

Responses to Written Questions for RFP # 1004
Workforce Development Demonstration Project

Responses to Questions Received in Writing	
Q1	I am writing to inquire we are an organization in Buffalo who we are certified as DBE, WBE with NYS, NY, PA, and NJ, as well as Erie County office of EEO. We have a question as to would we be eligible to apply. We are a full service adaptive gym in an underserved area and actually are doing these very guidelines and requirements already with in our communities and the Buffalo Public Schools and could very well benefit to train up our future generations with the assistance of this program. Please let me know if this would be possible as a small business in Buffalo, NY to apply.
A1	OCFS is unable to predetermine the eligibility of applicants or the efficacy of any particular business in applying. Please see Section 2.3 Purpose and Funding Availability of the RFP to see examples of agencies encouraged to apply. In addition, eligible bidders must meet all RFP Section 3.1 Minimum Qualifications to bid.
Q2	I would like to request clarification on geographic eligibility. Pages 9-10 do not list any NYC counties or areas. However, on page 6, item 27, there is a mention of considering regional distribution and borough distribution in New York City. Can agencies apply to serve communities in New York City with this funding?
A2	No, this RFP does not provide funding to serve communities in New York City. Item # 27 in Section 1.7 OCFS Reserved Rights refers in general terms to the evaluation of proposals. This specific procurement does not include any New York City boroughs, so only regional distribution would apply to this RFP.
Q3	Does an organization fulfill the academic component of the program requirement if there is a MOA/MOU with a partner organization(s) for youth to earn the GED and/or post-secondary educational opportunities?
A3	Yes, the applicant can fulfill the academic component on its own, or in combination with a partner, if the partner meets all of the requirements as set forth in RFP Section 3.1 Minimum Qualifications regarding certification and years of previous partnership with the proposer. However, a current and separate letter of agreement to partner for this RFP must be submitted with the application.
Q4	Are we eligible for RFP#1004 if we provide occupational skills training, supportive services and post-program job placement and academic tutoring, but refer clients to partnering organizations for the GED course?
A4	Yes, see Answer A3.
Q5	I currently operate a for-profit business that is MWBE, WBE certified with the state and the city of New York. I am also certified with the NYC Department of education under this for-profit business. Can I apply for this RFP under the for-profit business?
A5	No, Section 3.1 Minimum Qualifications states that for-profit entities may not apply, due to funding requirements.
Q6	I have been running my non-profit organization started in 2015 for youth with programs to help with life skills, professional development, and many of the requirements in the RFP; however, I am not certified MWBE under my non-profit organization, can I still apply for this RFP?
A6	Please see Answer A1.
Q7	Can I choose which county I want to work with for this RFP?
A7	Yes, provided you select an eligible location and meet all RFP requirements. Please see section 2.3 of the RFP for a list of eligible localities.

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Q8	Can I choose more than one county to work with such as Westchester and Dutchess County?
A8	Yes, but you must submit separate applications for each eligible location that you propose to serve. Please see section 2.3 Purpose and Funding Availability of the RFP for additional information.
Q9	Can I partner or be used as a subcontractor for this RFP if my non-profit is not MWBE certified, but my for-profit consulting business is MWBE certified?
A9	Please see Answer A1 for information regarding organizations that are eligible to apply for this funding opportunity. Per section 3.1 of the RFP, for-profit organizations are not eligible to apply. Eligible applicants may propose to sub-contract with not-for-profit vendors; for-profit vendors may only be used for evaluation of or ancillary activities related to the administration of a WDDP program. Ancillary services are defined as goods or services necessary to support the provision of direct services being provided to youth. Examples may include, but are not limited to, purchase of supplies, program evaluation services, equipment, youth incentives and staff training.
Q10	1) Will interested parties get a list of primary applicants to contact for subcontracting opportunities? 2) Can you please share my company information with RFP proposers so I might assist with this project's MWBE Goals? We are LtB associates, LLC P.O. Box 1792 Poughkeepsie, NY 12601 Office: 845.345.0647 Website: https://www.ltbassociatesllc.com/ Contact: Tronya Berry, Email: berry@ltbassociatesllc.com
A10	1) No. A list of primary applicants is not available at this time. Once the procurement is approved by the Office of the State Comptroller (OSC), the awardee list will be posted on the OCFS website. 2) OCFS cannot perform outreach for subcontractors. However, such for-profit vendors may only be used for evaluation of or ancillary activities related to the administration of a WDDP program. Ancillary services are defined as goods or services necessary to support the provision of direct services being provided to youth. Examples may include, but are not limited to, purchase of supplies, program evaluation services, equipment, youth incentives and staff training.
Q11	For the initial version of the RFP. We secured letters and completed all required forms. These have December dates. Can we use these for this submission?
A11	No. This is a separate and distinct procurement, and applicants are required to apply anew.
Q12	The RFP reads “Programs must include an evaluation of past performance outcomes for this funding opportunity.” I assume this links to question B2. Will numerical summaries of federal grants be sufficient as long as they show targets? If not, could you explain what you are looking for?
A12	Evaluations uploaded in response to question B2 in the “ Program Specific Questions ” section of your online application as required by Section 5.4 of the RFP must indicate outcomes achieved (e.g. % of enrollees that will successfully complete the program within 2 years) not outputs (such as numbers of youth served, or numbers of hours of training received). It is incumbent upon the proposer to identify the measures that reflect outcomes in whatever is being submitted.

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Q13	The RFP reads “Those who are able to provide an independent/third party evaluation will be given preference?” Does OCFS have requirements for an outside consultant?
A13	For the purposes of this RFP, an independent/third-party evaluator is defined as either an individual evaluation consultant or a firm specializing in program/project evaluation. For more information and examples of identified best practice programs that obtained third party evaluations for at risk youth, please go to the following website: www.crimesolutions.gov .
Q14	The building trades workforce development non-profit I run is physically located in Queens County. We accept students without consideration of residency, however the majority live in the five boroughs of New York City and get placed in jobs in the Greater New York City area. Is our organization a candidate for this grant?
A14	Please see answer A1, A2 and A15. Proposals must serve youth in the target locations outlined in Section 2.3 Purpose and Funding Availability of the RFP in those communities.
Q15	On page 10 of the above referenced RFP the following eligible location for participation in the RFP is mentioned Rockland County - Village of Spring Valley Does that include any and all communities that reside in unincorporated Spring Valley?
A15	WDDP funds awarded under this RFP must only be used for services provided to youth in the targeted counties and locations listed in Section 2.3 Purpose and Funding Availability of this RFP. Priority should be given to youth in the specific location first – the Village of Spring Valley - and then may be expanded to the larger area in the county, for instance, unincorporated Spring Valley.
Q16	On Page 9 of the RFP, where it discusses the 3rd party evaluator, does that cover going forward for this project or reports, etc. from past and current projects?
A16	Evaluations referred to at page 9 are required to determine an applicant’s eligibility for this funding opportunity and therefore the requirement is that applicants provide evaluations of past and current projects. An <i>awardee</i> of funds, however, must collect and report its outcome data for this RFP on its own or through a subcontractor.
Q17	Can any of the designated funds for this RFP can be used in New York City?
A17	See Answer A2.
Q18	Are organizations serving NYC populations eligible to apply under this RFP?
A18	See Answer A2.
Q19	Can the 5% cash match come from private non-government funds?
A19	Yes. The 5% cash match must be private funds from a non-governmental source. Please see section 2.3 Purpose and Funding Availability at page 11 of the RFP for additional information.
Q20	Can we partner with a college or other organization to provide GED courses to participants?
A20	See Answer A3.

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Q21	<p>My name is Tonya Lewter-Gordon and I am the owner of La Vie Development, Inc. (Certified MWBE). Email: tlewter@laviedevelopment.com Telephone: (631) 655-3280. Can you please share my company information with RFP proposers so I might assist with this project's MWBE Goals?</p> <p>LA VIE DEVELOPMENT BRIEF COMPANY SERVICES DESCRIPTION:</p> <ul style="list-style-type: none">• Professional Leadership Training & Coaching• Education and Training Consulting• Workforce Development Training• Educational Curriculum Development & Delivery Services• Business & Corporate Management Consultation Services• Professional Management Development Training• Motivational Speaking• Conference & Trade Show Organizer and Event Planner <p>SERVICES OFFERED FOR THE PROJECT:</p> <ul style="list-style-type: none">• Training Delivery• Educational Curriculum Development• Management & Oversight <p>TRAINING DELIVERY OPTIONS:</p> <ul style="list-style-type: none">• Virtual and Live <p>SERVICE GEOGRAPHICAL AREA: (La Vie Development's Office is located in Long Island, NY) <u>Long Island, NY:</u></p> <ul style="list-style-type: none">• Suffolk County - Town of Islip• Suffolk County- Town of Huntington• Suffolk County - Town of Babylon• Nassau County - Town of Hempstead
A21	<p>Yes and no. OCFS cannot perform outreach on your behalf, but we are including your question in the Q&A Document. Prospective applicants who consult the official posted Q&A document may, at their sole discretion, choose to contact you regarding MWBE subcontracting opportunities. However, such for-profit vendors may only be used for evaluation of or ancillary activities related to the administration of a WDDP program. Ancillary services are defined as goods or services necessary to support the provision of direct services being provided to youth. Examples may include, but are not limited to, purchase of supplies, program evaluation services, equipment, youth incentives and staff training.</p>

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Q22	Section 3.1, page 14: “Have at least three (3) years of experience providing credentialed or registered educational services, including fostering postsecondary opportunities, to high-risk youth.” What are examples of credentialed or registered educational services to high risk youth?
A22	The individuals providing educational services must have the appropriate credentials as required either by the federal entity or state entity in order to be conferring the Test Assessing Secondary Completion (TASC) or the high school degree. The services must be recognized by the field. OCFS is expecting proposers to include any authorizations, certifications, or registrations that demonstrate or document that your organization has the qualifications and is authorized to provide these services.
Q23	Section 5.1, A. Proposed Project Description, question 6a, page 22: (a) Educational program: “Describe the educational program model you are proposing to use and the number of hours per day or week youth will receive educational programming.” What are examples of specific eligible educational program models?
A23	There are no examples of eligible educational program models to accompany this RFP. Applicants are encouraged to develop and propose educational programming that best suits the project they propose to operate.
Q24	Award Information, Page 10: What is the anticipated average grant size for eligible applicants serving one of the locations listed on Long Island?
A24	Candidates should request a level of funding in their proposals that they believe will meet the requirements of the RFP to serve the proposed location. See section 5.2 of the RFP and the Budget Questions in section 5.4 for additional information.
Q25	Question regarding Section 2.3 Required 5% Cash Match: Our organization has operated performance-based contracts with government agencies which, upon achievement of the performance milestones, have resulted in revenue that is treated as unrestricted once all contractual obligations have been fulfilled. For the purpose of RFP #1004, is such revenue eligible to be applied to the cash match requirement, considering that it now is at the discretion of the organization as to where it can be spent?
A25	Yes, since the funds now belong to the organization and are unrestricted in use they can be applied to the match requirement. Refer to Section 3.1 Minimum Qualifications for the match letter requirements.
Q26	Just wanted to clarify that an existing transitional residential program that serves youth who come from the towns/counties identified in the RFP are not eligible for this grant? IF allowable and the transitional residential program is not located in one of the identified towns outlined in the RFP but would serve a cohort of youth who are aging out of foster care from one of the identified towns/counties could they be eligible? For example, a child aging out of foster care from the Town of Islip who is now classified as homeless and is placed in a transitional housing program in Riverhead, is that acceptable? Grant funds would support work readiness and academic program only non-housing or living expenses.

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A26	If this question asks whether an applicant can apply to operate a WDDP residential program in a non-targeted county and youth from the proposed targeted city or town, or the Village of Spring Valley, to be served can attend, the answer is no. The WDDP program is intended to provide youth with the RFP services in the county in which they reside. This proposal is intended for youth and young adults who are residing in their homes in the target community. Youth returning to the target community from a congregate/residential level of care would also be eligible. Youth in residential care are not eligible for this program. However, youth in community-based settings such as foster care, Runaway & Homeless Youth shelters, group homes & independent living programs that are located in the target community are eligible. Applicants must be aware that the funds available under this RFP may not be used to replace any State or Federal funds that are currently funding existing youth workforce development or educational programs run by applicants that fall into the four key components of the WDDP program model.
Q27	1) Is it required that the provider of occupational skills have three years of experience delivering training in the same area as will be offered under the grant? 2) That is, could an occupational skills provider with multiple years of experience, say, in information technology, expand to offer training in building trades under this initiative?
A27	1) Yes, this is a mandatory requirement as stated in section 3.1 of the RFP. 2) No, this would not satisfy the requirements of this RFP.
Q28	If an education provider/school partners with an occupational provider to deliver this program, must they have at least three years of experience partnering on a similar project? Or can a new partnership be formed (for example, an educational entity partner with a building trades apprenticeship program).
A28	If the applicant does not possess the three-year experience requirement in Section 3.1 of the RFP, then the experience of the partner(s) in combination with the applicant must satisfy all Section 3.1 experience requirements, including the three-year partnership requirement.
Q29	As a not-for-profit applicant can we provide the WDDP services to in-school youth who meet the eligibility requirements, if we partner with the public high school to provide the services of our WDDP application?
A29	Youth engaged in traditional education are not eligible.
Q30	On page 10, paragraph 2, it states the max award is \$500,000 over a two-year period. Is the award per individual RFP (town served) or per bidder agency?
A30	The maximum award for the two-year period is up to \$500,000 in OCFS funds per location proposed to be served (does not apply to Long Island) in accordance with Section 2.3 Purpose and Funding Availability.
Q31	Is a 501 c 6 eligible to apply?
A31	See Answer A1.
Q32	When multiple bids are required for budget items, must this be submitted with the application or is this post-award?
A32	The bids are required post award. Please see section 5.2 of the RFP for additional requirements.
Q33	Can the actual applicant have less than 3 years of experience in providing youth workforce development programs if the partners have more than 3 years of experience?

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A33	Yes, as long as the Section 3.1 experience and mandatory eligibility requirements of the RFP are met.
Q34	We have a question about the meaning of the term "alternative education setting" mentioned in paragraph 2.1, page 7 of the RFP. Can "alternative education settings" refer to on-site programs offered by contractors that assist eligible youth with obtaining a high school diploma or state high school equivalency credential? Or does an "alternative education setting" refer to another, specific type of program (e.g. one that provides an educational certificate) and thus require that contractors refer participants to external partners?
A34	The alternative education setting may be on-site provided it meets all other criteria as outlined in the RFP.
Q35	For the \$500,000 in funding over two years available for the City of Newburgh (mentioned in paragraph 2.3 of the RFP), how many youth are providers expected to serve in the two-year period?
A35	There is no set allocation of funds for any specific location. The \$500,000 is a maximum amount that can be awarded per location outside of Long Island. The number of youth that an organization intends to serve will be part of its proposal. Applicants are encouraged to propose to serve as many youths as possible while demonstrating cost-effectiveness in their responses to Work Plan and Budget questions in Section 5.4 of the RFP.
Q36	Section 2.3: If a large city school district has an Office of Accountability organized separately from its program offices, would that Office of Accountability meet the requirements for an independent evaluator, or does an independent evaluator need to be a non-district entity?
A36	This would meet the level of internal evaluation required by the RFP if there are specific performance targets that have been measured, however this scenario does not meet the RFP Section 2.3 independent/third-party evaluation threshold resulting in preference during the evaluation process.
Q37	Sections 5.1 and 5.2: Section 5.1 states that eligible applicants must submit signed letters of agreement with each subcontractor or partner. Under "Contractual/Consultant Services" in Section 5.2 it states that three (3) written bids are required for subcontractor or consultant services (or a justification of reasonableness for cost if unable to get three bids). There is little time between application release and due date to identify project activities, collect three bids for potential partners, and finalize letters of agreement. Are there any alternatives to letters of agreement with every sub-contractor/partner that would meet application requirements?
A37	Section 5.1.A.7 of the RFP requires that applicants include partnership agreements in their Technical Proposal Content/Work Plan which will be scored as part of the technical evaluation. Applicants that do not submit this information will be scored accordingly. The Section 5.2 three bid requirement is a post-award requirement as stated in answer A32.

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Q38	Our organization will use a subcontractor in or to help meet the minimum qualifications and provide some of the required services. We can provide a letter of agreement signed by both parties describing the nature of the services. However, we must conduct a formal RFP procedure in order to select and hired subcontractors to perform services. Therefore, we cannot guarantee that the subcontractor entity for whom we supplied the letter of agreement within our proposal would win our formal RFP procedure. If this situation occurs where a different subcontractor is selected through our RFP process, can we use that winning subcontractor instead of the subcontractor whom we submitted a letter of agreement in our proposal?
A38	No, you would not be able to use the subcontractor selected from your formal RFP procedure as described in this circumstance. Bidders must use the subcontractor(s) they identified with acceptable letters of agreements in their proposal for any potential contract award. If prospective bidders must conduct a formal procedure to select subcontractors to perform services, we recommend that this procedure be conducted and completed to secure subcontractors before you submit your proposals.
Q39	We are planning to submit a proposal in response to this RFP, and are having difficulty locating Minority and Woman Owned Business Enterprise (MWBE) and Service Disabled Veteran Owned Business (SDVOB) certified vendors to partner and/or subcontract with. We intend to make a good faith effort to meet our MWVE and SDVOB utilization goals. How do we locate certified vendors?
A39	A list of NYS MWBE-certified vendors may be found in the NYS Directory of Certified Firms located at https://ny.newnycontracts.com/ . A list of NYS SDVOB-certified vendors may be found in the SDVOB directory located at https://ogs.ny.gov/Veterans/ . We encourage prospective applicants to utilize these databases to locate suitable certified vendors. As noted in section 7.10 of the RFP, it is also permissible to contact the OCFS Contract Compliance Unit with questions regarding MWBE and SDVOB certified vendors at mwbeinfo@ocfs.ny.gov . MWBE's and SDVOB's who would like to provide services as a subcontractor for this award may submit their organization name and contact information to mwbeinfo@ocfs.ny.gov so that it may be provided to applicants seeking assistance to locate MWBE and SDVOB firms. Please include RFP#1004 Workforce Development Demonstration Project in the subject line of the email. However, such for-profit vendors may only be used for evaluation of or ancillary activities related to the administration of a WDDP program. Ancillary services are defined as goods or services necessary to support the provision of direct services being provided to youth. Examples may include, but are not limited to, purchase of supplies, program evaluation services, equipment, youth incentives and staff training.

Responses to Bidder's Conference Questions for RFP # 1004
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Responses to Questions Received During the Bidder's Conference	
Q1	Will this Power Point presentation be available for webinar participants?
A1	Yes, it will be posted in the Grants Gateway, on the OCFS website and in the NYS Contract Reporter.
Q2	What are examples of credentialed or registered educational services to high risk youth?
A2	The individuals providing educational services must have the appropriate credentials as required either by the federal entity or state entity in order to be conferring the Test Assessing Secondary Completion (TASC) or the high school degree. The people providing the educational services must have the appropriate credentials as required either by the federal entity or state entity in order to be inferring the task or the high school degree.
Q3	Does this opportunity exclude NY County?
A3	Yes. Only the locations that are listed in Section 2.3 are eligible to be served.
Q4	Regarding the three-year minimum requirement, are we eligible if we've been offering the training that long but not to the populations in question?
A4	Yes, if the applicant meets all of the Section 3.1 Minimum Qualifications and proposes to serve one of the Section 2.3 locations to be served.
Q5	Can the same entity submit multiple grants proposing partnerships with different collaborators?
A5	Yes, however applicants must submit a separate proposal for each targeted town or city, or the Village of Spring Valley that they propose to serve. Keep in mind all applicants must meet all of the Section 3.1 Minimum Qualifications to bid.
Q6	Can programs operate for one year or must they be 2 years?
A6	The grant is for 2 years. The contract and programming must be for 2 years.
Q7	Does research on program outcomes by a graduate student constitute 3rd party evaluation?
A7	Yes, if the graduate student is working with a professor or research institute in a different organization that specializes in program evaluation. This information would need to be included in the proposal in order to be considered. Omissions in information provided will not be determined in the applicant's favor.
Q8	Please confirm that a public-school district is an eligible applicant.
A8	Yes, a public-school district is an eligible applicant.
Q9	Please explain your definition of community based programs?
A9	Community based programs must be operated by a not-for profit and services must be provided in the communities that are targeted.
Q10	Can we use funds to hire an outside evaluator?
A10	Applicants need to include past evaluations in their technical proposal. During the term of the project contractors need to be collecting and reporting data on the proposed outcome measures and evaluation costs are eligible expenditures. See Section 5.4 E for Budget Section score components.
Q11	Due to audio problems, I miss the first 8 or so minutes of the webinar. When and where will the recorded webinar be posted?
A11	The Webinar slides will be posted on the Grants Gateway, the OCFS website and the NYS Contract Reporter.

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Q12	Signed MOUs are required for partners not receiving funds as sub-contractors?
A12	If subcontractors are used to provide any of the direct program services to youth, Section 5.1.A.7 requires the submission of a letter of agreement with the technical proposal, regardless of whether the subcontractor will receive funds for the services.
Q13	How do you see referral processes to work, from OCFS, school districts, courts?
A13	Section 5.1.A.3 of the RFP requires that applicants describe their approach to identify, recruit and retain the target population they propose to serve.
Q14	Can you include a new partner if you are working with a partner that you have a three-year relationship with?
A14	If the applicant meets the Section 3.1 Minimum Qualification experience requirements either on its' own or in combination with the three-year partner then that is permissible if the new partnership is outside of the Education or Job Training requirements. For example, if you are bringing in a mental health provider and it is a new partnership for support services, you do not need the 3-year relationship, but you will need to submit a letter of agreement with all partners.
Q15	Will proposers be able to utilize previously submitted letters of support and 5% match notarized letters?
A15	No, this is a separate and distinct procurement and letters of agreement and match letters must be re-executed, be specific to this RFP and meet the RFP requirements.
Q16	Is the budget to be developed for one year or two years per line item?
A16	The budget must be for 2 years. If there are costs that you anticipate will come in year 1 or year 2 make sure to identify that in your budget narrative.
Q17	Partnerships between collaborating agencies must exist for a total of 3 years to be considered eligible?
A17	See Answer A14
Q18	Do participants need to be both youth with disabilities and court-involved/at risk of court involved or can it be for youth only with disabilities?
A18	<p>Youth with disabilities (or other youth with one risk factor) may be served if they do not meet the other risk factors identified in the RFP on a very limited basis. Sections 2.1, 5.1, and 5.4 of the RFP has been amended to require that applicants submit programs designed to serve youth ages 16-24 in at least three of the risk categories identified in the RFP. Please note that one of the outcome measurements of the program will be the % of youth enrolled in the program that will have at least 3 of the identified risk factors listed in RFP section 2.1. If the awardee does not meet all of the required performance outcome measurements they propose, they will not be reimbursed their 5% cash match.</p> <p>The amended RFP is available at the following locations:</p> <ul style="list-style-type: none"> • Grants Gateway # CFS01-WDDP-2019 at https://grantsgateway.ny.gov • OCFS Website RFP# 1004 at http://ocfs.ny.gov/main/bcm/rfp.asp • NYS Contract Reporter: https://www.nyscr.ny.gov/agency/adsView.cfm?numID=2051500 <p>In the event of a disparity between the amended RFP and the Grants Gateway, the amended RFP takes precedent. Please note that the amendment to page 39 of the RFP has resulted in a change to Work Plan Question A.6.a. Your response to Question A6 in the “Program Specific Questions” of your online application in the Grants Gateway <u>must</u> address the question as written in the amended RFP.</p>

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Q19	Can the program be in conjunction with an existing OCFS residential program supporting non- reimbursable items such as post-secondary education expenses, mentoring support and pay for success?
A19	This funding is not for residential programs. This proposal is intended for youth and young adults between the ages of 16 and 24 with specific risk factors set forth in Section 2.1 of the RFP who are residing in their homes in the target community. Youth returning to the target community from a congregate/residential level of care would also be eligible. Youth in residential care are not eligible for this program. However, youth in community-based settings such as foster care, Runaway & Homeless Youth shelters, group homes & independent living programs that are located in the target community are eligible. Applicants must be aware that the funds available under this RFP may not be used to replace any State or Federal funds that are currently funding existing youth workforce development or educational programs run by applicants that fall into the four key components of the WDDP program model.
Q20	Would you please detail any/all differences between this RFP and the amended RFP issued on December 18?
A20	No. This is considered a new RFP and is independent of any other solicitation.
Q21	Please clarify if a letter of support is dated December 2018 and is included in the new proposal packet will it be accepted?
A21	No. The match letter and letter of agreement have to evidence that the partnership is specific to this RFP, so the date must be current as of the application. See Section 5.1.A.7 for letter of agreement requirements.
Q22	Does 3-year partnership have to be in services to one of these target populations?
A22	No, the 3-year partnership does not have to be with the target population.
Q23	Do the required credentials need to be nationally recognized or just state recognized and are they certificates or actual credentials.
A23	The credentials must be industry recognized. So, the program cannot create their own credentials or certificate of completion. The industry that the young person is being trained for must recognize that it is an actual credential.
Q24	Does the 3-year partnership requirement for those within the realm of education and workforce development apply to those listed as subcontractors?
A24	Yes.
Q25	Can the program be provided in conjunction with another existing program as long as the students are selected just for the WDDP?
A25	See Answer A19.
Q26	Can funds go for participant wages for work experience?
A26	Yes, it is encouraged.

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Q27	Serving in "home" communities means that youth must be "living" in the town proposed to be served OR that they are living in the town being proposed but can then live in another town where program is taking place during program participation?
A27	If this question asks whether an applicant can apply to operate a WDDP residential program in a non-targeted county and youth from the proposed targeted city or town, or the Village of Spring Valley, to be served can attend, the answer is no. The WDDP program is intended to provide youth with the RFP services in the county in which they reside. This proposal is intended for youth and young adults who are residing in their homes in the target community. Youth returning to the target community from a congregate/residential level of care would also be eligible. Youth in residential care are not eligible for this program. However, youth in community-based settings such as foster care, Runaway & Homeless Youth shelters, group homes & independent living programs that are located in the target community are eligible. Applicants must be aware that the funds available under this RFP may not be used to replace any State or Federal funds that are currently funding existing youth workforce development or educational programs run by applicants that fall into the four key components of the WDDP program model.
Q28	Serving in "home" communities means that youth must be "living" in the town proposed to be served OR that they are living in the town being proposed but can then live in another town upon entrance into the proposed program -- where program agency is located?
A28	See Answer A27.
Q29	Are there requirements for the youth to be work authorized/legal in the US?
A29	Yes. Any youth who is in one of the categories designated under the RFP is eligible. If the applicant is proposing to serve undocumented youth, the applicant must demonstrate the ability to refer such youth to appropriate immigration services, if the youth requires such services.
Q30	Can the evaluation that we have to submit be in the form of a government audit / report from a site visit on a related program?
A30	If you are referring to the Section 5.4, Proposal Content , question B.1, yes, this information may demonstrate past accomplishments that are predictive of your success. If you are referring to question B.2., it would need to be an evaluation of specific performance targets that have been measured in the organization's current programs.
Q31	Even though the RFP is considered new, can the previously submitted proposal be released in the grants gateway portal and resubmitted with modifications?
A31	The proposal must be submitted as if it were a brand-new RFP.
Q32	If you are a nonprofit serving though out Long Island d but the nonprofit is not located in one of those towns are you eligible or does the nonprofit have to be in one of the towns mentioned?
A32	The location of the not-for profit is not critical. The location of the program operations and where the services will be provided is critical. The WDDP program is intended to provide youth with the RFP services in the county in which they reside. Youth may only receive services outside the target locality when those services are not available in the targeted town/city/village/county as documented and justified by the applicant. Youth located in a target locality may not be transported more than 30 miles in order to receive services from a neighboring community. Please see section 2.3 of the RFP for additional information.

Responses to Bidder's Conference Questions for RFP # 1004
Workforce Development Demonstration Project

Q33	Are these questions and answers going to be posted?
A33	Responses to webinar questions will be combined with written questions submitted in compliance with section 1.4 of the RFP and jointly released in a formal Questions and Answers (Q&A) document. The Q&A will be published to the Grants Gateway, NYS Contract Reporter, and OCFS website.



**Office of Children
and Family Services**

Request for Proposals

**Division of Juvenile Justice and Opportunities for Youth
Office of Community Partnerships
Workforce Development Demonstration Project**

February 21, 2019

WDDP Bidders Webinar

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Webinar Objectives

- Introduction of the Workforce Development Demonstration Project (WDDP)
- Program Purpose
- Program Model
- Eligibility Requirements
- Funding Availability
- Performance Outcomes
- Evaluation Process
- Questions and Answers

Timeline Review

Deadline for Submission of Written Questions	2/22/2019 by 4 p.m. EST
Responses to Written Questions Posted in the Grants Gateway (on or about)	3/06/2019
Recommended Deadline to Prequalify in the Grants Gateway	3/08/2019
Deadline for Submission of Proposals	3/15/2019 by 4 p.m. EST
Interviews/Site Visits, (optional) (not earlier than the week of)	Not Applicable
Anticipated Notification of Award (not earlier than)	4/10/2019
Anticipated Contract Start Date (not earlier than)	7/01/2019

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WDDP Purpose

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Introduction of WDDP

- A community-based alternative education/workforce development program
- Integrates project-based learning and occupational skills training
- Prepares disadvantaged youth for long-term career success and opportunities for post-secondary education

Introduction of WDDP

- This program will utilize a Pay for Success (PFS) approach, which is performance-based.
- PFS requires applicants to demonstrate, document, and provide verification of past success delivering the services proposed by the applicant.
- OCFS expects to award up to \$5,500,000 statewide over a two-year period under this RFP.

WDDP Program Purpose

OCFS is prioritizing this approach to work-based learning to provide education and learning opportunities designed specifically for youth 16-24 years old with one or more of the following risk factors:

- Court-involved or at-risk of involvement in the youth or criminal justice system
- Disconnected from positive supports
- Members of high-need communities, in foster care (including youth aging out of foster care), disabled, not receiving positive family support, or a migrant youth
- Not engaged in traditional education and/or employment opportunities
- At-risk of being gang-involved or participating in gangs
- Lacking the skills necessary to obtain education or employment

WDDP Program Purpose

Successful applicants will :

- Have experience providing alternative educational programming and on-the-job training to at-risk youth between the ages of 16-24 with an emphasis on service and leadership development, and
- Provide OCFS with an evaluation or evidence of past performance outcomes.

Note: Those that provide an independent/third party evaluation will be given preference during the evaluation process.

Evaluation or Evidence of Past Performance Outcomes

Organization's most recent **independent/third party evaluation**

OR

Organization's **internal evaluation of specific performance targets** that have been measured in the organization's current programs.

Independent/Third Party Evaluation

An independent/third-party evaluator is defined as either an individual evaluation consultant or a firm specializing in program/project evaluation.

WDDP Key Components

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Key Components

- Academic/Educational Support
- Occupational Skill Training
- Supportive Services
- Post-Program Job Support

Key Components – Academic Support

Successful awardees will be required to:

- Provide an alternative education/workforce development program for youth to obtain a high school diploma or state high school equivalency credential to youth below grade level or who have dropped out; and
- Demonstrate the ability to develop local partnerships that enable youth to pursue post-secondary educational opportunities.

Key Components – Occupational Skills Training

Successful awardees will be required to:

- Provide occupational skill instruction which may include, but is not limited to: building trades, service industries, information technology, healthcare, security, and maintenance;
- Prepare youth to gain access into career pathways and/or further education or training; and
- Provide hands-on training components to demonstrate skill competencies through paid or unpaid internships/apprenticeships.

Key Components – Supportive Services

- Successful awardees will be required to effectively assess and meet each participant's support needs outside of educational and vocational domains such as basic life skills, financial literacy, or managing trauma.
- This may be accomplished through services such as these:
 - Case management
 - Direct support services on site
 - Partnerships with external social services

Key Components – Post-Program Job Support

- Successful awardees will be required, at a minimum, to assist graduating participants to move on to careers, post-secondary institutions and apprenticeships.
- Programs must provide instruction/assistance in each of the following:
 - Completing college applications
 - Searching for online jobs and completing online applications
 - Developing effective interviewing skills
 - Career exploration/guidance
 - Applying for apprenticeship opportunities
 - Conflict resolution

WDDP Eligibility Requirements

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WDDP Eligibility Requirements

Successful awardees must meet these mandatory eligibility criteria:

- Be a not-for-profit organization, charitable foundation, not-for-profit educational institution, or a government entity.
 - The Pay For Success (PFS) budget appropriation funding this opportunity precludes for-profit entities from applying.
 - **For-profit entities may not apply.**
- Have at least three (3) years of experience teaching youth occupational skills in high demand industries either on their own or in combination with the experience of their subcontractor(s) that have worked with the applicant for at least three (3) years.
- Have at least three (3) years of experience providing credentialed or registered educational services, including fostering post-secondary opportunities to high-risk youth either on their own or in combination with the experience of their subcontractor(s) that have worked with the applicant for at least three (3) years .
- Propose to serve one of the eligible counties or sites.
- Provide and document 5% cash match.

WDDP Eligibility Requirements

- This match is a cash contribution from a private funding source to support the total program budget.
 - **Funds must be private funds from a non-governmental source.**
- The documentation must be in the form of a **letter or an agreement** that is **dated and signed before a notary.**

WDDP Eligibility

Of the \$5,500,000 available, OCFS is initially allocating up to \$1,000,000 to eligible applicants proposing to serve the following locations on Long Island:

- Suffolk County - Town of Islip
- Suffolk County - Town of Huntington
- Suffolk County - Town of Babylon
- Nassau County - Town of Hempstead

WDDP Eligibility Requirements

- The remaining funds will be available to eligible applicants proposing to serve the following locations at an initial maximum state award amount of \$500,000 over the two-year project period:

Albany County – City of Albany	Rockland Co. – Village of Spring Valley
Onondaga County – City of Syracuse	Erie County – City of Buffalo
Broome County – City of Binghamton	Schenectady Co. – City of Schenectady
Orange County – City of Newburg	Monroe County – City of Rochester
Orange County – City of Middletown	Westchester County – City of Yonkers
Chautauqua County – City of Jamestown	Westchester County – City of Mt. Vernon
Rensselaer County – City of Troy	Niagara County – City of Niagara Falls
Dutchess County – City of Poughkeepsie	Ulster County – City of Kingston
Oneida County – City of Utica	

WDDP Eligibility Requirements

Agencies that are encouraged to apply include, but are not limited to:

- Faith-based and community organizations
- An entity carrying out activities under the Workforce Investment and Opportunity Act (WIOA)
- An educational institution
- A community action agency
- A state or local housing development agency
- An Indian tribe or other agency primarily serving Native Americans
- A community development corporation
- A state or local youth service conservation corps
- Any other public or private non-profit entity that is eligible to provide education or employment training under a federal program

WDDP Outcome Measures

Proposed Performance Outcome Targets:

- Provide the **percentage being proposed** for each of the outcome targets;

AND

- Describe how the proposed outcome measures are **reasonable and realistic.**

WDDP Evaluation Process

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WDDP Evaluation Process

- All proposals will be reviewed and scored by a select group of OCFS personnel based upon criteria outlined in the RFP.
- Scoring will be based upon the following:
 - Project Description
 - Performance Measures
 - Organizational Experience and Capacity
 - Budget

WDDP 5% Cash Match and 5% Bonus Guidelines

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Mandatory 5% Match

- This match must be a cash contribution, which may be met with a private source/donations or existing organizational funds if the source of those funds are non-governmental.
- In-kind donations do not satisfy the 5% match requirement.
- Awardees who meet all their proposed program performance outcome targets by the end of the contract term will be reimbursed their 5% match.

5% Match Documentation

- The documentation **MUST**:
 - Be in the form of a **letter or agreement**,
 - Be **signed and dated**, and
 - Be **notarized** by a notary public
- The documentation must **indicate**:
 - The funds will be available **during the term of the contract**.
 - The dollar amount of the cash-match funds being contributed, which must be calculated by multiplying the amount of funds being requested from OCFS by 5%.
 - If the signatory to the document is signing on behalf of the donor of funds, then the documentation **must be signed by an individual authorized by law to bind the donor**.
- For applicants that are using their own cash or cash reserves, the letter must be **submitted by the applicant indicating that their entity is using existing funds** and the letter must meet the all the other requirements.

Example of 5% Match Calculation

An applicant seeking an award from OCFS of \$100,000 will require \$5,000 in cash-match funds to support total project expenditures of \$105,000

\$100,000	OCFS Requested Funds
<u>+ \$5,000</u>	<u>5% Cash Match From Applicant</u>
\$105,000	Total Project Cost

Example of 5% Match Calculation If A Bidder Includes Additional Resources

- Some applicants may choose to contribute additional resources to the project, which will increase the Total Project Cost.
- This is allowable, and will not impact the amount of the required 5% cash match.
- **The 5% cash match will still be calculated by multiplying the amount of funding being requested from OCFS by 5%.**

\$100,000	OCFS Requested Funds
+ \$5,000	5% Cash Match From Applicant
+ \$45,000	Additional Funds Contributed by Applicant
<hr/>	
\$150,000	Total Project Cost

Potential Additional 5% Bonus

Contract awardees who exceed all their proposed performance outcome targets at the end of the contract term will be paid an additional 5% of the OCFS awarded funding amount at the end of the contract term.

WDDP Outcome Measure Examples

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Performance Measures

Performance outcomes to be reported on are:

- Program enrollment and completion;
- Academic achievement;
- Skill training;
- Post-program placement, and
- Support services.

WDDP Outcome Measures

Category A	Category B	Category C	Category D	Category E
Program Enrollment Outcome Measurements	Academic Outcome Measurements	Skill Training Outcome Measurements	Post-Program Placement	Support Services
% of youth enrolled in the program that will have at least 3 of the identified risk factors listed in RFP section 2.1	% of youth who will complete the program experience literacy/ numeracy gains	% of youth that will demonstrate basic competency in entry-level occupational skills	% of youth who successfully complete the program that will be placed in paid jobs/ apprenticeships or go on to other higher educational opportunities	% of youth that will be assessed for supportive service needs within 30 days of program enrollment date
% of enrollees that will successfully complete the program within 2 years	% of enrolled youth that will receive a TASC or HS diploma or will be enrolled in post-secondary education	% of enrolled youth will earn an industry recognized certificate	% of youth who have previous justice involvement that will have no arrests while in the program	% of youth that will receive services for needs identified

Applicants are encouraged to propose reasonable goals, as the outcome measurements are a scored component of your application.

Example of Performance Outcome Match

- The performance outcome percentages and contract value included in this example are for **demonstration purposes only**

Contract Awardee: Agency XYZ

\$100,000 OCFS Awarded Funds

\$5,000 5% Cash Match

\$105,000 Total Contract Cost

\$5,000 Potential for Additional 5% Bonus

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Performance outcome targets established at the start of the contract term by Agency XYZ.

Category A	Category B	Category C	Category D	Category E
Program Enrollment Outcome Measurements	Academic Outcome Measurements	Skill Training Outcome Measurements	Post-Program Placement	Support Services
20% of youth enrolled who will have at least 3 of the identified risk factors listed in RFP section 2.1	20% of youth who will complete the program experience literacy/ numeracy gains	20% of youth who will demonstrate basic competency in entry-level occupational skills	20% of youth who will successfully complete the program will be placed in paid jobs/ apprenticeships or go on to other higher educational opportunities	20% of youth who will be assessed for supportive service needs within 30 days of program enrollment date
25% of enrollees who will successfully complete the program within 2 years	25% of enrolled youth who will receive a TASC or HS diploma or will be enrolled in post-secondary education	25% of enrolled youth who will earn an industry recognized certificate	25% of youth who will have previous justice involvement will have no arrests while in the program	25% of youth who will receive services for needs identified

Performance outcome targets achieved by Agency XYZ at the end of the contract term. As a result Agency XYZ will be reimbursed their 5% cash match.

Category A	Category B	Category C	Category D	Category E
Program Enrollment Outcome Measurements	Academic Outcome Measurements	Skill Training Outcome Measurements	Post-Program Placement	Support Services
20% of youth enrolled who will have at least 3 of the identified risk factors listed in RFP section 2.1	20% of youth who will complete the program experience literacy/ numeracy gains	20% of youth who will demonstrate basic competency in entry-level occupational skills	20% of youth who will successfully complete the program will be placed in paid jobs/ apprenticeships or go on to other higher educational opportunities	20% of youth who will be assessed for supportive service needs within 30 days of program enrollment date
25% of enrollees who will successfully complete the program within 2 years	25% of enrolled youth who will receive a TASC or HS diploma or will be enrolled in post-secondary education	25% of enrolled youth who will earn an industry recognized certificate	25% of youth who will have previous justice involvement will have no arrests while in the program	25% of youth who will receive services for needs identified

Agency XYZ **met** some and **exceeded** other performance goals. Agency XYZ will be reimbursed their 5% cash match, but **not** the additional 5% Bonus.

Category A	Category B	Category C	Category D	Category E
Program Enrollment Outcome Measurements	Academic Outcome Measurements	Skill Training Outcome Measurements	Post-Program Placement	Support Services
22% of youth enrolled who will have at least 3 of the identified risk factors listed in RFP section 2.1	20% of youth who will complete the program experience literacy/ numeracy gains	20% of youth who will demonstrate basic competency in entry-level occupational skills	23% of youth who will successfully complete the program will be placed in paid jobs/ apprenticeships or go on to other higher educational opportunities	20% of youth who will be assessed for supportive service needs within 30 days of program enrollment date
25% of enrollees who will successfully complete the program within 2 years	28% of enrolled youth who will receive a TASC or HS diploma or will be enrolled in post-secondary education	25% of enrolled youth who will earn an industry recognized certificate	25% of youth who will have previous justice involvement will have no arrests while in the program	29% of youth who will receive services for needs identified

Agency XYZ exceeded all performance outcome targets by at the end of contract term. Contract awardee will be reimbursed their 5% cash match **and will also be paid the additional 5% bonus.**

Category A	Category B	Category C	Category D	Category E
Program Enrollment Outcome Measurements	Academic Outcome Measurements	Skill Training Outcome Measurements	Post-Program Placement	Support Services
22% of youth enrolled who will have at least 3 of the identified risk factors listed in RFP section 2.1	24% of youth who will complete the program experience literacy/ numeracy gains	24% of youth who will demonstrate basic competency in entry-level occupational skills	23% of youth who will successfully complete the program will be placed in paid jobs/ apprenticeships or go on to other higher educational opportunities	26% of youth who will be assessed for supportive service needs within 30 days of program enrollment date
27% of enrollees who will successfully complete the program within 2 years	28% of enrolled youth who will receive a TASC or HS diploma or will be enrolled in post-secondary education	29% of enrolled youth who will earn an industry recognized certificate	30% of youth who will have previous justice involvement will have no arrests while in the program	29% of youth who will receive services for needs identified

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Additional Items

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Letters of Agreement for Primary Bidder to Subcontract/Partner to Provide Direct Services

Upon notification of award, successful applicants will be expected to execute subcontracts with each subcontractor or partner they proposed in their RFP submission.

Minority and Women Owned Business Enterprise Compliance Information

<https://ocfs.ny.gov/main/bcm/Presentation-MWBE-Understanding-Compliance.pdf>

Timeline Review

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Questions



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