



**Office of Children  
and Family Services**

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Acting Commissioner

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

**Grant Procurement**

**REQUEST FOR PROPOSALS  
RFP# - CFS01-RFP#2018-08  
Pre-College Program for Legally Blind Students  
Issued: 1/31/2018  
**AMENDED: 2/28/2018****

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## 1.0 GENERAL INFORMATION/CALENDAR OF EVENTS

The New York State Commission for the Blind (NYSCB) provides services to legally blind consumers in New York State. NYSCB has identified a need to provide a program called “Pre-College Program for Legally Blind Students” (Pre-College program) for legally blind students entering their senior year of high school, so that they can be better prepared to adjust to college life. The contractor will provide an annual four-week summer residential Pre-College Program, on a college campus for legally blind students.

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

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

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

### 1.1 Procurement Integrity/Restrictions on Communication

This procurement is subject to, and shall be conducted in accordance with the New York State Finance Law, including but not limited to Article IX. Contracts §§ 139-j. and 139-k.

Please be advised that state law prohibits any vendor from exerting or attempting to exert any improper influence relating to its proposal. “Improper influence” means any attempt to achieve preferential, unequal, or favored consideration of a proposal based on considerations other than the merits of the proposal, including but not limited to, any conduct prohibited by the Ethics in Government Act, as set forth in Public Officers Law §§ 73 and 74.

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](mailto:RFP@ocfs.ny.gov) or via hard copy, mailed to:

Director of Contracts  
Questions for CFS01-RFP#2018-08, Pre-College Program for Legally  
Blind Students  
New York State Office of Children and Family Services  
52 Washington Street

**Pre-College Program for Legally Blind Students**

Room 202S – RFP Unit  
Rensselaer, NY 12144

“Restricted period” means the period of time commencing with the earliest posting of written notice, advertisement, or solicitation, to include but not limited to on a governmental entity’s website, in a newspaper of general circulation, or in the NYS Contract Reporter, of an RFP intending to result in a procurement contract with OCFS and ending with the final contract award by OCFS or, where applicable, final contract approval by the New York State Office of the State Comptroller’s (OSC), Bureau of Contracts.

During the “restricted period,” as defined above, no offerer-initiated contact with any OCFS official shall be permitted regarding this procurement, except as provided herein. This prohibition applies to any oral, written, or electronic communication under circumstances where a reasonable person would infer that the communication was intended to influence this procurement. Violation of any of the requirements described in this section, **Procurement Integrity/Restrictions on Communications**, may be grounds for a determination that the offerer is non-responsible and therefore ineligible for this contract award. Two violations within four years of the rules against impermissible contacts during the “restricted period” may result in the violator being debarred from participating in an OSC procurement for a period of four years.

**1.2 Calendar of Events**

<b>RFP# CFS01-RFP#2018-08 PRE-COLLEGE PROGRAM FOR LEGALLY BLIND STUDENTS</b>	
<b>EVENT</b>	<b>DATE</b>
Issuance of Request for Proposals	<b>1/31/2018</b>
Informational Meeting/Technical Assistance Sessions/Bidders Conference ( <i>optional</i> )	<b>N/A</b>
<b>Deadline for Submission of Written Questions</b>	<b>2/21/2018 5:00 p.m. ET</b>
Responses to Written Questions Posted in GGS & OCFS Website (Anticipated)	<b>2/28/2018</b>
<b>Recommended Deadline to Prequalify in GGS</b>	<b>3/01/2018</b>
<b>Deadline for Submission of Proposals</b>	<b>3/14/2018 3:00 p.m. ET</b>
Interviews/Site Visits, ( <i>optional</i> ) (not earlier than the week of)	<b>N/A</b>
<b>Anticipated</b> Notification of Award (not earlier than)	<b>8/03/2018</b>
<b>Anticipated</b> Contract Start Date (not earlier than)	<b>February 1, 2019</b>

### **1.3 Informational Meeting/Technical Assistance Session**

Not Applicable.

### **1.4 Submission of Written Questions**

All questions and requests for clarification, or to report errors or omissions in the procurement process, of this RFP should cite the particular RFP section and paragraph number and must be submitted via email (preferred) at [RFP@ocfs.ny.gov](mailto:RFP@ocfs.ny.gov) or via hard copy, mailed to the director of contracts no later than the deadline for submission of written questions specified in **Section 1.2 Calendar of Events**. Questions received after the deadline for posting responses to written questions may not be answered. The comprehensive list of questions and responses will be posted in the solicitation announcement in the New York State Grants Gateway System (“GGG” or “Grants Gateway”), The Contract Reporter System and the OCFS website on the date specified in **Section 1.2. Calendar of Events**.

To view the comprehensive list of questions and responses:

- Go to <https://grantsgateway.ny.gov>. Next, click the “Search Now” button to search for the Grant Opportunity
- On the right-hand side, you will see a section called “Full Announcement Details” and a line labeled “Questions and Answers Link or Upload.” Next, click where it says “Click here.”
- When you click the link, the questions and responses will be available there to download.

### **1.5 Deadline for Prequalification in the Grants Gateway**

Not-for-Profit applicants are strongly encouraged to prequalify in the Grants Gateway by the date specified in the table in Section 1.2, and **MUST** prequalify by the date of submission. Please refer to **Section 3 Minimum Qualifications to Propose and Prequalification Process**.

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

### **1.6 Submission of Proposals** Amended 2/28/18

All proposals must be submitted electronically through Grants Gateway. Please refer to **Section 5 PROPOSAL CONTENT AND SUBMISSION** for further information. Prior to submitting a proposal, bidders must pre-qualify. (See **Section 3 MINIMUM QUALIFICATIONS TO PROPOSE AND PREQUALIFICATION PROCESS** for further information.)

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The following attachments and forms must be submitted with the proposal. Failure to follow this requirement may result in non-compliance and might prevent the applicant from receiving an award under this RFP.

### Required with bid submission:

- A. MacBride Fair Employment Principles in Northern Ireland ([OCFS-2633](#))
- B. [Non-Collusive Bidding Certification Required by Section 139d of the State Finance Law \(OCFS-2634\)](#)
- C. [Attachment A-2 \(Federal Assurances\)](#)
- D. For complete proposal and contract requirements for the Minority- and Women-Owned Business Enterprises (MWBE) and Equal Employment Opportunity (EEO) requirements, refer to Section 7.6. The following are forms to be completed and submitted with your administrative proposal **and can be found [here](#)**:
  - *Project Staffing Plan Form (OCFS-4629)*
  - MWBE Equal Employment Opportunity (EEO) Policy Statement Form **(OCFS-3460)**
  - *MWBE Utilization Plan Form (OCFS-4631)*
- E. For complete proposal and contract requirements for the New York State Service-Disabled Veteran-Owned Business (SDVOB) Act, **please refer to section 7.11 and complete the following attachment:** [Attachment-Use of Service-Disabled Veteran-Owned Business Enterprises in Contract Performance](#)
- F. Please upload Organizational Chart to the Grantee Document Folder of your application.

### 1.7 OCFS Reserved Rights

OCFS reserves the right to:

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

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

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

28. rescind awards for failure of awardees to meet timeframes that OCFS is required by statute to meet for contract development and approval.
29. Prior to the deadline for submission of proposals, any such clarifications or modifications as deemed necessary by OCFS will be posted in Grants Gateway, the NYS Contract Reporter, and the OCFS Website. Potential offerers that were sent the original bid notice via email or who have started an application in the GGS will receive an email from the RFP Unit regarding the clarifications or modifications. All other individuals should check the NYS Contract Reporter or the OCFS website for any changes, and the posted Q and As.
30. OCFS reserves the right to cancel this RFP, in whole or in part, at any time and to reject any and all proposals when appropriate in the best interests of the state.

### **1.8 Method for Issuing Clarifications or Modifications to this RFP**

Any necessary clarifications or corrections to this RFP will be made, and the RFP will be reposted to the Grants Gateway, the Contract Reporter, and the OCFS website as required.

## **2.0 EXECUTIVE OVERVIEW**

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

The State of New York has decided to participate in the provision of services pursuant to the Federal Vocational Rehabilitation Act of 1973, as amended, and has, through its designated state agency, the Office of Children and Family Services (OCFS), and the Commission for the Blind (NYSCB), received approval from the federal Rehabilitation Services Administration for a comprehensive State Plan for Vocational Rehabilitation and Supported Employment Services as set forth in 34 CFR Part 361, Subpart B, Section 361.10, of the Act.

NYSCB provides services to legally blind consumers in New York State and has identified a need to provide a Pre-College Program to legally blind students entering their senior year of high school, so that they can be better prepared to adjust to college life. This program will assist participants in refining their academic, social, and independent living skills before commencing full time college studies. The contractor will provide an annual four-week summer residential Pre-College Program, on a college campus for legally blind students.

NYSCB intends to increase the availability of these Pre-College Program opportunities in New York State through outcome-focused service contracts, to enable legally blind students entering their senior year of high school to be better prepared to adjust to college life.

## **2.2 OCFS Statewide Considerations**

N/A

## **2.3 Purpose and Funding Availability**

The purpose of this procurement is to provide an annual four-week summer residential Pre-College Program on a college campus for legally blind students entering their senior year of high school, through a partnership between an eligible bidder and a college or university.

Two contracts will be awarded in response to this RFP, one Upstate and one Downstate. NYSCB anticipates that approximately 20 students (upstate) or 25 students (downstate) will be referred to each program annually.

In the event NYSCB experiences an increased demand for this program, the contractor should have the capacity to accept up to five additional students over the standard student enrollment. The maximum number of students to be referred to the program annually, will be 25 students (upstate) or 30 students (downstate). NYSCB will pay the contractor an additional per-student cost for accepting the additional students, contingent upon the individual students' completion of the program (See Section 4.1.16). Students who complete a minimum of ten days of the program will be counted as a successful completion.

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

## **2.4 Term of Contract**

The two contracts awarded in response to this RFP will be for a term of five years. The anticipated start date is February 1, 2019, and the anticipated end date is January 31, 2024. Funding is 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.

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

### **3.1 Minimum Qualifications**

Proposals in response to this RFP will be accepted only from not-for-profit organizations incorporated to provide services to legally blind individuals in New York State.

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

### **3.2 Prequalification Process**

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

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

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

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

#### **3.2.1 Register for the Grants Gateway**

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

#### **3.2.2 Complete Your Prequalification Application**

- Log into the [Grants Gateway](#). If this is your first time logging in, you will be prompted to change your password at the bottom of the “Profile” page. Enter a new password and click “SAVE.”
- Click the “Organization(s)” link at the top of the page and complete the required fields including selecting the state agency with which you have the most grant contracts. If you currently do

not have any contracts with NYS, select OCFS. This page should be completed in its entirety before you click "SAVE." A "Document Vault" link will become available near the top of the page. Click this link to access the main "Document Vault" page.

- Answer the questions in the "Required Forms" and upload "Required Documents." This constitutes your "Prequalification Application." "Optional Documents" are not required unless specified in this RFP.
- Specific questions about the prequalification process should be directed to the agency contact listed in **Section 1.1 Procurement Integrity/Restrictions on Communication**, or to the Grants Reform Team at [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov).

### **3.2.3 Submit Your Prequalification Application**

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

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

### **3.3 Vendor Responsibility Requirements**

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

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

Vendors must maintain their vendor responsibility throughout the duration of the contract.

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

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

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

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

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

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

The New York State VendRep System offers the following benefits:

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

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- Reduction of costs associated with paper documents including copying, delivery and filing.
- Online questionnaire information is secure and accessible to authorized vendor users only. State agencies can only view certified and finalized questionnaires.
- VendRep question prompts ensure that the correct forms are completed.
- The VendRep On-Line System contains links to all definitions of the terms used in the questionnaire.

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

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

## 4.0 PROGRAM REQUIREMENTS

### 4.1 Desired Outcomes and Program Requirements

#### 4.1.1 Provision of Outcome-Focused Services

The purpose of the contracts resulting from this RFP is to establish a program called "Pre-College Program for Legally Blind Students" (Pre-College Program) for legally blind student entering their senior year of high school. This program will assist participants in refining their academic, social, and independent living skills before commencing full time college studies, through a four week on-campus experience. All students must reside in student dormitories on a college campus and eat three meals a day in campus dining halls or facilities, with possible off-campus excursions. All program participants are required to take two courses: (1) a non-credit course called "Introduction to College Life," taught by the University, and (2) a non-credit course called "Developmental Writing/Technology Seminar," designed and delivered by NYSCB.

The program, activities and excursions are to prepare students for college life, and must emphasize independence and self-advocacy in a supportive,

but structured environment. Adapted computer equipment, necessary to take notes and complete homework assignments, will be made available to students by NYSCB. Any website(s) the Contractor or University provides for the students' use under this contract must be readily accessible to and usable by blind individuals. Students will learn to advocate for themselves with professors, library personnel, special student services and other campus staff and fellow students. Students will have the opportunity to learn about campus organizations, clubs and social activities.

#### **4.1.2 Identification of Annual Service Period / Annual Update to Program Plan and Curriculum**

No later than May 1<sup>st</sup> of year one of this agreement and no later than November 1<sup>st</sup> of subsequent years, the contractor will coordinate with the NYSCB coordinator of children's and transition services to establish the dates for the four-week Pre-College Program in the following summer. The Pre-College Program must start on a Saturday and end on a Friday. The program must not begin until after the July 4<sup>th</sup> holiday in each of the years of this contract, to enable students to complete their high school classes and Regents exams.

No later than May 1<sup>st</sup> of each year of this agreement, the contractor will provide NYSCB with an update to the Program Plan and Curriculum for NYSCB review and approval. The contractor agrees to make any reasonable adjustment to the Program Plan and Curriculum as requested in writing by NYSCB.

#### **4.1.3 Location of Services**

The Pre-College Program must be held on a college or university campus, located in an area that is easily accessible by public transportation (this may include local bus service). The residential dormitories must be located on the college or university campus.

In order to provide as much accessibility as possible for legally blind participants, two awards will be made, one downstate and one upstate:

Downstate: This program must be located in one of the following counties: Suffolk, Nassau, Richmond, Queens, Bronx, New York, Kings, Westchester, Rockland, Putnam, Dutchess, Ulster.

Upstate: This program must be located in one of the following counties: Erie, Livingston, Monroe, Onondaga, Broome, Herkimer, Albany, Schenectady, Rensselaer, Saratoga.

#### **4.1.4 University or College Affiliation**

The contractor must have a written agreement, with a college or university signed by a senior official of that institution, permitting the use of dormitory

## Pre-College Program for Legally Blind Students

space for up to 25 legally blind teens (upstate - maximum number of students) or 30 legally blind teens (downstate - maximum number of students) and for use of the campus facilities, including but not limited to classroom space, the library, cafeteria, and gymnasium, for four weeks (7 days and 7 nights/week) after July 4<sup>th</sup> or in August for the term of the contract resulting from this RFP.

The college or university must agree to provide an instructor to develop and teach the course, "Introduction to College Life."

### **4.1.5 Program Services Amended 2/28/18**

In conformance with the criteria outlined in this section, the contractor agrees to provide the services defined below:

#### A) Orientation to the Campus/Adaptive Skills Instruction

The contractor must provide an orientation for the students in regards to the dormitory, classroom, dining hall and other areas including the following;

- acclimation of the student to the college setting;
- familiarization of the student to the resources available in the college setting;
- adaptive skills instruction that will provide instruction in clothing care, grooming and self-care, care of the dorm room, doing laundry, and other skills necessary to facilitate the student's successful integration into college life; and,
- Orientation and mobility skills instruction to familiarize the students with the campus.

This service must be tailored to the individual needs of each student, in a manner that allows the student to fully participate as safely, and independently as possible.

#### B) Introduction to College Life

The annual curriculum must clearly define the non-credit, four-week course called "Introduction to College Life." The curriculum must include, but not be limited to, the following topics:

- 1) The development of note taking skills
- 2) Study and communication skills
- 3) Time and stress management skills
- 4) Goal setting and organizational skills
- 5) Use of the college library
- 6) General familiarization of the student to the resources available in the college setting
- 7) Developing self-advocacy skills

### Pre-College Program for Legally Blind Students

- 8) Teen sexuality issues, including subjects such as LGBTQ. Sexual assault on college campuses, sexually transmitted diseases, forms of birth control including abstinence, consequences of unprotected sex and where to get help if needed
- 9) Additional topics as outlined in the approved annual project plan

All students enrolled in the Pre-College Program must take this class as a group. This course must be conducted by college staff. The class must promote discussion and active learning about topics important to new students. A minimum of nine hours per week of classroom instruction is required, although additional hours are allowed. Students will be expected to complete homework assignments during free hours of the day and in the dormitory in the evening. Completion of a paper will be expected at the end of the four-week course. The course instructor must grade the final paper and share the results with the student. It is expected that college staff will provide assistance (if needed) with homework assignments. A copy of the paper and a brief summary of the student's classroom department must be submitted to the NYSCB coordinator of children's and transition services within three weeks of the completed program.

The Introduction to College Life course must:

- 1) issue homework assignments that test the development and learning of the course content; and
- 2) discuss the final writing assignment due from each student at the end of the course.

The course instructor must:

- 1) review the results of the final writing assignment with each student; and
- 2) provide the original writing assignment for each student to the NYSCB coordinator of children's and transition services.

### C) Developmental Writing/Technology Seminar

Students will participate in online webinars with required weekly web-based reading and assigned projects, conducted by an instructor arranged and paid for by NYSCB. The class will focus on internet skills and tools, as well as organizational strategies to prepare for class. In addition, students will participate in several skills building writing exercises. The class will be taught live, via distance learning using fully accessible teleconferencing systems and web-based materials. Students will also meet virtually with peer role models.

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Students will access this course through laptop computers, iPads and/or electronic devices in their dorm rooms. The course will be offered two times per week for 1 ½ hours each. The students will be required to complete one hour of independent, follow-up computer research or homework each week. The NYSCB webinar instructor will break the program participants into two groups; one group will participate in two 1 ½ hour lessons in the morning; the second group will participate in two 1 ½ hour lessons in the late afternoon. The hours of course time associated with this class is separate from the nine hours required for the Introduction to College Life course.

The contractor must:

- Verify annually that each dorm room used by the Pre-College Program has wireless internet access for the duration of the four-week program;
- Assign, as a seminar monitor, a staff person knowledgeable in the use of wireless technology and laptops, iPads and/or electronic devices, to be available in the dorm to provide support to the students during the online webinar, and who will float between the dorm rooms, troubleshooting problems, and to be present at least ½ hour before the start of each webinar to organize students, and ½ hour after the end of the webinar to answer questions; and
- Require that the seminar monitor work closely with the NYSCB instructor to schedule the classes.

#### D) Socialization/Recreational Activities

The contractor must do the following:

- 1) Engage the students in socialization/recreation planning activities.
- 2) Encourage activities that are student-generated.
- 3) Allow for a variety of experiences in small or large groups.
- 4) Conduct events both on-campus and/or off-campus.
- 5) Accommodate individuals who choose not to participate in a particular event.
- 6) Provide adequate monitoring of each event by the contractor or college staff.
- 7) Conduct evening activities which promote socialization in the dorm setting.
- 8) Engage all students in planning activities as a means of fostering social interaction and decision-making.
- 9) Emphasize activities which revolve around common interests amongst groups of students such as sports, movies shopping or music events.

Innovative approaches in social/recreation activities are encouraged.

Any cost associated with the program activities will be the responsibility of the contractor and must be included in the cost of this contract and may not be charged separately to NYSCB.

E) Housing and Residential Supervision:

The contractor must provide on-campus housing in a dormitory at the affiliated college or university, for a maximum of 25 students (upstate) or 30 students (downstate) each year for the 28 days and 27 nights of the Pre-College Program. Male and female student rooms must be separated and house no more than two students per room. Students must be assigned to single-sex rooming arrangements. Preferably, males and females will be housed in different wings of the dormitory. However, if the structure of the dormitory building makes different wings impossible, different floors or different ends of the same floor are acceptable. NYSCB students' residential area must be separate from other college students. This may be accomplished by either having locked doors separating the area used by NYSCB students or by exclusive use of a dormitory by NYSCB program participants during the period of the Pre-College Program.

The contractor must meet the following security standards:

- At least one staff member or security guard must be on duty between the hours of 11 p.m. to 8 a.m. and must remain awake and on duty each night in case of emergencies.
- During the week there must be at least three staff persons on duty (exclusive of the security guard) between the hours of 5 p.m. – 11 p.m. to provide supervision and monitoring of evening activities (e.g., homework, recreational outings, etc.).
- During weekends, there must be 24-hour coverage, with a ratio of at least one staff person per 12 youth during the hours of 8 a.m. - 11 p.m.
- The program director, or his or her designee, must be available by phone 24/7, if needed, for the duration of the program. Prior to the start date of each annual program, the program director must provide his or her telephone number and that of any designee to the NYSCB coordinator of children's and transition services.
- The NYSCB referral materials for each student will contain a signed Code of Conduct (See Attachment 1). As part of the orientation to the dorm, the contractor must, within the first two days of the program each year, conduct a session in which the contractor or college/university staff review the Code of Conduct with the assembled students.

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- Requests for reasonable accommodations such as accessible rooms shall be provided as needed.

### F) Medical & Safety: Amended 2/28/18

The contractor must have in place a comprehensive plan for protecting health and safety of all students referred by NYSCB. This plan must include the following:

- (1) Accident/emergency response protocols that will be in place, including on-call, or after-hours medical services;
- (2) How an individual student's medication will be **handled** ~~stored securely and distributed, when required~~;
- (3) Current medical history for each student, including the student's immunization record, the student's physician's name, address and telephone number, identification of the student's medical conditions, restrictions and limitations, emergency contact information, and special needs or diets;
- (4) Procedures for providing basic first aid and handling medical emergencies;
- (5) Procedures for documenting all incidents including but not limited to health-related incidents involving students and staff in a medical log, including medical complaints and injuries. The contractor's program director or designee must review the medical log daily for any commonly-occurring injuries or illness to identify potential hazards or illness outbreaks at the program;
- (6) A plan for responding to an outbreak of communicable diseases and,
- (7) Emergency procedures and fire drills.

By June 1 of each year, all staff and volunteers participating in the Pre-College Program must be cleared through the New York Sex Offender Registry and names and clearance status must be submitted to the NYSCB coordinator of children's and transition services.

The program director must designate an individual to supervise health at the Pre-College Program. This individual may perform other duties for the program as well, but must maintain a medical notebook and maintain medical histories for all students. The Medical Notebook must contain: the student's physician's name, address and telephone number; the student's medical conditions and limitations; a daily log documenting medical incidents or complaints (see Attachment 2); a medication log with information when medicine is taken (see Attachment 3); and, a list of emergency numbers.

The program director or designee must review the medical log daily for any commonly-occurring injuries or illness to identify potential hazards or illness outbreaks at the program.

G) Meal Plan:

The contractor must provide three meals per day in a college dining hall or facility located near the dormitory, or provide special meals in other locations. The contractor must meet the special dietary needs of any participating student, as defined in the student's NYSCB referral materials.

**4.1.6 TRANSPORTATION:**

NYSCB will provide transportation, for each student, to the campus at the program's commencement, and home from the program following completion. NYSCB will not pay for weekend visits home. Transportation to and from program activities is the responsibility of the contractor and must be included in the cost of this contract and may not be charged separately to NYSCB.

**4.1.7 REFERRALS / STUDENT TERMINATION:**

Participants in the Pre-College Program for Legally Blind Students will only be those individuals referred to the contractor by NYSCB. The contractor must accept all legally blind students referred from NYSCB. The contractor must use the NYSCB referral form.

NYSCB anticipates that approximately 20 students (upstate) or 25 students (downstate) will be referred to each program annually.

Should NYSCB experience an increased demand for this program the contractor should have the capacity to accept up to five additional students over the 20 student standard enrollment (upstate) or the 25 student standard enrollment (downstate). The maximum number of students to be referred to the program annually, will be 25 students (upstate) or 30 students (downstate). NYSCB will pay the contractor an additional per-student cost for accepting the additional students, contingent upon the individual students' completion of the program (See Section 4.1.16). Students who complete a minimum of ten days of the program will be counted as a successful completion.

After commencement of the program, where the contractor believes a referred student may be incapable of benefiting from the program or the student poses a health/safety risk to themselves or other students, the contractor must:

- contact the NYSCB district office and;
- obtain written approval from NYSCB stating termination of the student from the program is appropriate.

The contractor may not refuse services or terminate the student's participation in the program before obtaining NYSCB's written approval.

By March 1st of each program year, the contractor will provide the NYSCB coordinator of children's and transition services with a supply of referral packets containing categories of information agreed upon between NYSCB and the contractor, and are required by the contractor to address the individual needs of each student during the four-week Pre-College Program for legally blind students.

NYSCB will provide to the contractor, no later than May 1st of each program year, a fully completed referral packet for each student NYSCB is referring to the program for that year. The contractor, at its discretion, and as it meets its planning needs, may accept or refuse to accept any referrals from NYSCB made after May 1st.

#### **4.1.8 STAFF ORIENTATION:**

The contractor must conduct staff orientation prior to the beginning of the program.

Training program(s) should occur prior to the arrival of the first student and must include all program staff, including security and volunteers. The staff orientation must specifically address the following:

- Chain of command
- Tour of dormitory and campus
- Reporting illness, injury or other incidents
- Fire drills and evacuation procedures
- Security expectations on campus and in the dorm
- A review of the medical needs of the incoming students
- Discussion about the Code of Conduct expected by the students
- A review of procedures for storing and handling student medication
- A review of procedures for handling emergency situations
- Sighted guide techniques for working with individuals who are blind
- Sensitivity to blindness
- An overview of common eye diseases/diagnoses
- An introduction to the technology used by students who are blind, or who have low vision (speech and magnification systems) and a review of accessibility software/hardware needed to access online materials

#### **4.1.9 STAFF QUALIFICATIONS:**

Program Director: The contractor must identify the program director. The program director must possess a Bachelor's Degree or Master's Degree in

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education, human services or social work. A Master's Degree in a related/human services field is preferred.

Other Program Staff: The contractor must provide curriculum vitae for all individuals who will provide or supervise instructional and social/recreational activities in this project. Experience working with legally blind children or teens is preferred.

Curriculum Vitae: At the beginning of each annual program, and no later than 10 days from the date the contractor plans to change staff devoted to the Pre-College Program, the contractor must submit curriculum vitae for all staff providing services under the terms of the agreement to the NYSCB coordinator of children's and transition services for review and approval.

The contractor must notify NYSCB of any staff shortage which will delay or prevent the provision of training or services under this agreement. This notification must be submitted in writing to NYSCB within five days of the contractor's knowledge of the anticipated or actual occurrence of the staff shortage, whichever occurs first.

### **4.1.10 REPORTING REQUIREMENTS:**

Upon conclusion of each annual session, the contractor must submit:

- (1) A written "Program Summary Report" to the NYSCB coordinator of children's and transition services, in a format acceptable to NYSCB, including but not limited to: (1) dates of the program, (2) a list of program participants, (3) a summary of the program activities for the period.
- (2) A written "Individual Participant Report" to the NYSCB coordinator of children's and transition services for each student participant containing, at a minimum: (1) the dates of the program; (2) a summary description of the program activities for the period; (3) an evaluation of the participant's involvement in each area of the program; and a list of skills learned and recommendations for further training, if necessary.

### **4.1.11 SITE VISITS / INSPECTIONS:**

NYSCB reserves the right to make site inspections before and during the operation of the program, at any time, both announced with prior notice given to the program manager, and unannounced, with no prior notification provided.

### **4.1.12 NON-DISCRIMINATION:**

The contractor may not reject any consumer referred by NYSCB for service on the grounds of severity of disability, race, creed, color or national origin.

#### **4.1.13 SUBCONTRACTING**

1. The contractor may enter into subcontracts for any service defined in this RFP. All subcontracts between the contractor and any subcontractor or collaborator must be in writing and must be approved by NYSCB prior to their execution.

All subcontracts shall contain provisions specifying the following:

- A. The work performed by the subcontractor and the qualifications of subcontractor' staff must be in accordance with the terms of this Agreement
- B. Nothing contained in such subcontracts shall impair the rights of NYSCB or the consumers of NYSCB; and
- C. Nothing contained in such subcontracts or under this agreement shall create any contractual or employment relationship between any subcontractor and NYSCB.

2. The contractor further agrees that it is fully responsible to NYSCB for the acts and omissions of any subcontractors, and any persons either directly or indirectly employed by them.

#### **4.1.14 CONFIDENTIALITY**

The contractor will safeguard the confidentiality of all information relating to all individuals who receive services under the contract(s) resulting from this RFP, or whose names are provided to the contractor pursuant to Section 4.1.7, above, and shall maintain the confidentiality of all such information in conformity with the provisions of applicable state and federal laws and regulations. An individual's records shall not be released without the written consent of the individual, or as otherwise required pursuant to applicable state or federal laws and regulations. See Section 7.4.

All contractor staff and any subcontractors will be required to sign non-disclosure agreements.

#### **4.1.15 RECORDS**

The contractor agrees to maintain accurate, complete and separate accounting and fiscal records, and meet all state and federal reporting requirements. The contractor agrees to retain such records for the balance of the calendar year in which they were made and for six (6) additional years thereafter. Such records shall be subject to audit by NYSCB, OCFs, OSC, or any other party authorized by federal or state law or regulation.

#### **4.1.16 Payment**

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The contractor will be paid a fixed annual amount for delivery of the Pre-College Program, for the term of the contract resulting from this RFP. The fixed annual amount for delivery of the Pre-College Program will be based upon the per-student cost originally bid and:

- (1) The annual cost of delivering the program for 20 students (upstate) or for 25 students (downstate). This will be a fixed annual cost charged to NYSCB by the contractor for up to 20 referred students (upstate) or for up to 25 referred students (downstate). This must cover all program costs. Students who complete a minimum of ten days of the program will be counted as a successful completion.
- (2) An additional 'per participant' cost for accepting and program completion of up to five additional students over the 20 student standard enrollment (upstate) or the 25 student standard enrollment (downstate), should NYSCB experience an increased demand for this program. The maximum number of students to be referred for the program will be no more than 25 students (upstate) or 30 students (downstate). Students who complete a minimum of ten days of the program will be counted as a successful completion.

The additional cost per student cannot exceed the per capita cost for the initial 20 students (upstate) or the 25 students (downstate).

### Payment Milestones

The contractor will be paid annually upon completion of three milestones for the project year. The payments will be as follows:

- (1) Payment #1: 25 percent of the annualized program cost upon NYSCB's receipt and approval of the annual program plan including the program location, dates of program, the annual curriculum update and a properly completed *Claim for Payment Form* (OCFS-4549). The program plan is due two months prior to the start date of each annual session of the Pre-College Program;
- (2) Payment #2: 35 percent of the annualized program cost upon acceptance of NYSCB referred students and commencement of the annual summer program and submission of a properly completed Claim for Payment Form (OCFS-4549).
- (3) Payment #3: 40 percent of the annualized program cost plus any additional 'per participant' cost due upon completion of the annual program, NYSCB's receipt and approval of required final reporting and submission of a properly completed request for reimbursement.

Note:

The additional 'per participant' payment will be based on the number of students in excess of the standard enrollment number of students; 20 (upstate) or 25 (downstate), who complete a minimum of 10 days of the program.

Any required course materials and assistive equipment will be purchased by NYSCB using normal NYSCB purchasing procedures.

No charges for services rendered under the Pre-College Program may be requested or accepted by the contractor from the student or the student's family.

#### **4.2 Accessibility of Web-Based Information and Applications**

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

### **5.0 PROPOSAL CONTENT AND SUBMISSION**

#### **5.1 Technical Proposal Content/Work Plan**

The Technical Proposal/Work Plan consists of the following six sections:

1. Location of Services
2. University or College Affiliation
3. Project Plan
4. Staff Orientation Plan
5. Staff Qualifications
6. Organization Experience/Chart

Your proposal will be rated based on your organization's responses to the above six sections.

**NOTE:** This section describes the content requirements of the Work Plan and how to prepare your Work Plan to assist you with your application. Please

refer to **Section 5.5 Proposal Submittal Process** for specific instructions on how to submit your application.

The purpose of the Work Plan is to provide a clear description of what requested project funds will pay for, the expected outcomes for the proposed project services and the programmatic rationale for the proposed project budget. The Work Plan must be responsive to the desired outcomes identified in **Section 4.1 Desired Outcomes and Program Requirements** of the RFP and provide value to the OCFS mission. OCFS expects that all project services funded by this initiative will be designed to be culturally and linguistically competent and cost efficient. Appropriate planning and development activities must be conducted by applicants to promote responsiveness to the target population of this RFP.

A Workplan document has been created for you to use to complete this section. Please follow the process below:

1. Download the Work Plan template from the “Pre-Submissions Uploads Folder” in your grant application; and
2. Complete the Word document, and submit it to the Pre-Submission Uploads section of the Grants Gateway System.

Your proposal will be rated based on your organization’s responses to the six sections further described below. Please be sure to address all of the questions in each section comprehensively, yet succinctly. The number of points allocated to each area in the technical review appear in (parentheses) after each section below. OCFS reserves the right to add additional bonus points to the final score/rating for proposals that are responsive to **Section 2.2 OCFS Statewide Considerations**. RFPs that include the applicants’ ability to receive additional bonus points will state such in **Section 6.5 Bonus Points: RECC**.

## **Guidelines for Each Section**

### **5.1.1 Location of Services**

The Pre-College Program must be held on a college or university campus that is located in an area that is easily accessible by public transportation (this may include local bus service). The residential dormitories must be located on the college or university campus.

In order to provide as much accessibility as possible for legally blind participants, two awards will be made, one downstate and one upstate:

Downstate: This program must be located in one of the following counties: Suffolk, Nassau, Richmond, Queens, Bronx, New York, Kings, Westchester, Rockland, Putnam, Dutchess, Ulster.

Upstate: This program must be located in one of the following counties: Erie, Livingston, Monroe, Onondaga, Broome, Herkimer, Albany, Schenectady, Rensselaer, Saratoga.

Bidder's proposal must indicate which region they are bidding upon.

Bidders bidding on both regions must submit a separate proposal for each region.

### 5.1.2 University or College Affiliation

The bidder's proposal must contain a written agreement, with a college or university signed by a senior official of that institution, permitting the use of dormitory space for up to 25 legally blind teens (upstate - maximum number of students) or 30 legally blind teens (downstate - maximum number of students) and for use of the campus facilities, including but not limited to classroom space, the library, cafeteria, and gymnasium, for four weeks (7 days and 7 nights/week) after July 4<sup>th</sup> or in August for the term of the contract resulting from this RFP. The college or university must agree to provide an instructor, per **Section 4.1.5**, to develop and teach the course "Introduction to College Life."

### 5.1.3 Project Plan (Please refer to section 4.15 Program Services of this RFP) **Amended 2/28/18**

The Project Plan consist of the following sections:

- A. Orientation to the Campus/Adaptive Skills Instruction
- B. Introduction to College Life
- C. Developmental Writing/Technology Seminar
- D. Socialization/Recreational Activities
- E. Housing and Residential Supervision
- F. Medical & Safety
- G. Meal Plan

The Project Plan should clearly address the categories of service, as defined in Items A – G **and be in compliance with all applicable Federal and New York State laws, rules and regulations**:

#### **A)Orientation to the Campus/Adaptive Skills Instruction (5 Points)**

The bidder's proposal must provide a plan for orientation of the students to the dormitory, classroom, dining hall and other areas included in the bidder's proposal.

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This section of the proposal should also specifically address each of the following:

- Acclimation of the student to the college setting
- Familiarization of the student to the resources available in the college setting
- A plan for adaptive skills instruction that defines how the bidder will provide instruction in clothing care, grooming and self-care, care of the dormitory room, doing laundry, and other skills necessary to facilitate the student's successful integration into college life
- Orientation and mobility skills instruction to familiarize the students with the campus

The plan must clearly demonstrate that it will be tailored to the needs of each participant in a manner that allows the participant to participate as fully, safely and independently as possible.

### **B) Introduction to College Life (15 Points)**

The proposal should include a clearly defined curriculum demonstrating how the bidder will provide the non-credit four-week course called "Introduction to College Life." The curriculum must include, but not be limited to, the following topics in the curriculum outline:

- 1) The development of note taking skills
- 2) Study and communication skills
- 3) Time and stress management skills
- 4) Goal setting and organizational skills
- 5) Use of the college library
- 6) General familiarization of the student to the resources available in the college setting
- 7) Developing self-advocacy skills
- 8) teen sexuality issues, including subjects like LGBTQ, sexual assault on college campuses, sexually transmitted diseases, forms of birth control including abstinence, consequences of unprotected sex and where to get help if required
- 9) Additional topics for legally blind students as proposed by the bidder

All students enrolled in the Pre-College Program must take this class as a group. This course must be conducted by college staff. The class should promote discussion and active learning about topics important to new students. A minimum of nine hours per week of classroom instruction is required, although additional hours are allowed. Students will be expected to complete homework assignments during free hours of the day and in the dormitory in the evening. A paper will be expected at the end of the four-week course. The course instructor must grade the final paper and share the results with the student. It is expected that college staff will provide assistance (if needed) with homework

assignments. A copy of the paper and a brief summary of the student's classroom department must be submitted to the NYSCB coordinator of children's and transition services within three weeks of the completed program.

Note: As the referred students will have a wide range of academic ability and emotional maturity, the applicant should clearly address in the proposed curriculum approaches to instruction that will accommodate varying levels of abilities.

### **C) Developmental Writing/Technology Seminar (5 Points)**

This course will be developed and conducted by NYSCB at no cost to the bidder. NYSCB will hire an individual who will teach a combined writing and technology course. Students will participate in online webinars with required weekly web-based reading and assigned projects, conducted by an instructor paid by NYSCB. The class will focus on internet skills and tools, as well as organizational strategies to prepare for class. In addition, students will participate in a number of skill building writing exercises. The class will be taught live, via distance learning using fully accessible teleconferencing systems and web-based materials. Students will also meet virtually with peer role models.

Students will access this course through laptop computers iPads and/or electronic devices in their dormitory rooms. The course will be offered two times per week for 1 ½ hours each. The students will be required to complete one hour of independent, follow-up computer research or homework each week. The NYSCB instructor will break the program participants into two groups; one group will participate in two 1 ½ hour lessons on two mornings per week; the second group will participate in two 1 ½ hour lessons in the late afternoon.

In the proposal, the bidder should:

- demonstrate that each dormitory room used by the Pre-College Program will have wireless internet access;
- confirm that the bidder will assign as a seminar monitor a staff person knowledgeable in the use of wireless technology and laptops, iPads and/or electronic devices to be available in the dormitory to provide support to the students during online webinar (they will be expected to "float" between the dormitory rooms, troubleshooting problems; and to be present at least ½ hour before the start of each webinar to organize students, and ½ hour after the end of the webinar to answer questions);
- confirm that the bidder's seminar monitor will work closely with the NYSCB instructor to schedule and plan for the classes.

**D) Socialization/Recreational Activities (4 Points)**

The proposal should include a clearly-defined Socialization/Recreation Plan for the 28 days and 27 nights of the Pre-College Program. The Plan should explain how the bidder will:

1. engage the students in socialization/recreation planning activities;
2. explain how the activities will be student-generated;
3. allow for a variety of experiences in small or large groups;
4. offer events both on-campus or off-campus;
5. accommodate individuals who choose not to participate in a particular event; and
6. clearly demonstrate how each event will be monitored by the applicant or college staff.

The Plan should also include evening activities which promote socialization in the dormitory setting. The bidder should describe how they will involve all students in planning activities as a means of fostering social interaction and decision-making.

The Plan should emphasize activities which revolve around common interests of groups of students such as sports, movies, shopping or music events. One example could be a plan to utilize the college's athletic facilities in a way that fosters individual independence, integration and socialization.

Any cost associated with the program activities will be the responsibility of the bidder.

**E) Housing and Residential Supervision (4 Points)**

The proposal should include a plan which demonstrates how the bidder will provide on-campus housing in a dormitory at the affiliated college or university for a maximum of 25 students (upstate - maximum number of students) or 30 students (downstate - maximum number of students), each year for the 27 nights of the Pre-College Program. Male and female student rooms must be separated and house no more than two students per room. Students must be assigned to single-sex rooming arrangements. Preferably, males and females will be housed in different wings of the dormitory. However, if the structure of the dormitory building makes different wings impossible, different floors or different ends of the same floor are acceptable. NYSCB students' residential area must be separate from other college students. This may be accomplished by either having locked doors separating the area used by NYSCB students or by exclusive use of a dormitory. The plan must provide assurances that the area of the dormitory proposed for NYSCB program participant use must be used exclusively by NYSCB program participants during the period of the Pre-College Program.

All bidders must be very detailed in describing the proposed housing arrangements.

The proposal should clearly define how the following security requirements will be provided:

- At least one staff member or security guard must be on duty between the hours of 11 p.m. to 8 a.m. and must remain awake and on duty each night in case of emergencies.
- A “Code of Conduct” (see Attachment 1) signed by the student will be part of the NYSCB referral materials. The Housing and Residential Supervision Plan must include within the first two days, a session in which contract staff review the Code of Conduct with the assembled students.
- During the week there must be at least 3 staff persons on duty between the hours of 5 p.m. – 11 p.m. to provide supervision and monitoring of evening activities (e.g., homework, recreational outings, etc.).
- During the weekends there must be 24-hour coverage, with a ratio of at least one staff person per 12 youth during the hours of 8 a.m. - 11 p.m.
- The program director, or his or her designee, must be available by phone if needed 24/7 for the duration of the program.
- Requests for reasonable accommodations such as accessible rooms will be provided as needed.

#### **F) Medical & Safety (3 Points)**

The proposal must include a comprehensive plan for protecting health and safety of all students referred by NYSCB. This plan should include the following:

- (1) The accident/emergency response protocols that will be in place, including on-call/after-hours medical services
- (2) How an individual student’s medication will be stored securely and distributed, when required
- (3) Current medical history for each student, including the student’s immunization record, the student’s physician’s name, address and telephone number, identification of the student’s medical conditions, restrictions and limitations, emergency contact information, and special needs or diets
- (4) Procedures for providing basic first aid and handling medical emergencies
- (5) Procedures for documenting all incidents including but not limited to health-related incidents involving students and staff in a medical log, including medical complaints and injuries. The contractor’s program director or designee must review the medical log daily for any commonly-occurring injuries or illness to identify potential hazards or illness outbreaks at the program
- (6) A plan for responding to an outbreak of communicable diseases

(7) Emergency procedures and fire drills

By June 1 of each year, all staff and volunteers participating in the Pre-College Program must be cleared through the New York Sex Offender Registry and names and clearance status must be submitted to the NYSCB coordinator of children's and transition services.

The program director must designate an individual to supervise health at the Pre-College Program. This individual may perform other duties for the program as well, but must maintain a medical notebook and maintain medical histories for all students. The medical notebook must contain: A daily log documenting medical incidents or complaints (**see Attachment 2**), a medication log with information when medicine is taken (**see Attachment 3**), and a list of the student's emergency contact numbers.

**G) Meal Plan (3 Points)**

The proposal should include a detailed meal plan which provides three meals per day in a college dining hall or facility located near the dormitory, or which include special meals in other locations. If special meals are planned during the program, such as barbecues or dinners off the premises, this too should be included in the plan.

Note: This section may cross reference the Socialization/Recreation Plan. The bidder is encouraged to propose off-campus evening and weekend meal activities, as part of the meal plan, which encourage group planning and socialization activities.

The proposal should explain how the bidder will meet any special dietary needs of any participating student, as defined in the individual's NYSCB referral materials.

**Other Workplan Considerations:**

- **Innovative Approaches (3 Points)**

The proposal should explain how the bidder will introduce innovative approaches that will be used in providing services.

- **Budget Narrative (3 Points)**

The proposal should include a narrative which demonstrates a clear relationship between funds requested and the program activities/objectives. Within the narrative explain how the proposed budget is sufficient to operate the program successfully.

**5.1.4 Staff Orientation Plan (10 Points)**

Staff training and orientation is as important as the selection of good staff.

## Pre-College Program for Legally Blind Students

Training program(s) should occur prior to the arrival of the first student and must include all program staff, including security and volunteers. The proposal must include a detailed Staff Orientation Plan that defines how the bidder will orient program staff. The orientation must be held prior to the beginning of the program, and the plan must specifically address the following:

- Chain of command
- Tour of dormitory and campus
- Reporting illness, injury or other incidents, both internally and NYSCB
- Fire drills and evacuation procedures
- Security expectations on campus and in the dorm
- A review of the medical needs of the incoming students
- Discussion about the Code of Conduct expected by the students
- A review of procedures for storing and handling student medication
- A review of procedures for handling emergency situations
- Sighted guide techniques for working with individuals who are blind
- Sensitivity to blindness
- An overview of common eye diseases/diagnoses
- An introduction to the technology used by students with low vision (speech and magnification systems); review of accessibility software/hardware needed to access online materials

### 5.1.5 Staff Qualifications (10 Points)

The bidder's proposal should clearly describe the qualifications of the staff members who will be involved in this project (see **Section 4.1.9**). If the bidder does not yet have staff in place bidder should provide the qualification descriptions that will be used to recruit staff. Within the bidder's proposal the program director (actual or proposed) must be identified and meet the minimum experience requirements as described below.

Minimum Experience for Program Director: The bidder must identify the program director. The program director must possess a Bachelor's Degree or Master's Degree in education, human services or social work. A Master's Degree in a related/human services field is preferred. Please provide the Program Director's resume.

Other Program Staff: The bidder must provide curriculum vitae for all current staff who will provide or supervise instructional and social/recreational activities in this project. Experience working with legally blind children or teens is preferred.

### 5.1.6 Organizational Experience/Chart (10 Points)

## Pre-College Program for Legally Blind Students

The bid must include a current Organization Chart that depicts the entire organizational structure and indicates where the organization head or the chief administrative officer and the contract developers, contract signatories and claim signatories appear in relation to the board of directors and the organization as a whole.

The bid must also include the bidders relevant experience in providing services similar to this proposal or services for transition age youth such as:

- Residential programs
- Pre-Vocational programming
- Recreational Activities.

Please upload Organizational Chart to the either the “Pre-Submission Uploads” section, or the Grantee Document Folder of your application.

### **5.2 Proposed Budget**

The bidder must propose an annual cost to NYSCB for delivery of the Pre-College Program. Each year after 2018 the provider agency will receive a Cost of Living Adjustment (COLA) based upon the Michigan Consumer Price Index (CPI) from the Bureau of Labor Statistics. The amount of the increase will be based upon the prior calendar year. For example, the CPI increase amount for the summer of 2019 period will be based upon the CPI increase from 1/1/2018 to 12/31/2018.

To calculate the proposed budget for the 2018-19 program year, the following steps must be completed:

In order to complete the Budget in the GGS, you must do the following:

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

The budget should be created assuming 20 students (upstate) or for 25 students (downstate). The cost must cover all program costs in the bidder’s proposal. Please remember the following:

(1) Once the total costs are calculated using the Discretionary Budget Narrative Worksheet, take the total cost number and Divide by; 20 for upstate or 25 for downstate, to get the per-student cost. In the Grants Gateway enter this Per-Student Cost in the Performance Budget under the following “Guaranteed Cost Per Student.” Please note NYSCB will pay for 20 students upstate and 25 Students downstate even if the number of students referred is less than 20 and 25 respectively, see **Section 4.1.16**.

(2) An additional per-student cost for accepting, and program completion of, up to five additional students over the 20 student standard enrollment (upstate) or the 25 student standard enrollment (downstate), should NYSCB experience an increased demand for this program. The maximum number of students to

## Pre-College Program for Legally Blind Students

be referred to the program annually, will be 25 students (upstate) or 30 students (downstate). The additional per-student cost, for students above the standard enrollment amount, must be less than or equal to the amount of the "Guaranteed Cost Per Student". Enter this amount as a separate line in the Grants Gates way budget under the category of "Additional Per Student Cost."

Note:

- Students who complete a minimum of ten days of the program will be counted as a successful completion.
- Any required course materials and assistive equipment will be purchased by NYSCB using normal NYSCB purchasing procedures.
- No charges for services rendered under the Pre-College Program may be requested or accepted by the successful bidder from the student or the student's family.

### **Directions to complete the Discretionary Budget Narrative Worksheet**

Follow these instructions carefully as you complete the budget. Use the following directions to briefly describe the expenses included in each budget category. The detail requested is essential to expedite the contract process. Accuracy and completeness are critical.

Ensure that:

- the cost of items are described in the budget narrative and for every line item of expense, the specific calculations for determining the total cost of each item is included in the narrative;
- all items covered by OCFS funds are directly related to the provision of services indicated in the proposal;
- all expenses are incurred *within* the contract period;
- all shared costs are prorated and the basis of the proration explained.
- reimbursement for travel, lodging and mileage costs do not exceed the state rates currently in effect;
- all amounts listed on the budget summary form reconcile with the relevant budget narrative information; and
- the total Grant Funds agrees with the amount requested on the Contract Face Page.

### Non-Allowable Costs

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

- Major capital expenditures such as acquisition, construction or structural renovation of facilities
- Interest costs, including costs incurred to borrow funds
- Costs for preparation of continuation agreements and other proposal

development costs

- Costs of organized fundraising
- Legal fees to represent agency/staff
- Advertising costs, except for recruitment of project personnel, program outreach and recruitment of participants
- Entertainment costs, including social activities for program and staff, unless directly associated with the project
- Costs for dues, attendance at conferences or meetings of professional organizations, unless attendance is necessary in connection with the project

## A. Personal Services

### 1. Personal Services - Personnel

#### Personal Services (Salaries):

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

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

### 2. Personal Services – Fringe Benefits

Fringe benefits should be budgeted in line with your organization's policy. The total fringe benefits chargeable to this contract should not exceed the current approved fringe rate, which can be found on the NYS Office of the State Comptroller's website at [Fringe Benefits](#). A higher rate may be

### **Pre-College Program for Legally Blind Students**

considered with justification; any such justification must be included with your application.

#### **Fringe Benefits Narrative:**

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

**B. Non-Personal Services (NPS)**

Use of MWBEs for Discretionary Purchases

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

<b>NPS Budget Category</b>	<b>MWBE Goal</b>
1. Contractual/Consultant	Discretionary expenses in this category subject to MWBE goal
2. Travel	Non-discretionary - exempt
3. Equipment	Discretionary expenses in this category subject to MWBE goal
4. Supplies	Discretionary expenses in this category subject to MWBE goal
5. Other Expenses	
a. Space/Property (Own)	Non-discretionary - exempt
b. Utilities	Non-discretionary - exempt
c. Operating Expenses	Discretionary expenses in this category subject to MWBE goal
d. Printing Services	Discretionary expenses in this category subject to MWBE goal
e. Other Expenses/Miscellaneous	Discretionary expenses in this category subject to MWBE goal
f. Other Expenses/Miscellaneous – Administrative Expense	Non-discretionary - exempt

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

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

## NPS Budget Categories

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

### **1. Contractual/Consultant Services**

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

- Specify the services to be provided and indicate how the cost was determined.
- Delineate between administrative and program cost.
- If an award is made, the contractor must get prior written approval from OCFS for any agreement, or series of agreements, with a single subcontractor that exceeds \$50,000 or 50 percent of the total contract value during the contract term. The contractor must receive such approval prior to executing the subcontract agreement, implementing any activity under its term or expending contract funds under its term. Prior approval is also required for any cost or term amendment to approved subcontracts or as otherwise requested by OCFS. All subcontract agreements, regardless of dollar value, must be submitted to OCFS prior to claim for services being submitted.
- For office or other program space rental or lease include copy of rental or lease agreement and method of cost allocation of space.
- For equipment rentals:
  - Clearly describe item(s).
  - Include model # and specifications if possible.
  - Indicate term and rate of rental.
  - Provide a justification for the rental of all equipment by giving a brief description of the program related need supported by grant funds.
- Vehicle lease for participant travel, when such travel has been approved by OCFS, must be programmatically justified. A copy of the lease agreement must be provided to OCFS prior to claim payment.
  - Explain the purpose of the travel.
  - Number of participants.
  - Estimated miles.
  - Frequency of travel (e.g., per day, per week).
  - Be as clear as possible in explanation of need and cost.
  - Show the percentage of time the vehicle will be used by the project and only include requested funds for this percentage.
- If a subcontractor or consultant expense is more than \$15,000, three written bids are required. If you are unable to obtain three written bids, a justification as to price reasonableness is required. If other than the lowest bidder was selected, please provide justification.

- If the consultant/contractor is reimbursed at an hourly rate, the hourly rate and the number of hours must be calculated accurately and be included in the budget narrative.
- Indicate whether consultant's rate includes travel and lodging.  
**NOTE:** The OCFS share of travel expense must be based upon state guidelines; payment cannot exceed the state rates currently in effect. Refer to <http://www.osc.state.ny.us/agencies/travel/travel.htm>

## 2. Travel

- Travel costs include the following: air, train, bus, and taxi fare; personal auto, parking fees, tolls, lodging and meals. Conference fees or outside training costs for staff to attend that are integral and essential part of this particular program and necessary in connection with the project to be funded.
- Explain which staff will be traveling and the destination, purpose, and frequency of travel.
- For local/day travel and extended travel, list the following for each trip: destination, length of stay, purpose, number of travelers, mode of transportation and its cost, meals and lodging costs.
- Includes staff travel only.
  - Consultant travel should be shown under the "Contractual/Consultant Services" category.
  - Client travel should be shown under the "Other Expenses" category.
- Reimbursement for travel, lodging, and mileage costs will not exceed the state rates then in effect.  
**NOTE:** The OCFS share of travel expense must be based upon state guidelines; payment cannot exceed the state rates currently in effect. Refer to <http://www.osc.state.ny.us/agencies/travel/travel.htm>
- All out of state travel must be pre-approved by OCFS.

## 3. Equipment

This section is used to itemize the purchase of equipment.

- Equipment is defined as tangible personal property having an acquisition value of \$5,000 or more per unit.
- Obtain three written bids for any single item. If a bidder other than the low bidder is selected, a statement must be submitted explaining why that vendor was selected.
- Any budget requests for equipment purchase **using grant funds** must be fully explained and justified by program need. Note that equipment purchases are generally not allowed for a contract with a term of 12 months or less.
- Delineate between administrative and program costs.
- If the item is to be used by more than one program, the cost must be prorated.

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- Explain the program function and need for each item. Be as specific as possible.
- Clearly describe each item, including type and cost.
- Vehicles cannot be purchased. They may be leased if required for program operation. If vehicles are leased, the costs must be listed under the “Contractual/Consultant Services” section.

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

### 4. Supplies

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

### 5. Other Expenses

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

#### a. Space/Property (Own)

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

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

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

### **b. Utilities**

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

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

### **c. Operating Expenses**

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

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

### **d. Printing Services**

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

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

### **e. Miscellaneous Expenses**

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

- Itemize any additional miscellaneous expenses that are allowed for this project that do not fall under any other budget category.

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

**f. Administrative Expense**

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

A. For Federally Funded Awards

For Federally funded contracts (includes any contract supported in whole or in part with federal funds):

- OCFS will reimburse the federally approved indirect cost rate for federally funded contracts up to any statutory caps required by the funding streams and in accordance with the terms and conditions of the federal award. A copy of the federally approved indirect cost agreement, with narrative, addendum, and an expiration date must be submitted as part of the proposal.
- If your agency does not have a federally approved indirect cost agreement, and your agency is a non-Federal entity that has never received a negotiated indirect cost rate, except for a governmental department or agency unit that receives more than \$35 million in direct federal funding, you may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) or you may elect to follow the rules for state-funded awards in 2., below. Please see federal regulations at 2 CFR 200.414(f) for the applicable legal requirements for this option.
- MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.
- Use of a federally approved indirect cost rate, or the de minimis rate, as described above, if applicable, must be in accordance with all applicable federal rules to include 2 CFR Part 200.

## Pre-College Program for Legally Blind Students

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

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

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

**MWBE Discretionary Determination:** Indirect cost is not considered a discretionary expense and may be excluded.

### Discretionary Budget Narrative Worksheet

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

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

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

**5.3 Key Concepts**

N/A

**5.4 Proposal Content**

Your proposal will consist of responses to the following questions in the GGS.

**Administrative Questions**

No.	Question	Max. Points
1	Are you prequalified in Grants Gateway (see <b>Section 3.2 Prequalification Process</b> )?	N/A
2	Have you completed the <i>Vendor Responsibility Questionnaire</i> and has it been recently certified (see <b>Section 3.3 Vendor Responsibility Requirements</b> )?	N/A
3	Provide the name of the Executive Director of your organization who should receive notification of award/non-award.	N/A
4	Provide the address of the Executive Director of your organization who should receive notification of award/non-award.	N/A
5	Provide the phone number of the Executive Director of your organization who should receive notification of award/non-award	N/A
6	Provide the email of the Executive Director of your organization who should receive notification of award/non-award.	N/A
7	Provide the name of any other individual in your organization who should receive notification of award/non-award.	N/A
8	Provide the title of any other individual in your organization who should receive notification of award/non-award.	N/A
9	Provide the address of any other individual in your organization who should receive notification of award/non-award	N/A
10	Provide the phone number of any other individual in your organization who should receive notification of award/non-award.	N/A
11	Provide the email of any other individual in your organization who should receive notification of award/non-award	N/A
12	Is your Charities Registration current?	N/A
13	Did you upload all required attachments as outlined in Section 1.6 Submission of Proposals?	N/A

**Work Plan Questions**

No.	Question	Max. Points
14	Location of Services – indicate what region (upstate or downstate) the program will be located. See Section 5.1.1.	N/A

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15	University or College Affiliation – upload to the “Pre-Submission Uploads” section of your grant application, a copy of the agreement with a college or university. See Section 5.1.2.	N/A
16	Please copy the Orientation to the Campus/Adaptive Skills Instruction from the Proposed Project Plan as stated in Section 5.1.3(A). If you exceed the 4000-character limit in GGS, please clearly label each question and <b>upload to the Program Specific Questions Section</b> of your application.	5
17	Please copy the Introduction to College Life information from the Proposed Project Plan as stated in Section 5.1. 3 (B). If you exceed the 4000-character limit in GGS, please clearly label each question <b>and upload to the Program Specific Questions Section</b> of your application.	15
18	Please copy the Developmental Writing/Technology Seminar information from the Proposed Project Plan as stated in Section 5.1.3 (C). If you exceed the 4000-character limit in GGS, please clearly label each question and upload to the <b>Program Specific Questions Section</b> of your application.	5
19	Please copy the Socialization/Recreational Activities information from the Proposed Project Plan as stated in Section 5.1.3 (D). If you exceed the 4000-character limit in GGS, please clearly label each question and upload to the <b>Program Specific Questions Section</b> of your application.	4
20	Please copy the Housing and Residential Supervision information from the Proposed Project Plan as stated in Section 5.1.3 (E). If you exceed the 4000-character limit in GGS, please clearly label each question and upload to the <b>Program Specific Questions Section</b> of your application.	4
21	Please copy the Medical & Safety information from the Proposed Project Plan as stated in Section 5.1.3 (F). If you exceed the 4000-character limit in GGS, please clearly label each question and upload to the <b>Program Specific Questions Section</b> of your application.	3
22	Please copy the Meal Plan information from the Proposed Project Plan as stated in Section 5.1.3 (G). If you exceed the 4000-character limit in GGS, please clearly label each question and upload to the <b>Program Specific Questions Section</b> of your application.	3
23	Please copy the Innovative Approaches information from the Proposed Project Plan explaining in detail any innovative approaches that will be used in providing services. If you exceed the 4000-character limit in GGS, please clearly label each question and upload to the <b>Program Specific Questions Section</b> of your application.	3
24	Please copy the Budget Narrative information from the Proposed Project Plan. If you exceed the 4000-character limit in GGS, please clearly label each question and upload to the <b>Program Specific Questions Section</b> of your application.	3

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25	Staff Orientation Plan– Please include a detailed Staff Orientation Plan that defines how the bidder will orient program staff which addresses the requirements stated in Section 5.1.4. (If you exceed the 4000-character limit in GGS, please clearly label each question and upload it to the <b>Program Specific Questions Section</b> of your application)	10
26	Staff Qualifications – clearly describe the qualifications of the staff members who will be involved in this project with documentation addressing the requirements in Section 5.1.5. (If you exceed the 4000-character limit in GGS, please clearly label each question and upload it to the <b>Program Specific Questions Section</b> of your application)	10
27	Organization Experience/Chart – upload a current Organization Chart to <b>either the Pre-Submission Uploads section, or the Grantee Document Folder of your application</b> which addresses the requirements stated in Section 5.1.6. The bid must also include the bidders relevant experience in providing services similar to this proposal or services for transition age youth.	10

**Budget Questions**

<b>No.</b>	<b>Question</b>	<b>Max. Points</b>
28	<p><i>Did you develop a budget and upload the budget into Grants Gateway in accordance with the requirements of <b>Section 5.2 Proposed Budget</b>? If more room is required, you can enter your entries to these questions as an uploaded document, which you can upload to the Grantee Document Folder.</i></p> <p><i>Note –Expenditure Budget used for reasonableness of costs This budget should represent only one year of annual costs. This budget should include costs for only 25 students for downstate proposals, and 20 students per upstate proposals</i></p>	N/A
29	<p><i>Propose a “Per Student Cost” for delivery of the Pre-College Program, at the standard enrollment level for the region, and insert it here.</i></p> <p><i>Note – The per student cost should be your total Proposed Budget (expenditure budget from question 1) divided by 25 for downstate proposals, and 20 per upstate proposals.</i></p>	20
30	<p><i>Propose an “Additional Per Student Cost” for accepting, and program completion of, up to five additional students over the standard enrollment level for the region, (the additional per student costs cannot exceed the “Per Student Cost from 2 above).</i></p> <p><i>Note –The “Additional Per Student Cost” is per 1 student not the aggregate cost for 5 additional students. If the Additional Per Student Cost is above the amount in question 2 above, the bidder</i></p>	5

	<i>will only receive and be evaluated on the amount in question 2 above.</i>	
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## **5.5 Proposal Submittal Process**

### **How to Submit a Proposal**

In order to access the online proposal and other required documents such as the attachments, you must be registered and logged into the NYS Grants Gateway system in the user role of either a “Grantee” or a “Grantee Contract Signatory.” For tutorials (training videos) on using the Grants Gateway, refer to: <https://grantsreform.ny.gov/youtube>.

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

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

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

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

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

Please note that:

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

### **Helpful Links**

Some helpful links for questions of a technical nature are below. Questions

regarding specific opportunities or proposals should be directed to the OCFS contact listed in Section 1.1 Procurement Integrity/Restrictions on Communication on page one of this RFP.

Grants Reform Videos (includes a document vault tutorial and an application tutorial) are available on YouTube:

<http://www.youtube.com/channel/UCYnWskVc7B3ajjOVfOHL6UA>

OCFS Help Desk: 518-474-5595

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

<https://grantsgateway.ny.gov>

## 6.0 MINIMUM CRITERIA/EVALUATION PROCESS

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

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

### 6.2 Evaluation Process **Amended 2/28/18**

~~OCFS will evaluate each proposal based on the “best value” concept. “Best value” means the basis for awarding contracts for services is the offer such which “optimizes quality, cost, and efficiency among responsive and responsible offerers.”~~ The Technical Proposal (evaluation of the Work Plan) will be weighted *75 percent* of a proposal’s total score and the information contained in the Cost Proposal (evaluation of the Budget) will be weighted *25 percent* of a proposal’s total score. Proposals will be rated by a review team using the criteria in **Section 5 Proposal Content and Submission**. The evaluation process will be as follows:

In order to provide as much accessibility as possible for legally blind participants, two awards will be made, one downstate and one upstate. Proposals will be sorted by region and then scored. **The highest scoring proposal for each region will be selected for award. Bidders may submit two (2) proposals, one for each region.**

Downstate: This program must be located at a college or university in one of the following counties: Suffolk, Nassau, Richmond, Queens, Bronx, New York, Kings, Westchester, Rockland, Putnam, Dutchess, Ulster.

## Pre-College Program for Legally Blind Students

Upstate: This program must be located at a college or university in one of the following counties: Erie, Livingston, Monroe, Onondaga, Broome, Herkimer, Albany, Schenectady, Rensselaer, Saratoga.

All proposals will be scored on the basis of 25% for total cost, 45% for Project Plan, 10% for Organizational experience, 10% for Staff Orientation Plan and 10% for Staff Qualifications. **Those scores will be added together as an overall best value score. In the event of a tie, the tie breaker will be the lowest total cost for the program.**

Points will be awarded according to the following rating criteria, using the specific points indicated in each evaluation category:

Excellent: All required items have been addressed in a clear, concise and complete manner and if any encouraged items are applicable, at least one such item has been included. Required supporting documentation is included and complete. Required timelines have been provided and meet the required dates.

Acceptable: All required items have been addressed with minimal information supplied. Supporting documentation has been provided as required, required timelines have been provided and the required dates have been met.

Poor: Not all required items are addressed, and/or information provided is unclear or incomplete, and/or supporting documentation is unclear or incomplete. Required timelines have been provided and meet the required dates.

Unacceptable: Information is missing, supporting documentation is missing and required timelines are not included or do not meet the required dates.

Proposals will be rated by a Review Team using the following criteria listed in Section 6.3 below.

### **6.3 Technical Evaluation- (75 Points Maximum)**

#### Project Plan (45 Points Maximum)

a) Orientation to the Campus/Adaptive Skills Instruction: Does the proposal provide a thorough description of the bidders plan for orientation to the campus and adaptive skills training as defined in Section 5.1.3(A) and Section 4.1.5(A)? **(5 points maximum, Excellent = 5, Acceptable = 3-4, Poor = 1-2, Unacceptable = 0).**

b) Introduction to College Life course: Does the proposal provide a thorough course curriculum that addresses all topics identified in Section 5.1.3(B) and Section 4.1.5(B), verifies that the courses will be taught by college staff, that the curriculum description addresses approaches to instruction that will accommodate a wide variety of student ability levels? Does the proposed

curriculum present a thorough discussion of homework assignments? Does the college or university provide a wide array of student activities and facilities available to these students? **(15 points maximum, Excellent = 11-15, Acceptable = 6-10, Poor = 1-5, Unacceptable = 0).**

c) Developmental Writing/Technology Seminar: Does the proposal provide a thorough description of the role of the bidder staff in this part of the project, as defined in Section 5.1.3(C) and Section 4.1.5(C)? **(5 points maximum, Excellent = 5, Acceptable = 3-4, Poor = 1-2, Unacceptable = 0).**

d) Socialization/Recreational Activities: Does the proposal lay out a Socialization/Recreation plan that will help foster student independence and self-confidence in a safe and supportive context, as defined in Section 5.1.3(D) and Section 4.1.5(D)? Does the proposed plan include dormitory activities as well as on-campus and off-campus activities? **(4 points maximum, Excellent = 4, Acceptable = 2-3, Poor = 1, Unacceptable = 0)**

e) Housing and Residential Supervision: Does the proposal provide a clear plan explaining the dormitory information and the security that will be provided, as defined in Section 5.1.3(E) and Section 4.1.5(E)? **(4 points maximum, Excellent = 4, Acceptable = 2-3, Poor = 1, Unacceptable = 0)**

f) Medical and Safety: Does the proposal include a detailed medical and safety plan which provides medical and safety protocols as defined in Section 5.1.3(F) and Section 4.1.5(F)? **(3 points maximum, Excellent = 3, Acceptable = 2, Poor = 1, Unacceptable = 0)**

g) Meal Plan: Does the proposal include a detailed meal plan which provides three meals per day in a college dining hall located near the dormitory, or include special meals in other locations as defined in Section 5.1.3(G) and Section 4.1.5(G)? **(3 points maximum, Excellent = 3, Acceptable = 2, Poor = 1, Unacceptable = 0)**

h) Innovative Approaches: Does the proposal offer any innovative approaches to the above services? **(3 points maximum, Excellent = 3, Acceptable = 2, Poor = 1, Unacceptable = 0)**

i) Proposed budget plan narrative: Proposal budgets must demonstrate a clear relationship between funds requested and the program activities and objectives. The proposal budget must include sufficient funds to operate the program successfully. **(3 points maximum, Excellent = 3, Acceptable = 2, Poor = 1, Unacceptable = 0)**

#### Staff Orientation Plan (10 Points Maximum)

The proposal must clearly describe the staff orientation and training plans for all staff involved in this project, as defined in Section 5.1.4 and Section 4.1.8. Will staff receive the necessary orientation and training necessary to handle

emergency or medical situations? **(10 points maximum, Excellent = 8-10, Acceptable = 5-7, Poor = 1-4, Unacceptable = 0).**

Staff Qualifications (10 Points Maximum)

The proposal must clearly describe the qualifications of the staff members who will be involved in this project, as defined in Section 5.1.5 and Section 4.1.9. Does the staff meet or exceed the required qualifications? If the bidder does not yet have staff in place for this service, do the qualification descriptions for proposed staff meet or exceed the required qualifications? **(10 points maximum, Excellent = 8-10, Acceptable = 5-7, Poor = 1-4, Unacceptable = 0).**

Organizational Experience (10 Points Maximum)

Having met the Eligible Applicant Minimum Qualifications as defined in Section 3.1: (see **Section 5.1.6**)

a) Does the bidder's organizational experience, previously provided a pre-college or summer program or other residential program for legally blind youth which exceed the minimum qualifications in a way that is relevant to this project? **(5 points maximum, Excellent = 5, Acceptable = 3-4, Poor = 1-2, Unacceptable = 0).**

b) Does the college or university have experience providing services or programs to legally blind students in a way that is relevant to this project? **(5 points maximum, Excellent = 5, Acceptable = 3-4, Poor = 1-2, Unacceptable = 0).**

**6.4 Cost Evaluation (25 Points Maximum)**

Reasonableness and Justification of Cost (20 Points Maximum)

Standard Enrollment:

The basis for the Cost Proposal evaluation rankings will be the per student costs by the bidder for the region. The per student cost offer will be evaluated on a ratio basis with the low-priced the per student proposal for the region awarded the maximum total of 20 points. The remaining proposals for the region will receive a proportional number of evaluation points based on the ratio of the proposal's the per student cost to the lowest the per student cost, as per the following formula:

*(Lowest Cost Per Student/Per Student Cost of Proposal Being Scored) \*  
Maximum points available)*

Reasonableness and Justification of Cost (5 Points Maximum)

Additional Students:

The basis for the Cost Proposal evaluation rankings will be the additional per student costs by the bidder for the region. The additional per student cost offer will be evaluated on a ratio basis with the lowest-priced additional per student proposal for the region awarded the maximum total of five points. The remaining proposals for the region will receive a proportional number of evaluation points based on the ratio of the proposal's the additional per student cost to the lowest additional per student Cost, as per the following formula:

*(Lowest Cost Per Additional Student/Per Additional Student Cost of Proposal Being Scored) \* Maximum points available)*

**6.5 Bonus Points: RECC**

Not Applicable.

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

**A. Applicability**

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

**B. Definitions**

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

6. "Protesting party" is the party who is filing a protest to the bid, contract award or other aspect of procurement.
7. "Formal protest determination" shall mean the determination of a formal protest by the associate commissioner for financial management of OCFS or his or her designee.
8. "Decision after appeal" shall mean the decision on the appeal of a formal protest by the executive deputy commissioner of OCFS or his or her designee.

### **C. Debriefing Request**

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

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

### **D. Formal Protest and Appeal Procedure**

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

#### **A. Submission of Bid or Award Protests**

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

b. Review and Formal Protest Determination

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

included in the procurement record, or otherwise forwarded to the OSC.

A. Appeal of Formal Protest Determination

1. If the protesting party is not satisfied with the formal protest determination, the protesting party **must** submit a written notice of appeal to the executive deputy commissioner of OCFS no more than fifteen (15) business days after the date the formal protest determination is sent to the protesting party.
2. The executive deputy commissioner or his or her designee shall hear and make a decision after appeal on all appeals.
3. An appeal may not introduce new facts unless responding to facts or issues unknown to the protesting party prior to the formal protest determination.

B. Reservation of Rights and Responsibilities of OCFS

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

appeal will be included in the procurement record and with the contract(s).

- b. If a formal protest determination or decision after appeal is made after the transmittal of the procurement record and contract(s) to OSC, but prior to OSC approval, a copy of the formal protest determination or decision after appeal will be forwarded to OSC when issued, along with a letter either: a) confirming the original OCFS recommendation for award(s); b) modifying the proposed award recommendation; or c) withdrawing the original award recommendation. All records related to formal protests and appeals shall be retained for at least one (1) year following resolution of the formal protest. All other records concerning the procurement shall be retained according to the applicable requirements for records retention.

## 2. Appeal to the Office of the State Comptroller

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

## 7.0 MANDATORY CONTRACTING REQUIREMENTS

### 7.1 Contract Readiness

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

### 7.2 Standard Contract Language

The terms and conditions for all funded projects are specified in a detailed contract that must be signed by OCFS and approved by the New York State Office of the Attorney General (OAG) and the OSC before work

begins or payments are made. This RFP includes all relevant contract terms and conditions, which can be found in Section 8: CONTRACT DOCUMENTS. Upon contract award and completion of negotiations, OCFS will send successful awardees the complete contract for development and signature prior to submitting it to the OAG and to OSC for approval.

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

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

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

#### **Proof of Workers' Compensation Coverage**

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

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

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

#### **Proof of Disability Benefits Coverage**

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

has appropriate disability benefits insurance coverage, submit ONE of these three forms:

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

- **Form DB-120.1** - *Certificate of Disability Benefits Insurance*; or
- **Form DB-155** - *Certificate of Disability Benefits Self-Insurance*; or
- **CE-200** - *Certificate of Attestation of Exemption* from New York State Workers' Compensation and/or Disability Benefits Coverage.

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

OCFS is responsible for maintaining the safety of the youth in its care. New York State law requires that any client identifiable information be kept confidential. Any contractor who will provide goods and/or services to a residential facility or programs operated by OCFS must require all of its employees and volunteers who will have the potential for regular and substantial contact with youth in the care or custody of the commissioner of OCFS to complete and sign the [Confidentiality Non-Disclosure Agreement \(OCFS-4715\)](#) and [Contractor Employee and Volunteer Background Certification \(OCFS-4716\)](#) forms. These forms must be completed before any such employees and/or volunteers are permitted access to youth in the care or custody of OCFS, and/or any financial and/or client identifiable information concerning such youth. **The forms should be completed after the bidder has been awarded funding, during the contract development, and only if applicable.** For additional information see Attachment A-1, Section 3b., *Confidentiality and Protection of Human Subjects*, located in **Section 8.0 Contract Documents** – Attachment A-1, *Agency Specific Terms and Conditions*.

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

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

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

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

See Attachment A-2, *Federally Funded Grants*, which is located in the Master Contract for Grants, that is referenced in **Section 8 Contract Documents**.

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

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

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

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

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

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

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

<http://www.osc.state.ny.us/agencies/guide/MyWebHelp/> (Guide to Financial Operations)

## **7.8 Iran Divestment Act**

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

During the term of the contract, should OCFS receive information that a person (as defined in State Finance Law §165-a) is in violation of the

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

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

## **7.9 Statewide Financial System**

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

## **7.10 Minority- and Women-Owned Business Enterprises (MWBE) – Equal Employment Opportunity (EEO) - Requirements and Procedures (Amended 2/28/2018)**

~~This section outlines contractor requirements and procedures for business participation opportunities for New York State certified Minority- and Women-Owned Business Enterprises (MWBE) and Equal Employment Opportunities (EEO) for minority group members and women. For more information and details regarding required forms, see [Appendix MWBE](#).~~

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

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

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

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

- A. For purposes of this solicitation, OCFS hereby establishes an overall goal of 30 percent for MWBE participation, 15 percent for New York State-certified Minority-owned Business Enterprise (“MBE”) participation and 15 percent for New York State-certified Women-owned Business Enterprise (“WBE”) participation (based on the current availability of MBEs and WBEs), however, strict adherence to the suggested 15 percent MBE and 15 percent WBE utilization goal is not required as long as the overall goal of 30 percent is met. A contractor (“Contractor”) on any contract resulting from this procurement (“Contract”) must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors and suppliers in the performance of the Contract. To that end, by submitting a response to this RFP, the respondent agrees that OCFS may withhold payment pursuant to any Contract awarded as a result of this RFP pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>. Click on the MWBE Directory on the right hand side. For guidance on how OCFS will evaluate a contractor’s “good faith efforts,” refer to 5 NYCRR § 142.8.

The respondent understands that only sums paid to MWBEs for the performance of a commercially useful function, as that term is defined in 5 NYCRR § 140.1, may be applied towards the achievement of the applicable MWBE participation goal. The portion of a contract with an MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be 25 percent of the total value of the contract.

### **7.10.3 Contract Compliance**

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

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

By submitting a bid or proposal, a respondent agrees to demonstrate its good faith efforts to achieve the applicable MWBE participation

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goals by submitting evidence thereof through the New York State Contract System ("NYSCS"), which can be viewed at <https://ny.newnycontracts.com>, provided, however, that a respondent may arrange to provide such evidence via a non-electronic method by contacting OCFS.

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

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

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

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

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

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

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

The successful respondent will be required to submit a quarterly M/WBE Contractor Compliance & Payment Report to OCFS, by the 10<sup>th</sup> day following each end of quarter over the term of the Contract documenting the progress made toward achievement of the MWBE goals of the Contract.

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

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

The respondent will be required to submit a Minority and Women-owned Business Enterprise and Equal Employment Opportunity Policy Statement, Form # 4, to OCFS with its bid or proposal.

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

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

regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

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

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

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

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

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

### **7.12 Omnibus Procurement Act**

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

1. The contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and

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subcontractors on this project and has retained the documentation of these efforts to be provided upon request to the State of New York; and has

2. Documented their efforts to encourage the participation of New York state business enterprises as suppliers and subcontractors by showing that they have:
  - solicited bids, in a timely and adequate manner, from ESD business enterprises, including certified minority/women-owned businesses; or
  - contacted ESD to obtain listings of New York State business enterprises and MWBEs; or
  - placed notices for subcontractors and suppliers in newspapers, journals or other trade publications distributed in New York State, or
  - participated in bidder outreach conferences; and
  - provided a statement indicating the method by which they determined that New York State business enterprises are not available to participate on the contract as subcontractors or suppliers, *if the contractor has determined such*; and
  - provided a statement verifying no intention of using subcontractors, *if the contractor has no such intention*.
3. The contractor has complied with the federal *Equal Opportunity Act of 1972* (P.L. 92-961), as amended.
4. The contractor will be required to notify New York State residents of employment opportunities by listing any such positions with the Community Services Division of the New York State Department of Labor, providing for such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The agency agrees to document these efforts and to provide said documentation to OCFS upon request.
5. Bidders located in a foreign country are notified that the state may assign or otherwise transfer offset credits to third parties located in New York State, and the bidders shall be obligated to cooperate with the state in any and all respects in making such assignment or transfer, including, but not limited to, executing any and all documents deemed by the state to be necessary or desirable to effectuate such assignment or transfer and using their best efforts to obtain the recognition and accession to such assignment or transfer by any applicable foreign government.
6. Bidders are hereby notified that state agencies and authorities are prohibited from entering into contracts with businesses whose principle place of business is located in a “discriminatory jurisdiction.” Discriminatory jurisdiction is defined as a state or political subdivision

which employs a preference or price distorting mechanism to the detriment of or otherwise discriminates against a New York State business enterprise in the procurement of commodities and services by the same or a nongovernmental entity influenced by the same. A list of discriminatory jurisdictions is maintained by Commissioner of the New York State Empire State Development Corporation.

### **7.13 Other Requirements [Optional]**

N/A.

## **8.0 CONTRACT DOCUMENTS**

The contract documents consist of the documents listed below.

1. Face Page
2. Signatory Page
3. NYS Standard Terms and Conditions (State of New York Master Contract for Grants)
4. Attachment A-1 (Agency-Specific Terms and Conditions)
5. Attachment A-2 (Federally Funded Grants)
6. Attachment B: Budget and Instructions
7. Attachment C: Work Plan
8. Application Cover Page
9. Non-sectarian/Non-Discrimination
10. Attachment D: Payment and Reporting Schedule

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

[http://www.grantsreform.ny.gov/sites/default/files/docs/nys\\_master\\_contract\\_for\\_grants\\_8\\_14.pdf](http://www.grantsreform.ny.gov/sites/default/files/docs/nys_master_contract_for_grants_8_14.pdf)

## **9.0 GLOSSARY OF OUTCOME-BASED CONTRACTING TERMS**

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

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

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

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

**Organizational Qualifications:** The organizational characteristics and capacity (e.g., agency mission, past accomplishments/experience in serving the target population or in providing similar services to a different population, experience in

collaborating with community agencies needed for program success, key people, and fiscal capability) that are likely to result in successful performance target attainment.

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

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

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

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

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

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

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

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

**Target Population:** Please describe the specific group of people (individuals, families, community members or, in certain instances, the specified personnel or

entity/entities) that are the focus of change, and who will directly interact with the program. In certain instances where the desired outcome is systemic change, an agency as a whole may be considered the target population.

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

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

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

## **10.0 PROGRAM-SPECIFIC REQUIREMENTS AND FORMS**

N/A

## **11.0 List of Attachments**

These attachments are provided for your information and are NOT required to be submitted with your application.

Attachment 1 – Code of Conduct Form (see below)

Attachment 2 – Daily Medical Log (see below)

Attachment 3 – Medication Log (see below)

**New York State**  
**Commission for the Blind**  
**Pre-College Program for Legally Blind Students**  
**CODE OF CONDUCT**

**Attendance:** You are expected to participate in all of the class sessions.

**Punctuality:** You are expected to be on time for all classes, and to return promptly from lunch and scheduled breaks.

**Attention in class:** We assume that you are attending this program because you want to eventually attend and be successful in college. We also recognize that this program will refine your employability skills and help you achieve your life goals. In order to learn you must pay attention to the instructors and actively participate in class discussions. Plan to eat on breaks or at lunch time. Cell phones (for talking or texting) are only allowed in the off position or on vibrate-only. If you receive an emergency call, you must excuse yourself from the group to answer it.

**Responsibility:** We expect you to bring with you to classes any note taking tools that you routinely use, such as electronic note taking devices, pen & paper, laptop, recording devices, and so forth. You are responsible for keeping track of your things and any materials or tools (books, CDs, tapes, pens & paper, recorders, etc.) that we loan you during training. Items that are lost or broken will

have to be replaced and you will be billed accordingly if something you borrow is not returned.

**In addition:**

Respect and courtesy is expected at all times to all staff and fellow students.

Use of drugs and/or alcohol is strictly prohibited for the duration of the program.

Sexual contact with program participants is prohibited for the duration of the program

The pre-college program is geared towards gaining independence and preparing you for the world of work or continuing education. All students are expected to act in a mature and appropriate manner throughout all aspects of this program.

Your signature below indicates that you understand and are willing to abide by these group rules:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (staff)

\_\_\_\_\_  
Date



**ATTACHMENT 3**

**Pre-College Program Medication Log  
(complete for each student who is on medication)**

Participant Name \_\_\_\_\_

Week of \_\_\_\_\_

Medication Information	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Rx Name:</b>							
Dose:							
Quantity Dispensed:							
<b>Rx Name:</b>							
Dose:							
Quantity Dispensed:							
<b>Rx Name:</b>							
Dose:							
Quantity Dispensed:							
<b>Rx Name:</b>							
Dose:							
Quantity Dispensed:							
<b>Rx Name:</b>							
Dose:							
Quantity Dispensed:							