mon-Thursday, and three hours on Friday. Thus our proposed application would be for fewer than three hours a day, and fewer than fifteen hours a week, but combined with our current program, the grant would meet the minimum program requirements. Is this permissible?
A87	No. Any application proposed would need to meet the requirements of 3.1 and as indicated in Section 4.1.
Q88	In an application for a given district, are there any restrictions on the number of sites served? For example, could we serve 200 students at Site A, and 300 students at Site B, if all sites are within the same district?
A88	See A66.
Q89	Are there any restrictions around receiving the Empire State After-School Program award if there are existing state funds already present in a school building?
A89	See Sections 2.3 and 4.1, along with A19, A32 and A33.
Q90	Based on the increasing substance abuse issue on Staten Island, would intermediate/high schools located on the South Shore of Staten Island, Community District 3 be eligible to apply?
A90	The NYC geographic district or not-for-profit community-based organization proposing to serve the district would be eligible to apply, not the individual school(s). See Section 3.1 for minimum qualifications to bid. Only districts listed on RFP Attachment 3 are eligible for funds.
Q91	Section 4 - Program Requirements, it states that funded programs from this RFP will not be used to duplicate existing services or serve the same students. Does that requirement refer only to other funded ESAP programs?
A91	This refers to any state, federal or locally-funded programs. Please See Section 2.3 and section 4.1 of the amended RFP).
Q92	In Section 4 - Program Requirements, it states that the program must be conducted for three hours, five days per week for 28 weeks, does each student participant need to be present for the entire three hours per day? For example, can a student that attends extracurricular activities or other provided school services at the end of the school day, complete that other program and then join our program afterward for less than the required three hours?
A92	Yes, but it is expected that students be enrolled for the program and attend daily throughout the term of the program.
Q93	The definition of quality environmental indicators is very broad; can you please be more specific?
A93	See A10
Q94	Are there any specific educational requirements for the after-school personnel, such as, teachers, tutors, coaches, guidance counselor or social workers?
A94	See Section 4.1 regarding School-Age Child Care requirements. 18 NYCRR Part 414 is available at https://ocfs.ny.gov/main/childcare/daycare_regulations.asp .

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Q95	We would like to offer our staff training that is directly related to the services which we offer our children. What percentage of our budget would we be allowed to allocate for professional development opportunities?
A95	Professional development training has not been capped.
Q96	How should a CBO proceed if we have applied for the Advantage Grant? Notification of awards have not yet been released. Would you advise a CBO to apply for funds that were previously requested through Advantage?
A96	All applicants that had submitted proposals for the Advantage procurement have been notified if they received an award.
Q97	If a CBO is awarded funds through Advantage, could we modify our Empire RFP response to delete the students who will be serviced through Advantage?
A97	Yes. See A15, A19, A44 and A60.
Q98	Must a submission include a high school program?
A98	No.
Q99	What is meant by Environmental Quality? Can you provide additional information?
A99	See A10.
Q100	Could a Program Director/Program Coordinator oversee Empire programs at multiple sites?
A100	A Program Director can oversee multiple sites. However, there must be a person present at each site at all times who is authorized to serve as a Site Supervisor. There is more information on this in the School Age Child Care regulations that prospective applicants should review at https://ocfs.ny.gov/main/childcare/daycare_regulations.asp .
Q101	Can multiple funding streams be used to service a child, as long as, the services are different and can be identified through the grant source?
A101	Yes, provided all minimum qualifications in Section 3.1 of the ESAP RFP are met. See A15, A19, A44 and A60.
Q102	I notice that the deadline for submission of proposals is 9/6/19, but it says that the contract start date is 9/1/19. Should the contract start date be in October instead?
A102	No, please refer to Section 1.2 Calendar of Events and Section 2.4 Term of Contract for the contract start date. See A2.
Q103	Section 1.2: If the proposals are due after the anticipated contract start date and the notifications of awards will be made after the anticipated contract start date, when are programs expected to begin operations and when can they begin incurring expenses related to the operation of programs funded under this RFP?
A103	See A2.
Q104	Section 1.2: 1) Some prospective applicants for this RFP may have previously submitted a proposal for the Advantage After School Program RFP and not received notification of the acceptance or rejection of that proposal to date. 2) May they apply to serve the same students through this RFP in case they do not receive an Advantage After School program award to serve those students?
A104	1)See A96. 2) See A97.

Responses to Questions for RFP # 1009
Empire State After-School Program

Q105	<p>Section 2.3, Paragraph 4: What is the minimum attendance to consider a student served as part of the program and eligible for the \$1,600?</p>
A105	<p>It is expected that students enrolled in the after-school program attend daily throughout the term of the program. Awardees will be required to report attendance during the term of the contract.</p>
Q106	<p>Section 2.3, Paragraph 4: May a program apply for the number of unique students they plan to serve over the course of the year, even if they do not anticipate serving those students for the entire year? For example, if a program took enrollment for the fall semester and the spring semester separately, and allowed for 100 students to enroll in each semester, they may serve 100 students each day, but actually serve 150 students per year (100 in the fall with 50 repeats in the spring and 50 new students). In this scenario, would they be eligible for \$1,600 x 150 students?</p>
A106	<p>No. See A105.</p>
Q107	<p>Section 2.3, Paragraph 6: 1) Can a not-for-profit community-based organization submit one application that includes two (or more) schools located in different eligible school districts? 1. a). If so and if they were to receive the award for that application, would that award count as the one award per district for each district involved, or could another award be made within those districts to a school district or different not-for-profit applicant proposing to work with different schools? 1 b). If not, is this RFP intended to limit not-for-profit community-based organizations to only work within one school district despite previous relationships in multiple school districts, even in NYC?</p>
A107	<p>1) and 1.a) No. Applicants must submit separate applications for each eligible school district they propose to serve. 1.b) See A71. Community-based organizations are limited to no more than one award. See Section 2.3.</p>
Q108	<p>Section 2.3, Paragraph 6: Can an applicant propose an afterschool program that is located in one school but serves youth who attend more than one school in the same eligible district?</p>
A108	<p>Yes, participants from another school within the eligible school district can attend the program provided the application identifies the schools to be served and that they are located in the same eligible school district.</p>
Q109	<p>Section 2.3, Paragraph 6: 1) Does the limitation: “awards made in response to this RFP will be limited to one per eligible school district” also apply in the Big 5 outside of NYC? 2) Does that mean that large districts are limited to a single award with a maximum of \$800,000 or 500 students?”</p>
A109	<p>1) Yes. 2) No. Per Section 2.3 initial awards are limited to a maximum of \$800,000, applicants may apply for up to \$4 million of the total RFP funding amount. If funding is available after awards to all applicants receiving a passing score of 75 points or more (see section 6.2 of this RFP), the available funds will be distributed based on the amount requested by the highest-scoring applicants. In</p>

Responses to Questions for RFP # 1009
Empire State After-School Program

	<p>this event, funds will be awarded by funding up to the total amount requested by the applicant with the highest-scoring application and continuing down the list of passing applications until all funds are awarded.</p>
Q110	<p>Section 3.1, Part 1: Are faith-based organizations eligible to apply? Are religious schools eligible to apply?</p>
A110	<p>If the organization is a not-for-profit community based organization and is proposing to serve an eligible school district listed on Attachment 3 of the RFP with a valid Partnership Agreement, they are eligible to apply. (See section 3.1 for minimum qualifications to bid.) However, any resulting contract awarded as a result of this RFP requires that services performed under the contract are secular in nature and shall be performed in a manner that does not discriminate on the basis of religious belief, or promote or discourage adherence to religion in general or particular religious beliefs.</p>
Q111	<p>Section 3.1, Part 3, Bullet 1: If the school district has to sign off on not-for-profit community-based organization applications, can the school district refuse to sign such applications to ensure they are the only applicant for their district because only one award per district is possible, essentially making not-for-profit community-based organizations ineligible to apply as lead applicants for this RFP?</p>
A111	<p>Yes. School districts can opt not to enter into a partnership with a CBO If they so choose.</p>
Q112	<p>Section 4.1, Bullet 1: Why are before school activities excluded?</p>
A112	<p>The RFP funding is for after-school programming only.</p>
Q113	<p>The overall MWBE goal is listed as 15%, but the requirement is listed as 15% MBE and 30% WBE. How is the 15% MBE and 30% WBE calculated to make up the 15% total MWBE goal?</p>
A113	<p>See A30.</p>
Q114	<p>May the lead agency subtract sub-contracted core personnel costs from the amount required to be included in the total budget considered for the MWBE requirement? For example, if a school district sub-contracts with a non-profit to provide a family engagement specialist as a staff member for the program, may they subtract that staff member's salary from the total budget before calculating the required amount for MWBE?</p>
A114	<p>Yes, unless the subcontractor is subcontracting that position out, then the position would be considered a contractual consultant and would be subject to the discretionary M/WBE goal.</p>
Q115	<p>Under this grant, does the program have to be 100% at no cost to participants? Do you allow applicant organization to use \$1600/participant to support our current fee-based Afterschool Program by cutting down the tuition significantly?</p>
A115	<p>See A78.</p>
Q116	<p>Is there a cohort policy by grade or age? For example, if I would like to serve both Elementary and middle kids, should I make two separate proposals for each group? The school services PreK to 8th and there is only one principal.</p>

Responses to Questions for RFP # 1009
Empire State After-School Program

A116	No, there is no cohort policy. One proposal can serve various age groups. However, Pre-K Students must attend a full school day program to be eligible.
Q117	I am not clear about Local Match; do you mind giving me some examples please?
A117	Local match are funds that an agency can have available to support their program funding: donations, private grants, etc. There is no local match requirement for this RFP. (See section 5.2)
Q118	Under this grant, will the cost of DOE building use be covered by NYCDOE? We have DYCD SONYC contracts with DOE schools, NYCDOE covers the building permit every year under DYCD SONYC grant. I would like to make sure.
A118	That is not an OCFS decision. This would need to be discussed between the CBO and the eligible school district.



**Office of Children
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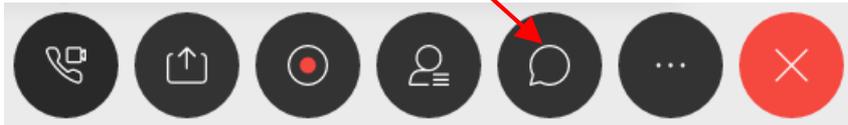
Request for Proposals (RFP) # 1009

Empire State After-School Program

September 6, 2019

Audio and Chat

1. If you have not already done so, please follow the instructions from the meeting notice in the RFP. This will provide you with the steps to join the audio portion of the training.
2. Please click the chat icon at the bottom of the window to open the chat box.



Bidder's Notice Required to be considered for funding:

1. The proposal **MUST** meet **ALL** of the requirements outlined in **Section 3.1 Minimum Qualifications** of the RFP;
2. The proposal **MUST** serve an eligible school district listed in **Attachment 3 – List of Eligible School Districts**;
3. If the applicant is a not-for-profit community-based organization (CBO), the **Attachment 4 – Partnership Agreement** provided with this RFP **MUST** be filled out in its entirety and signed by an authorized representative for the not-for-profit CBO and eligible school district, without changes (modifications or deletions) or addendums added;
4. If the applicant is a not-for-profit CBO, a separate **Attachment 4 – Partnership Agreement MUST** be provided for **EACH** site the applicant proposes to serve;
5. If the applicant is a School District, **AND** will be partnering with any not-for-profit CBO, a letter identifying the organizations the district will partner with is required.
6. The applicant **MUST** agree to offer a gang-prevention program;



Bidder's Notice (cont.)

Required to be considered for funding:

6. The after-school program(s) must be in operation a minimum of three (3) hours a day beginning directly after the school day ends. **Or, for applicants who have an existing program beginning directly after the school day and propose to serve the same youth, the afterschool program must be in operation for a separate three (3) hour block of time in the evening and must provide meals. (For example, if an applicant is currently serving 100 youth from 3PM to 6PM under an existing grant and proposes to serve the same youth from 6 PM to 9 PM, this is permissible.)**
7. The after-school program(s) **MUST** operate a minimum of fifteen (15) hours per week, **when classes are in session**, for at least 28 weeks per year;
8. The term of the contract(s) awarded in response to this RFP **MUST** be for three (3) years. (RFP Section 2.4); and
9. For state-funded awards, the total administrative costs **SHALL NOT EXCEED** fifteen (15) percent of the total grant award (RFP Section 5.2.B)



Minimum Qualifications



Section 3.1 Minimum Qualifications must be met for proposal(s) to be evaluated for award.



If Minimum Qualifications are NOT met, proposal(s) will be Disqualified from further consideration (Section 6.1).



RFP Section 3.1: Minimum Qualifications

1. Applicants must be one (1) of the following:

- a not-for-profit community-based organization (CBO) proposing to serve an eligible school district listed on **Attachment 3 – List of Eligible School Districts**, or
- an eligible school district listed in **Attachment 3 – List of Eligible School Districts**.



The proposed School District to be served **must** be listed in the **Attachment 3 – List of Eligible School Districts** located at the link below:

<https://ocfs.ny.gov/main/bcm/RFP1009/RFP1009-Att-3-Eligible-School-Districts.pdf>



RFP Section 3.1: Minimum Qualifications (cont.)

2. **Be Prequalified**, if not exempt, in the NYS Grants Gateway on the application deadline.
 - Refer to Section 3.2 of the RFP for instructions regarding the prequalification process
 - Applicants are responsible for insuring their compliance with this requirement
 - Expedited prequalification is available, please email rfp@ocfs.ny.gov with your request. Please include the name of your organization, your document Grants Gateway document vault number (GDV), and your organization's FEIN or SFS Vendor identification number (located in your Grants Gateway organization information page).



RFP Section 3.1: Minimum Qualifications (cont.)

3. Applicants must provide the applicable document below:

- If an applicant is a not-for-profit CBO, the **Attachment 4 - Partnership Agreement** provided with this RFP must be filled out in its entirety and signed by authorized representatives from the not-for-profit community-based organization and eligible school district. Please be advised that no changes **(modifications or deletions)** or addendums to the **Attachment 4 – Partnership Agreement** will be accepted. Any changes **(modifications or deletions)** or addendums made to **Attachment 4 – Partnership Agreement** will result in the disqualification of the application. A separate **Attachment 4 – Partnership Agreement** must be completed as described above for each site an applicant proposes to serve, **or**
- If an applicant is the eligible school district and will be partnering with any not-for-profit CBOs, a letter identifying the organizations the district will partner with is required.



RFP Section 3.1: Minimum Qualifications (cont.)

Additional information regarding Minimum Qualification 3:

- A Not-for profit CBO **must** provide the ***Attachment 4 – Partnership Agreement*** in their application
- One ***Attachment 4 – Partnership Agreement*** must be completed for **each** program site the applicant proposes to serve.



Any changes, deletions or addendums made to the *Attachment 4 – Partnership Agreement* will result in the disqualification of the application.

<https://ocfs.ny.gov/main/bcm/RFP1009/RFP1009-Att-4-Partnership-Agreement.docx>

Note: SEPARATE FROM the OCFS RFP application process, there is nothing precluding CBO's and school district applicants from entering into a more detailed partnership agreement, as long the agreement is consistent with the ***Attachment 4 - Partnership Agreement***.



RFP Section 3.1: Minimum Qualifications (cont.)

4. Provide the following information:

- Identify individual school(s) in the district that the after-school program(s) will be serving
- The total number of students that will be served in the district on a daily basis with the requested grant funds
- A statement that the applicant will agree to offer required gang-prevention programming

The applicant **MUST** agree to offer a gang-prevention program



RFP Section 3.1: Minimum Qualifications (cont.)

5. Applicants must agree to meet the applicable requirement below:

- If the applicant is a not-for-profit CBO serving children under the age of 13, a School Age Child Care (SACC) Registration must either be provided with the proposal **or** the applicant must agree to obtain a SACC registration if selected for award, or
- If the applicant is a school district, the applicant agrees to comply with the requirements outlined in OCFS Regulations at 18 NYCRR Part 414.

~~6. Attest to the following:~~

- ~~• The after-school program(s) will be in operation for a minimum of three hours a day beginning directly after the school day ends, and;~~
- ~~• The after-school program(s) will operate a minimum of fifteen hours per week for at least 28 weeks per year.~~



RFP Section 3.1: Minimum Qualifications (cont.)

Additional Information

- The required documents must be uploaded as an attachment in the Grants Gateway in the “**Program Specific Questions**” or “**Pre-Submission Uploads**” section of the Grants Gateway System as part of your response to applicable questions.
- Not-for-profit community-based organizations seeking to serve multiple school districts **MUST** submit separate proposals for each separate school district it wishes to serve. Single proposals seeking to serve more than one school district **WILL NOT** be considered for funding.
- **Please Note: Programs that require a SACC registration may not begin to provide direct care services until they have that SACC registration in place. OCFS will not reimburse for any direct care services prior to the date of the SACC registration.**



RFP Section 4.1: Desired Outcomes and Program Requirements

Highlights (not all inclusive)

- The after-school program(s) must be in operation a minimum of three (3) hours a day, **when classes are in session**, beginning directly after the school day ends. **Or, for applicants who have an existing program beginning directly after the school day and propose to serve the same youth, the afterschool program must be in operation for a separate three (3) hour block of time, when classes are in session, in the evening and must provide meals. (For example, if an applicant is currently serving 100 youth from 3PM to 6PM under an existing grant and proposes to serve the same youth from 6 PM to 9 PM, this is permissible.)**
- The after-school program(s) **MUST** operate a minimum of fifteen (15) hours per week, **when classes are in session**, for at least 28 weeks per year.



RFP Section 4.1: Desired Outcomes and Program Requirements

Highlights (cont.)

- Program(s) funded from this RFP will not be used to duplicate existing services, or serve the same students. **Please note: Applicants who have an award for an existing afterschool program beginning directly after the school day ends and propose to serve the same group of youth under this RFP for an evening program must indicate in the answer to question A8 a different three hour block of time than what their current program times are. Enrollment records and attendance records will be required to be submitted during the contract term from all contractors. Overlapping hours of service to the same group youth is not permitted, nor will it be reimbursed.**



RFP Section 2.4: Term of Contract

The term of the contract(s) awarded in response to this RFP **MUST** be for three (3) years. (RFP Section 2.4)

2.4 Term of Contract: The contract(s) awarded in response to this RFP will be for three (3) years. The **anticipated** start date is no sooner than 9/1/2019 and the **anticipated** end date is **no later than** 8/31/2022. Funding is currently anticipated to be available for the first year of the contract, and the award of a multi-year contract does not guarantee that funding will be available for subsequent years. Contractors may not begin to provide services prior to the contract start date; OCFS has no obligation to pay for services rendered prior to that time. Payments cannot be made prior to the formal execution of a contract and approval by the Office of the State Comptroller (OSC).



RFP Section 5.2: Proposed Budget



For state-funded awards, the total administrative costs **SHALL NOT EXCEED** fifteen percent (15%) of the total grant award (RFP Section 5.2.B)

Administrative Costs: These are costs that cannot be directly allocated to program services but are required by the organization in order to function and run programming. These costs could include but not be limited to central office costs (staff, rent, phone, IT support, etc.), accounting services, legal services, etc.

Missing and/or not meeting any of the requirements listed in Section 3.1 is grounds for disqualification! The Bidder's Notice draws attention to important information.

<https://ocfs.ny.gov/main/bcm/RFP1009/RFP1009-Bidder-Notice.pdf>



MUST

OCFS will evaluate and score each proposal meeting the requirements listed in **Section 3.1** (please see **Section 6.1** of the RFP for more information).

Note: There are many additional criteria that proposals “must” comply with. The scoring process gives preference to proposals that satisfy these criteria in the RFP (please see **Section 5.4** of the RFP for additional information).



MWBE/SDVOB Requirements

Minority-and-Women-Owned Business Enterprises (MWBE), Service Disabled Veteran Owned Businesses (SDVOB) and Equal Employment Opportunity (EEO) requirements

For complete proposal and contract requirements for the Minority-and-Women-Owned Business Enterprises (MWBE), Service Disabled Veteran Owned Businesses (SDVOB) and Equal Employment Opportunity (EEO) requirements, refer to Section 7.10 and 7.11 of the RFP. The forms to be completed and submitted with your Administrative Proposal are listed in section 8.0 and can be found on the OCFS Forms for Contracts and Grants page of our website as seen here: <https://ocfs.ny.gov/main/bcm/>

1. At the bottom of the OCFS home page, click the Contracts, Grants & RFPs link.

OCFS	Programs	Resources
OCFS Home	Browse Programs	Contracts, Grants & RFPs
About OCFS	How Do I?	Forms

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2. The Contracts, Grants and RFPs page displays. Click the FORMS link on the left side of the page.



Office of Children
and Family Services

MWBE/SDVOB Requirements (Cont.)

In compliance with Article 15-A and 17-B of the New York State Executive Law, and for the purpose of this solicitation, Contractors are required to spend a minimum of thirty percent (30%) of their overall discretionary budget through New York State-certified Minority or Women-Owned Business Enterprises (MWBEs); at a minimum 15% with a MBE and 15% with a WBE; and six (6%) percent of their overall discretionary budget through Service Disabled Veteran Owned Businesses (SDVOBs).

All budget items must be for purchases during the contract period that are 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.

Please note: The budget submitted with this proposal must be for one 12-month contract period. (Please see section 5.2 of the RFP)



MWBE/SDVOB Requirements (Cont.)

The forms required to be submitted with your proposal for MWBE are: **(SECTION 8.0)**

- [OCFS-4629 -Project Staffing Plan Form](#)
- [OCFS-3460 Minority and Women-Owned Business Enterprises \(MWBE\),](#)
- [OCFS-4631-M/WBE Utilization Plan Form](#)

If you are requesting a waiver from the goal set for this procurement, you should submit a

- [Waiver Request Form](#); and
- Justification with supporting documentation of good faith efforts.



MWBE/SDVOB Requirements (Cont.)

Use of MWBEs and SDVOBs for Discretionary Non-Personal Services (NPS) Purchases

As your organization develops its NPS budget for submission with its proposal, discretionary purchases must be identified that are subject to the MWBE and SDVOB goals (See section 7 for more information.)

The following NPS budget categories are considered discretionary and subject to goals:

NPS Budget Category	MWBE/SDVOB Goal
Contractual/Consultant	Discretionary expenses in this category subject to goal setting.
Travel	Travel expenses are Non-discretionary – exempt, but Discretionary Transportation i.e. chartering of buses, etc, is subject to goal setting.
Equipment	Discretionary expenses in this category subject to goal setting
Supplies	Discretionary expenses in this category subject to goal setting.
Other Expenses	
a. Space/Property (Own)	Non-discretionary - exempt
b. Utilities	Non-discretionary - exempt
c. Operating Expenses	Discretionary expenses in this category subject to goal setting
d. Printing Services	Discretionary expenses in this category subject to goal setting
e. Other Expenses/Miscellaneous	Discretionary expenses in this category subject to goal setting

*if MBE/WBE/SDVOB are not going to be utilized, you should include enough detail in the applicable Budget Narrative section(s) to show why that spending category line should not be considered discretionary and counted toward your Goal (i.e. ‘there are no M/WBE vendors for this commodity/service in our area’ ‘we have established contracts with vendor xxx for this commodity/service...’ etc.). Be prepared to provide the Contract Compliance Unit further details/explanations, justification and proof of good faith efforts if chosen for an award under this procurement.



Procurement Contact

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

Director of Contracts
RFP# 1009 Empire State After-School Program
Office of Children and Family Services
52 Washington Street
Room 202S – RFP Unit
Rensselaer, NY 12144



Deadline for Submission of Proposals

All RFP # 1009 Empire State After School Program applications must be submitted by the **Deadline for Submission of Proposals** specified in Section 1.2 of the RFP – **October 2, 2019, by 4 p.m. Eastern Time.**

Please review RFP **Section 5.5 Proposal Submittal Process.**

Please ensure that you are submitting prior to the deadline, as technical issues are **NOT** valid justification for late submissions!





Important - Review the Questions and Answers

The comprehensive list of questions and official responses will be posted in the solicitation announcement in the New York State Grants Gateway System (<https://grantsgateway.ny.gov>) (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 or about the date specified in **Section 1.2 Calendar of Events**.

QUESTIONS



Please submit your questions in the chat box to ensure it is recorded for inclusion in the Q&A.