REQUEST FOR PROPOSALS

Consolidated Funding Applications 6.0

Special Populations Training (CFA - SPT)
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I. Funding Opportunity Description

A. Purpose

The purpose of this Consolidated Funding Application for Special Populations Training (CFA-SPT) Request for Proposal (RFP) is to secure the services of eligible organizations that can assist the New York State Department of Labor (NYSDOL) by providing unemployed dislocated workers in special populations, defined in the Workforce Innovation and Opportunity Act (WIOA) as individuals with barriers to employment, with occupational skills training in order to qualify for full-time or part-time employment. For the definition of a dislocated worker and an individual with a barrier to employment, see Definitions of Terms (Attachment 8).

Priority will be given to services that align with significant statewide initiatives as established by Governor Cuomo's Regional Economic Development Councils (REDCs).

Occupational skills training will assist businesses in addressing an insufficient supply of workers with particular occupational skills and credentials. This RFP intends to provide occupational skills training to dislocated workers in special populations seeking employment. Trainings that equip the employees with relevant occupational skills also provide a competitive advantage to the businesses.

B. Background

With the passage of the Workforce Innovation and Opportunity Act (WIOA), the United States Department of Labor (USDOL) began the effort to transform federally funded job training programs across the country to ensure everyone can get the skills and training they need to advance to the middle class.

NYSDOL identified a number of workforce need areas as part of its WIOA 2016-2019 Combined State Plan. The complete document can be viewed in its entirety at http://labor.ny.gov/workforce/swib/swibplan.shtm.

Through the issuance of this CFA-SPT RFP New York State (NYS) continues the work toward its 2019 vision of a unified workforce development system that is regionally coordinated and programmatically seamless, delivering workforce training, business services, and statewide job linkages to all New Yorkers.

To accomplish this, it has set the following as a few of its service delivery strategies:

- Identify and develop training programs that best align with the needs of business and bridge skill gaps of existing job seekers and low skilled workers;
- Prioritize program funding and financial incentives to serve New Yorkers who are basic skills deficient and/or face barriers to employment, including those who need a high school education for employment, training, or postsecondary transition;
- Improve workforce partner outreach to business(es) regarding hiring individuals with disabilities and adults who obtained their HSE diploma or other such credentials in order to meet their workforce needs; and

- Promote program accessibility as a guiding principle system-wide, leverage the experience and ability of programs with a proven record of serving individuals with barriers to employment, and provide financial support of such efforts across the system.

Submitted proposals must directly connect to one or more of the stated NYS strategies for service delivery.

II. Award Information

A. Funding

Under this RFP, up to $1 million in WIOA funding is being made available to provide occupational skills training course(s) that will qualify unemployed dislocated workers in special populations for employment. CFA-SPT awards may not exceed $100,000 per applicant. Local Workforce Development Boards (LWDBs) or for-profit or not-for profit training providers, with two or more employees (or the equivalent of two full-time employees) are eligible to apply for this funding. Occupational skills training course(s) may include career and employability skills development and job placement, job retention, and supportive services, but these cannot be stand alone courses.

Please note that there are three other NYSDOL CFA RFPs: Existing Employee Training (CFA-EET), New Hire Training (CFA-NHT), and Unemployed Worker Training (CFA-UWT). Eligible applicants may apply for funding under one, two, three or all four of these programs. However, the maximum award an eligible applicant may receive is a total award of $100,000, regardless of the number of NYSDOL programs for which it applies. For example, an applicant may apply for $25,000 under each of the four programs, for a total capped award of $100,000, but may not apply for $100,000 under each program. Applicants must draft their requests for NYSDOL funding as a stand alone training program. The proposal must not be based in whole or in part on the assumption that they will receive complementary funding from other CFA programs/agencies.

The number of unemployed dislocated workers in special populations to be trained should be calculated based on the funding request being made of NYSDOL. There is no minimum award amount per trainee under the CFA-SPT.

Applications that request more than $100,000 will be reviewed and scored by NYSDOL. If the application is awardable, NYSDOL will negotiate with the applicant during contract development to reduce project funding and scope to fit within the $100,000 maximum funding amount. Applications unable to remain viable with the reduced funding will not proceed to contract execution. Therefore, it is highly recommended that applicants keep the cost and scope of applications within the $100,000 award amount.

If the applicant reduces the number of individuals to be trained at any time prior to or after an award is issued, the requested level of funding will be proportionately reduced. All awards are subject to funding availability.

B. Use of Funds

The CFA-SPT is intended to fund occupational skills training course(s) for unemployed, dislocated workers, who are seeking employment. To assist trainees in completing the occupational skills training course(s), attaining industry-recognized credentials, if applicable, and entering and retaining

employment, as part of the tuition rate of the occupational skills training course(s), the program also funds additional services including career and employability skills development, and job placement and retention services. These additional services may be part of the occupational skills training course(s) but cannot be funded as stand alone services. CFA funds may also be used to provide supportive services to trainees.

Funds may be used to enlist the services of a training provider to deliver occupational skills training course(s) to dislocated workers. Tuition charges and other fees may not be charged to the dislocated workers served under this CFA-SPT funding opportunity. Trainees cannot contribute to the cost of the training(s).

For those applicants also applying for CFA-EET, CFA- NHT, and/or CFA-UWT funds in addition to CFA-SPT funds under this CFA, funds for two, three, or all four programs cannot be combined to use on the same trainees. For example, an applicant may not use CFA-NHT funds to train a new worker on-the-job and then use CFA-UWT funds to send the same worker to classroom training. Each group of trainees must remain separate and distinct and be trained solely under one NYSDOL CFA program.

1. Allowable Trainings and Costs

Occupational skills training course(s) for this RFP are defined as instruction conducted in a classroom setting, either at an outside institution or at the worksite, designed to provide individuals with, or upgrade them in, the skills required to perform a specific job or group of jobs needed by the business. Trainings or services related to career and employability skills development, and job placement and retention can be funded through this RFP, as part of the tuition rate of the occupational skills training course(s), but not as stand alone training course(s).

Applicants who do not have a published tuition rate may include costs associated with additional trainings and/or services in the calculated tuition rate for each occupational skills training courses. Each program under this RFP may offer multiple occupational skills training course(s) within its individual published tuition rates, if applicable, or calculated non-published tuition rates.

Trainings may take place outside of NYS; however travel and salary costs must be paid by the applicant. Training can also be a distance learning course but the trainee must be located in NYS.

No minimum number of trainees is required and the cost will be reimbursed based on individual trainee attendance, tuition rate, and other allowable itemized budget costs.

All proposed expenditures must be reasonable, necessary and clearly related to the purposes and activities of the training program as described in Program Design (section V.B.2.) of this RFP. During the contracting process, NYSDOL reserves a right to ask for justification of proposed expenditures.

Under this RFP the allowable costs include:

- Costs of occupational skills training course(s) calculated as the tuition rate of each course multiplied by the number of prospective trainees in each course. If an applicant does not have a published tuition rate, review Calculating Non-Published Tuition Rate (section II.B.2.) of this RFP. Also, please see information on calculating the cost of each occupational skills training course under Program Cost (section V.B.4) of this RFP;

- Supportive services to assist in removing barriers faced by dislocated workers to complete occupational skills training course(s) and enter employment. See allowed costs under Supportive Services (section II. B.3.) of this RFP;

- Books or training materials directly associated with the training;

- Credentialing exam fees; and/or

- Software required to deliver the training.

2. Calculating Non-Published Tuition Rate

To calculate the cost of each occupational skills training course, applicants must use a published tuition rate per occupational skills training course, if they have one.

If the applicant does not have a published tuition rate, a non-published tuition rate per course must be calculated. The non-published tuition rate for occupational skills training course(s) may include the cost of admissions, career and employability skills development, and job placement and retention services, which may be provided by the applicant or subcontractors. This non-published tuition rate per occupational skills training course may include some or all of the following items:

- Staff salaries: Annual salaries of staff which must be directly related to the provision of services as outlined in the applicant's program narrative and in accordance with the provisions of this RFP. This may include the cost of training instructor time if training is being provided by in-house staff;

- Fringe Benefits: Social security, workers' compensation, unemployment insurance, disability insurance and any insurance programs the applicant organization provides;

- Contracted Services: Institutions, individuals, or organizations external to the contractor which have entered into an agreement with the contractor to provide any services outlined in or associated with the provision of the training and whose services are to be funded as part of this RFP;

- Travel Expenses: Staff travel costs for the provision of the training;

- Space/Utilities: Real estate rental and utilities costs associated with the provision of the training;

- Other Operating Expenses: Other items not included under any other category, such as supplies, postage, printing/photocopying, and telephones;

- Indirect costs: Costs that are not directly accountable to a particular RFP, contract, program function or activity, but are necessary for the general operation of the organization. Indirect costs may be either fixed or variable and may include administration, personnel and security costs. Some indirect costs may be overhead. **Indirect costs for this funding opportunity will be at the approved federally recognized indirect cost rate negotiated between the applicant and the Federal government, and if no such rate exists, then 10% of the modified total direct costs;** and/or

- Advertising Costs: funds may be used for advertising only as it relates to the recruitment of prospective trainees.

3. Allowable Costs under Supportive Services

This RFP intends to fund supportive services for dislocated workers as supportive services will help remove the barriers they face for successfully completing occupational skills training, achieve industry-recognized credential(s), if applicable, and attain and retain employment. Supportive services that can be funded through this CFA-SPT RFP include:

- Miscellaneous Trainee Expenses/Supportive Services: Expenses such as child and dependent care, housing, and trainee transportation that are directly attributable to trainees that are funded by this contract and not provided by a third party on a referral basis; and/or

- Incentives/Stipends: Incentives and/or stipends for trainees that meet benchmarks while participating in the program.

4. Unallowable Trainings

The following types of trainings do not constitute occupational skills training(s) for this RFP and are not allowed:

- One-on-one training;
- Sales training;
- Human Resources training;
- Basic Safety training, Sexual Harassment training, Diversity training, or Orientation training (the provision of these types of training is the responsibility, and a normal cost of, doing business);
- Training required as part of a federal, state or local government mandate (e.g., OSHA);
- Standalone Microsoft Office applications (e.g., Word, Excel, PowerPoint, etc.) and other basic office software applications (QuickBooks, Adobe, etc.). Note: this refers to stand alone courses in individual applications; it does not refer to larger certifications such as Microsoft Office Specialist;
- English as a Second Language (ESL) training (as a stand alone course); and
- **Any other trainings deemed inappropriate by NYSDOL**, such as training that does not result in a transferable skill, activities determined to be business consulting rather than training (e.g., coaching, reinforcement, etc.) and any other training(s) that do not meet the intent of the RFP.

If an applicant is unsure about unallowable trainings they should consider asking specific questions before the Questions Deadline listed in the RFP Timetable (section IV.E.).

5. Restrictions on the Use of Funds

The CFA-SPT funding will only pay for the costs directly related to the provision of the training. It will not pay for any of the following items:

- The acquisition, construction, or renovation of buildings or other real estate;
- Transportation, lodging, and meal costs for in-house trainers;

- Advertising (except for recruitment efforts);
- Entertainment;
- Equipment;
- Interest costs incurred by provider agencies;
- Costs of organized fund raising;
- Conferences and seminars and/or payment of fees associated with attendance at seminars, conferences, or meetings of professional organizations. Start-up costs, curriculum development, and assessment costs on the part of the contractor;
- Registration fees (those are separate from the tuition rate);
- Payment of fees associated with attendance at seminars, conferences, or meetings of professional organizations; and
- Any other costs deemed inappropriate by NYSDOL.

C. Leveraged Resources

If costs for the training program are shared with other funding sources, the proposal must identify the leveraged resources used to allocate costs among funding sources. Any leveraged funding must be indicated in the CFA portal budget table described in section V.B.4. of this RFP.

Although leveraged funds from the applicant are not required, points will be awarded during the scoring process based on the percentage of leveraged funds being used.

D. Contracts

Contracts will be awarded for a period of up to one year. Applicants must include only the training opportunities that can be reasonably accomplished within a one-year time period. Under extenuating circumstances, limited no-cost contract extensions may be approved at NYSDOL's discretion. The length of the extension is dependent on the original contract duration; however, under no circumstances may the length of the contract plus the extension exceed a total of fifteen months.

The term of the contract will be defined in the Master Contract (Attachment 16), but is expected to begin following award announcements at the REDC's Award Ceremony, which will occur in the late fall of 2016.

Contracts will be paid on a reimbursable payment basis. A grantee must first pay for incurred expenses and then submit a voucher to NYSDOL for reimbursement. Award grantees will be required to provide reports at intervals specified by NYSDOL. Additional details on reimbursements and payments are outlined in Payment (section VI.B.) of this RFP.

In addition, USDOL may conduct an independent evaluation of the outcomes and benefits of CFA-SPT funding. By accepting a CFA-SPT award under this RFP, the applicant agrees to participate in any such evaluation.

E. Contracting Process

In keeping with the Governor's promise to reform the State's grant contracting process, NYS has established a standardized statewide grant contracting system called the Grants Gateway, which is designed to facilitate prompt contracting.

All applicants are required to register in this system. All entities must log-in to the Grants Gateway website at https://grantsgateway.ny.gov and follow the instructions to complete the registration. **The registration form must be signed, notarized and mailed to Gateway Administrators. Plan accordingly to avoid potential delays in applying for upcoming grant opportunities.**

For-profit organizations must register in the Grants Gateway system prior to entering into a contract with NYS.

Not-for-profit organizations must take the additional step of prequalifying by completing a basic profile and storing organizational documents. **Both registration and prequalification must be completed by not-for-profit organizations before the proposal is submitted. Failure to do so will mean that their proposals will not be reviewed.** Not-for-profit organizations will be able to submit their responses online, and, once reviewed and approved by a state agency prequalification specialist, the not-for-profit organization will be able to apply for grants, and all information will be stored in a virtual, secured vault. Not-for-profit organizations will only have to prequalify once every three years, with responsibility to keep their information current throughout the three year period.

For additional information on registration and prequalification, please log on to the Grants Gateway website at https://grantsgateway.ny.gov and/or the Grants Reform website at www.grantsreform.ny.gov.

F. NYSDOL's Responsibilities

NYSDOL will oversee implementation of the contract(s) resulting from this RFP, including regular monitoring of implementation and performance of the contract(s).

Funding for the activities outlined in this RFP will come from WIOA and is subject to State and/or Federal legislative appropriation. NYSDOL staff will ensure accurate and timely reporting of program outcomes as well as Federal evaluation documentation as required by USDOL.

G. Contractor Requirements

By submission of a proposal in response to this solicitation, applicants agree with the Minimum Threshold Requirements (section V.B.1) and all of the terms and conditions set forth in the attachments to this RFP.

Applicants must comply with the Combined Terms and Conditions (Attachment 14), which will be incorporated into the Master Contract (Attachment 16).

III. Eligibility Information

A. Applicant Eligibility

Eligible applicants for the CFA-SPT funding include Local Workforce Development Boards (LWDBs) and for-profit and not-for-profit training providers which:

- Have two or more employees or the equivalent of two full-time employees. Principals of corporations, owners of businesses such as sole proprietors or partners are not considered to be employees for this eligibility requirement. If the applicant has no employees or if the workers are independent contractors, subcontractors or contract employees, they are not eligible. However, if an applicant leases its employees for payroll and tax reporting purposes, and has authority over the hiring, firing and scheduling of workers, they would be eligible for funding consideration.
- Are in good standing regarding: Unemployment Insurance, Worker Adjustment and Retraining Notification Act (WARN), Public Work, Labor Standards, Safety and Health, NYS Department of State Division of Corporations, Workers Compensation Insurance, and Disability Insurance.
- Have partnerships with businesses that commit to interview and consider trainees for employment. The number of trainees cannot exceed the number of potential job openings.
- Agree to serve at least 80% of trainees from one or more special populations.

Consultants, trade organizations and other third party entities are not eligible to apply for CFA-SPT Program funds on behalf of other organizations.

Eligible applicants must attest to Minimum Threshold Requirements as outlined in Evaluation Criteria (section V.B.1) of this RFP.

B. Trainee Eligibility

Trainees must be unemployed, dislocated workers in special populations who are seeking occupational skills training in order to qualify for full-time or part-time employment.

A “Dislocated Worker” is defined as an individual who meets one or more of the following criteria:

- Has been terminated or laid off, or who has received notice of termination or layoff, and is unlikely to return to a previous industry or occupation;
- Has been terminated or laid off, or has received notice of termination or layoff, as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;
- Is eligible for or has exhausted entitlement to unemployment compensation;
- Has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law;
- Was self-employed, but is unemployed as a result of general economic conditions or because of natural disasters;
- Is a displaced homemaker (an individual who has been providing unpaid services to family members in the home and who has been dependent on the income of another family member but is no longer supported by that income); or
- Is the spouse of a member of the Armed Forces on active duty and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member.

For the complete definition of the term Dislocated Worker, see Definitions of Terms (Attachment 8) of this RFP. To determine if a prospective trainee is a dislocated worker, see Determining Dislocated

Workers and Special Populations (Attachment 9) of this RFP. The eligibility of prospective trainees, as dislocated workers must be verified by the Career Centers in NYS, as detailed in Trainee Eligibility Determination and Partnering with Career Centers (section III.C.) of this RFP.

Special populations include individuals with barriers to employment as defined in the Workforce Innovation and Opportunity Act (WIOA), which includes: displaced homemakers, low income individuals, Native Americans, individuals with disabilities (including youth with disabilities and recovering drug addicts), older individuals, individuals currently and formerly involved in justices system, homeless individuals or homeless youth, youth who are in or have aged out of the foster care system, individuals who are English language learners, individuals who have low levels of literacy, individuals facing substantial cultural barriers, migrant and seasonal farm workers, and single parents (including single pregnant women).

In addition, this CFA-SPT funding opportunity recognizes long term unemployed workers (defined as individuals who, at the time the Special Populations training starts, have been unemployed for 20 weeks or more), Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) recipients, and veterans as individuals with barriers to employment.

C. Trainee Eligibility Determination and Partnering with Career Centers

Career Centers in NYS offer a variety of reemployment services to underemployed and unemployed customers. These services include but are not limited to: an initial assessment; job search strategies and assistance; cover letter and resume assistance; interview skills; mock interviews; Job Zone access; referrals for eligible social services; programs for individuals involved in the justice system; immigrant worker programs; assistance to persons with disabilities; and other supports. Services such as comprehensive assessment, career guidance, job search, job matching, career counseling or supportive services may be provided when designed to help participants and to ensure long-term employment.

Partnering with one or more of the WIOA mandated Career Center System Partners may complement the services provided by applicants and enhance benefits available to trainees under this RFP. In addition, applicants providing evidence of partnership with one or more of the mandated partners will receive extra points in scoring. Please see WIOA Partner Contact Information (Attachment 12) for the full list of Career Center System Partners.

In order to ensure compliance with federal requirements, the dislocated worker eligibility of all prospective trainees under this RFP must be confirmed with the Career Centers. Any prospective trainee must be referred to a Career Center to determine his/her dislocated worker eligibility for participation in the CFA occupational skills training course(s). To find your local Career Center please visit: http://www.labor.ny.gov/career-center-locator/.

If applicable, the Career Center will refer the interested and eligible dislocated worker(s) to applicants who receive an award under this RFP. However, applicants are fully responsible for recruiting the trainees for the occupational skills training program.

D. Program Services

Occupational skills training is defined as up to one year of instruction in a classroom setting designed to provide participants with the skills required to be proficient in a specific job needed by a business or group of businesses.

Business engagement in the development of curriculum delivery and implementation ensures improved trainee outcomes and enhances the competitive edge for industry. This can include business representatives as guest speakers and/or co-facilitators of training modules or business mentors strengthening trainee comprehension of the expectations of the workplace through one-on-one interactions.

Applicants will be required to describe their strategies to recruit dislocated workers in special populations, provide employability skills and build awareness of career pathways among trainees, ensure placement of graduating trainees in jobs upon completion of the occupational skills training, offer supportive services to ensure trainee job retention, and show alignment with the WIOA regional plan and evidence partnership with WIOA Career Center System partners.

1. O*NET Codes

The Occupational Information Network (O*NET), found online at http://www.onetonline.org/, is an interactive application for exploring and searching occupations and their distinguishing key features. Applicants should utilize O*NET OnLine to identify the O*NET codes of the positions businesses committed to interview trainees for and enter these codes in Business Commitment (Attachment 2). Details on finding the O*NET code of an occupation is provided in O*NET and Job Zone Code of Occupations (Attachment 10) of this RFP.

O*NET provides a universal classification of more than 900 occupations with key features required by workers, such as: tasks performed, knowledge, abilities, skills, typical education, and work experience. O*NET also provides information on wages and employment prospects of each occupation. O*NET is developed under the sponsorship of the USDOL's Employment and Training Administration, is available at no cost to the user, and is continually updated by surveying a broad range of workers from each occupation.

2. Career Pathway Awareness and Credentials

Occupational skills training may assist in the development of a career ladder or occupational pathway which improves a trainee's skills, often providing an industry-recognized credential to the trainee, while also leading to a long-term career in higher skills occupations.

Credentials are defined as an attestation of qualifications or competence issued to an individual by a third party (such as an educational institution or an industry or occupational certifying organization) with the relevant authority or assumed competence to issue such a credential. A credential is not a certificate of completion for a course**.** Examples of credentials include:

- Educational diplomas and certificates (typically for one academic year or less of study);
- Educational degrees, such as an associate's (2-year) or bachelor's (4-year) degree;
- Occupational licenses (typically, but not always, awarded by state government agencies); and
- Industry-recognized or professional association certifications.

Credentials are generally achieved for skills improvements that are crucial to talent development for businesses and are often portable and transferable across multiple industries. Stackable credentials, which are part of a sequence of credentials that can be accumulated over time, build up an individual's qualifications and help the individual to move along a career pathway or up a career ladder to potentially higher-paying jobs.

By searching an occupation on O*NET OnLine at www.onetonline.org, applicants can find the certifications and credentials that may be industry-recognized or fit the credential definition of this RFP (see Attachment 8, Definitions of Terms).

3. Alignment with WIOA Regional Priorities

Applicants should consider aligning their proposed occupational skills training program with the priorities outlined in WIOA Regional Workforce Plans regarding priority industries and sector strategies. Regional Plans from 2015 may be found at https://labor.ny.gov/workforcenypartners/lwda/regional-plans.shtm.

During scoring, points will be awarded to applicants who detail partnership with one or more of the mandated partners in the Career Center System. For the complete list of partners, see WIOA Partner Contact Information (Attachment 12) to this RFP.

4. Target Geography

NYSDOL will make a determination if the proposed training program is offered in locations of high, medium, or low need counties. Indicators such as adult poverty rates, adult unemployment rates, adult literacy rates, and level of education will be taken into account when making this determination. This funding will promote availability of training programs leading to employment of trainees in distressed communities by providing additional points to counties of high need during scoring.

5. Regional Economic Development Councils

The Regional Economic Development Councils (REDCs) initiative is a transformative approach to State investment and economic development. In 2011, Governor Cuomo established 10 Regional Councils to develop long-term strategic plans for economic growth in their regions. The Councils are public-private partnerships made up of local experts and stakeholders from business, academia, local government, and non-governmental organizations.

The 10 regions are based on existing Empire State Development (ESD) and NYSDOL regional boundaries, which allows for maximum efficiency and the ability to capitalize on existing programs, synergies and relationships. Each REDC considers their region's individual strengths and builds upon existing assets which make them unique in order to develop regional strategies and projects that demonstrate the greatest potential for job creation and economic opportunity.

The REDC initiative uses the CFA as the primary mechanism to fund projects that align with regional and State priorities. NYSDOL and numerous other state agencies and authorities have pooled resources to be made available through the CFA. The REDCs review the NYSDOL RFPs and award up to 20 points based on the project's alignment with the REDC priorities.

Proposed projects that are part of the following significant statewide initiatives will be looked upon favorably:

Downtown Revitalization Initiative

Priority consideration will be given to proposals which demonstrate they will advance downtown revitalization through transformative housing, economic development, transportation and community

projects that will attract and retain residents, visitors and businesses - creating dynamic neighborhoods where tomorrow's workforce will want to live, work, and raise a family.

Opportunity Agenda Related Projects

Each REDC may develop region-wide strategies, or may focus its efforts by designating one or more chronically distressed communities as an "Opportunity Area." Projects seeking to apply CFA funds for the purpose of eliminating barriers to skilled employment by poor people in your region, as identified by the Opportunity Agenda and Strategic Plan, should provide evidence of such in their application.

Global NY Related Projects

The Global NY initiative accomplishes two complementary economic growth objectives: attract international investment and jobs to Upstate New York, and provide New York businesses with the tools and assistance they need to export their products to the global marketplace. Applicants should provide any information that links their project proposals to the Global NY strategies identified by the REDCs.

Veterans' Related Projects

NYS is home to more than 900,000 veterans; 72 percent of whom served in combat. In 2014, the REDCs were asked to create a Veterans Work Group to promote participation by Veterans in the CFA, and develop strategies to encourage other potential CFA applicants to include workforce goals related to Veteran's employment. This is part of a comprehensive approach to improving services to veterans and military families in New York. Applicants should provide any information that links their project proposals to the Veteran's Initiative strategies identified by the REDCs.

NY Rising Related Projects

The NY Rising Community Reconstruction Program is a community driven initiative that empowers localities severely damaged by Superstorm Sandy, Hurricane Irene, or Tropical Storm Lee to develop comprehensive and innovative recovery plans. Projects identified in the NY Rising Community Reconstruction Program recovery plans consist of innovative, transformative projects and actions, and enhance resilience and economic development. For more information, please visit: http://stormrecovery.ny.gov/community-reconstruction-program.

IV. Process for Proposal Submission

A. Questions Concerning this RFP

Applicants may submit questions via electronic mail to CFA@labor.ny.gov. Questions regarding the RFP will be accepted until 4:00 PM on July 19, 2016. No telephone inquiries will be accepted. All inquiries should include the following reference in the Subject line: "CFA-SPT Question". Answers to all questions will be posted on an ongoing basis on the NYSDOL website (http://labor.ny.gov/businessservices/funding.shtm), with the final posting taking place no later than July 22, 2016.

B. Assistance in Completing this RFP

Eligible applicants may speak with a NYS Career Center Business Services Representative (BSR) for technical assistance or support during the development of the proposal. BSRs contact information may be found at the following link: https://www.labor.ny.gov/formsdocs/factsheets/pdfs/p469.pdf.

C. Application Due Date

The completed application with all required attachments must be submitted through the CFA portal no later than 4:00 PM Eastern Standard Time on July 29, 2016. Access to the website will be cut off at that time. Any proposals or unsolicited amendments to proposals received after the due date and time will not be considered in the review process. NYSDOL takes no responsibility for any third party error in the delivery of proposals (e.g., public computer access, internet service provider, etc.).

D. Application Submission Instructions and Format

All fields in the application must be completed in the CFA portal, available online at https://apps.cio.ny.gov/apps/cfa/. The CFA portal provides a single application for state economic development resources from numerous state agencies, and institutionalized the role of the REDCs in identifying priorities for state resources. The CFA has been designed to give economic development project applicants expedited and streamlined access to a combined pool of grant funds and tax credits from dozens of existing programs. The CFA portal is a modern and easy-to-use application that allows businesses and other entities to apply for multiple agency funding sources through a single, web-based application. The CFA portal website also provides resources to help applicants including the application manual, application questions and answers, recorded webinars, and available in-person CFA workshops.

Applications must be marked as "submitted" in the CFA portal in order to be reviewed. No faxed or hard copy proposals will be accepted. If the applicant does not have the technological capability to access, complete and submit the CFA, they may do so at their nearest Career Center (please find the nearest location on the NYSDOL's website at: http://labor.ny.gov/career-center-locator/).

All required documents must be completed and uploaded as attachments to the application on the same day and time as the application (4:00 PM Eastern Standard Time, July, 29, 2016). Please note that uploading blank, incomplete or unsigned attachments to the proposal may render the applicant ineligible for funding consideration.

Required proposal attachments are listed below:

- Business Commitment (Attachment 2)
- Application for Competitively Bid Contract (Attachment 3)
- Vendor Responsibility Applicant Questionnaire (Attachment 4)
- Federal and State Certifications (Attachment 5)
- Equal Employment Opportunity Staffing Plan (Attachment 6)

E. RFP Timetable

- RFP Release Date – May 2, 2016
- Deadline Date for Questions – July 19, 2016
- Deadline Date for Responses to Questions – July 22, 2016
- Proposal Due Date – July 29, 2016, 4:00 PM Eastern Standard Time
- Projected Notification of Awards – Late Fall 2016

V. Proposal Review and Selection

A. Evaluation of Proposals

A complete application, including the budget and all attachments must be submitted via the CFA portal so that NYSDOL can conduct a full and proper evaluation. Failure to answer all questions in the application will jeopardize the applicant's potential for funding. NYSDOL will make an initial eligibility determination on each application received, based on the basic information provided by the applicant. Applications deemed eligible will be scored based on further review and evaluation. Application scores will consist of 60% for program design, 20% for program cost and 20% for REDC alignment. NYSDOL reserves the right to make no awards.

Applications must first meet all minimum threshold requirements (section V.B.1) of this RFP. Upon receipt of all required application components, the CFAs will be evaluated by members of the REDCs and NYSDOL staff. REDCs award points based on the application's alignment with specific REDC priorities while NYSDOL staff score applications based on the Program Design and Program Cost described in Evaluation Criteria (section V.B.) of this RFP.

Program outcomes based on past performance related to retention of employees after the completion of training, their attainment of industry-recognized credentials, and potential wage of the trainees are considered in NYSDOL's scoring determination.

B. Evaluation Criteria

The Evaluation Criteria has three parts: the Minimum Threshold Requirements; the Program Design; and the Program Cost. Each is described below.

1. Minimum Threshold Requirements

Failure to attest to and document minimum threshold requirements will result in an automatic rejection of the application and scoring will not proceed. No points will be awarded for minimum threshold requirements. Applicants must attest to each of the following:

1) It is a LWDB or a training provider;
2) It is in good standing for UI, WARN, Public Work, Labor Standards, Safety and Health, NYS Dept of State Division of Corporations, Workers Comp, and Disability Insurance;
3) It has two (2) or more employees (these employees may work part-time as long as it is year-round) or the equivalent of two (2) full-time employees;
4) No consultant or any other third party has written or contributed wording to the proposal or solicited the applicant, as their customer, to apply for these monies;
5) Have partnerships with businesses that commit to interview and consider trainees for employment. The number of trainees cannot exceed the number of potential job openings;
6) It is responsible for recruiting dislocated workers in special populations as defined in the RFP;
7) At least 80% of trainees must be from one or more special populations;
8) Tuition charges and other fees will not be charged to the trainees served under this training program;

9) It must register in the Grants Gateway system (https://grantsgateway.ny.gov). For-profit organizations must register in the Grants Gateway system prior to entering into a contract with NYS. Not-for-profit organizations must also prequalify in the Grants Gateway system no later than the due date for the submission of applications or the not-for-profit organization's proposal will not be reviewed;

10) Any award will be expended on training to be provided in New York State, that it is the intention of the applicant(s) that the trainees to be trained will continue to work in New York State upon completion of the training, and that the applicant(s) participating in this proposal are headquartered in New York State or have at least one site located in New York State at the time of application;

11) It will comply with New York State labor law and Federal law for the protection of workers; and

12) If awarded, job openings that occur during the contract period will be listed with the NYSDOL Job Bank. To place a job order visit: www.labor.ny.gov/businessservices/services/perm.shtm.

2. Program Design – 60 Points

Applicant must fully answer each part of the questions listed in the CFA portal and submit applicable attachments. In the CFA portal, the applicant should review the "Scoring Tips" provided near each question.

Business/Industry Demand (10 points)

1) In Business Commitment (Attachment 2), provide the following for the dislocated workers to be trained under this proposal:

    - Business name and contact information;
    - Occupational title(s);
    - O*NET code;
    - Number of available positions at the business; and
    - Number of trainees the business has agreed to interview.

    Please see O*NET and Job Zone Information (Attachment 10), for details on obtaining the O*NET Code of each job title. (6 points)

2) Identify the sector or industry cluster to which the trainee(s) will be employed upon completion of the occupational skills training. Points will be awarded to applicants that belong to sectors/clusters identified as priorities in New York State (advanced manufacturing, healthcare, clean energy, construction, and transportation). (4 points)

Target Population/Target Geography (3 points)

3) Indicate one or more special population(s) the training program intends to serve. Please note: at least 80% of trainees in the program must belong to one or more special population(s). See Trainee Eligibility (section III.B.) of this RFP for the complete list of special population(s). (0 points)

4) Has the project been determined to be in an area of "high need" as described in Program Services (section III.C.)? No narrative is requested on this question in the CFA portal and NYSDOL will make this determination. (low need=1 point; medium need=2 points; high need=3 points)

Organizational Capacity/Experience (6 points)

5) Has the applicant recruited dislocated workers in the past? (2 points)
6) How many years has the applicant offered similar occupational skills training and/or service (1 year, 2 years or 3 or more years)? Does the applicant's training program have national accreditation and if yes, provide the name of the accreditation entity? (2 points)
7) What is the applicant's annual revenue? (2 points)

Occupational Skills Training Course(s)/Career Pathway Awareness (18 points)

8) Indicate the exact number of dislocated workers who will be trained under this proposal (no ranges). (0 points)
9) Describe the proposed strategy for recruiting dislocated workers, which may include but is not limited to:
    - Partnering with various local organizations who work with dislocated workers, which may include the local career center(s), for recruitment of prospective trainees;
    - Outreach to dislocated workers at locations where they receive services in the community;
    - Utilizing previous dislocated worker graduates who have had positive outcomes to assist with recruitment efforts; and/or
    - Marketing and promoting accessibility, supportive services, career development, and employability skills, that is provided as part of the training program as applicable to the needs of prospective trainees. (3 points)
10) Provide a brief summary of each occupational skills training course, including:
    - A description of the curriculum;
    - Evidence of business and/or industry recognition of the curriculum with the name of the business/intermediary;
    - A detailed description of the occupational skills to be acquired for each occupational skills training course and how the newly gained occupational skills will fulfill the skill requirement of the businesses who committed to interview the trainees;
    - Information on the duration of training;
    - Training materials to be used by the trainees; and
    - Examinations the trainees must complete as part of the course. (5 points)
11) Are the occupational skills to be acquired by the trainees recognized and transferable, either industry-wide or used across multiple industries? If the skills are used across multiple industries, list those industries. (1 point)
12) Provide the name, description(s), and the authority or third party issuer of the specific industry-recognized credential the trainees will receive at the conclusion of the training. For the definition of industry-recognized credential, see Program Services (section III.D.) of this RFP. (3 points)
13) Describe the proposed strategy for providing employability skills to the trainees, which may include but are not limited to:
    - Training on critical employability skills including: communication in a work setting, time management, working on a team, conflict and anger management, appropriate attire,

personal hygiene, work-life balance, and other relevant topics for dislocated workers and special populations;

- Assessing and providing trainee(s) basic workplace math and literacy instruction;
- Offering opportunities for trainees to experience the work environment through visits to work sites, job shadowing, and guest speakers; and
- Assisting dislocated workers with translation of their existing skills and life experiences into transferable occupational skills. (3 points)

14) Detail how the occupational skills training will build awareness of career pathways among trainees. For the details on career pathways, see Program Services (section III.D.) of this RFP. Strategies may include but are not limited to:

    - Instructing trainees on relevant labor market information such as: wages, work environments, growth prospect, trends in the industry, and industry-recognized credentials/certifications as it is applicable to the positions they are being trained for (applicants may consider finding certifications applicable to the O*NET code of the trainee(s) occupations from www.onetonline.org). Also, assist trainees to understand the salaries necessary to support themselves and their families through the budget tool entitled "Dollars and $ense" located on the CareerZone website (https://www.careerzone.ny.gov/views/careerzone/index.jsf), as well as the Self-Sufficiency Estimator located at https://applications.labor.ny.gov/SEE_Project/; and/or
    - Promoting the exploration of career pathways associated with the occupation and next steps trainees can consider after being placed in their initial position. Next steps may include: stackable credentials, scholarships for further training, apprenticeships, and state and local exams and opportunities. Consider using the Advanced Occupational Search at JobZone (www.jobzone.ny.gov) to explore occupations in multiple career pathway(s). (3 points)

Job Placement and Retention (6 points)

15) Describe the proposed strategies for placing dislocated workers in jobs upon completion of the occupational skills training. Strategies may include but are not limited to:

    - Development and improvement of a work portfolio, including but not limited to: resume, cover letter, work samples, writing samples, appropriate use of social media, and references;
    - Preparation for an interview, which may include: appropriate attire, transferable skills, and mock interviews conducted by business representatives and/or the training program;
    - Facilitation of networking opportunities for trainees, which may involve: program graduates, businesses, other training providers and partners, and job fairs; and/or
    - Job coaching to develop Individual Employment Plans (IEPs) with short and long term goals, action steps, timelines, and work search records of activity in a job search. (3 points)

16) Identify the strategies the applicant will use to offer supportive services to ensure trainees are retained in the occupational skills training and the new job they were placed in upon completion of the training. Strategies may include but are not limited to:

    - Implementing individual or group mentoring strategies, which may include utilizing program graduates and business representatives in training delivery and support groups;

- Providing robust monetary and non-monetary incentives for retention, and strategies related to concrete benchmarks as trainees move through the course (if providing these incentives, include detail on the benchmarks and amount to be paid per benchmark);
- Providing services such as additional training and stipends or remuneration that address the needs of prospective trainees for services such as child care, transportation, and housing (if providing these services, include detail on the services provided). Applicants may consider using the Employability Profile at JobZone- www.jobzone.ny.gov.;
- Establishing a strong and meaningful referral system with partner agencies to ensure supportive services are available to trainees and follow up with agencies and trainees takes place regularly;
- Providing case management of trainees with regular contact (weekly) at the onset of training and employment (in person, phone, social media) and gradually reducing this contact as new hires are acclimated to the job; and/or
- Maintaining regular contact with business after hires are made to assist with any difficulties that may arise during the trainee's transition to the position. (3 points)

Partnerships for Program Delivery (2 points)

17) Describe how the proposed training program shows or plans to create:
    - Alignment of applicant's program with WIOA Regional Plan, in terms of priority industries and sector partnerships. For details see Program Services (section III.D.3.) of this RFP.
    - Partnership(s) with one or more of the mandated Career Center System Partners, if applicable. For the full list of Career Center System Partners, please see WIOA Partner Contact Information (Attachment 12). (2 points)

Leveraged Funding (6 points)

18) In the CFA portal budget table, identify the use, source and dollar amounts of leveraged funding (if any). No narrative is required for this question and NYSDOL will make the calculations for leveraged funds based on the CFA portal budget table provided by the applicant. (Match percentages of 0% to 25% = 0 points; 25.01% to 50% = 2 points; 50.01% to 75% = 4 points; 75.01% and up = 6 points)

Outcomes (9 points)

19) Has the applicant provided a similar occupational skills training program in the past?

    If yes:

    - Provide the percentage of trainees who have attained an industry-recognized credential with similar occupational skills training course(s) in the past. For a definition of industry-recognized credential see Program Services (section III.D.2.) of this RFP. (0% to 25%=0 points; 26% to 50%=1 point; 51% to 75%=2 points; 76% and up=3 points)
    - Provide the percentage of trainees entered in employment for at least a year after completing a similar occupational skills training course(s) in the past. (0% to 50%=0 points; 51% to 70%=1 point; 71% to 90%=2 points; 91% and up=3 points)

    If no:

- Provide the percentage of trainees who will attain an industry-recognized credential after completing the occupational skills training course(s). For a definition of industry-recognized credential see Program Services (section III.D.) of this RFP. (0% to 25%=0 points; 26% to 50%=1 point; 51% to 75%=2 points; 76% and up=3 points)
- Provide the percentage of trainees who will be entered in employment for at least a year after completing the occupational skills training course(s). (Percentages of 0% to 50% = 0 points; 51% to 70% =1 point; 71% to 90% = 2 points; 91% and up = 3 points)

19) Provide the average hourly wage the majority (51% or more) of trainees will receive upon completion of the occupational skills training. ($9.00 to $12.50=1 point; $12.51 to $15.00=2 points; $15.01 and higher=3 points)

3. Regional Economic Development Councils – 20 points

Applicant must fully answer each questions listed in the Regional Economic Development Council section (III.D.4) of this RFP. The REDC will review each application that meets the minimum requirements to determine if it aligns with priorities set for the region. Programs or applications that have alignment with REDC priorities get points based on the degree of alignment:

- Completely aligned = 20 points;
- Significantly aligned = 15 points;
- Somewhat aligned = 10 points;
- Minimally aligned = 5 points; and
- Not aligned = 0 points.

Applicants are encouraged to review their REDC strategic plans to determine the feasibility of aligning project(s) with the REDC's vision for the region. Copies of the strategic plans can be viewed by visiting http://regionalcouncils.ny.gov/, and clicking the "Regional Councils" button.

Most REDCs also have processes to collect project ideas from the community. Applicants may choose to work with REDCs to develop projects in alignment with the regional priorities determined by the REDC.

4. Program Cost – 20 Points

An applicant may receive up to 20 points for the program cost. All allowable costs requested from CFA and leveraged funds must be entered in the CFA portal budget table as described below. For a list of the restricted use of funds, please see Restrictions on the Use of Funds (section II.B.5.) of this RFP.

CFA Portal Budget Table

The CFA budget portal has four columns, as shown in Table 1:

1) In the "Use" column, provide the use for each cost of the program by selecting from the following drop down options, applicable to the applicant's specific training program:
    - Cost of course(s);
    - Total amount of supportive services of the training program;
    - Total costs of books and training materials for all offered courses;

- Credential exam fees for all offered courses; and
- Software to deliver training(s) for all offered courses.

2) In the "Source" column, indicate whether the cost is requested from CFA or are leveraged funds;

3) In the "Amount" column, provide the amount, in dollars, for each item from the "Use" column; and

4) Utilize the "Indicate Source/Comments" column to provide details such as the name of the course, books and materials used, supportive services provided with itemized dollar amounts, and credentialing exam information, if applicable.

Table 1: CFA Portal Budget Table

Use∇ (Drop down)	**Source∇∇** (Drop down)	**Amount**	**Indicate Source/Comments**
More rows can be added to the table by clicking "Add Rows."			

The rows in the CFA budget table allow the applicant to enter the applicable use and source of the cost by using the drop down options as shown in Table 2. More rows can be added to the table by clicking "Add Rows." Use the instructions provided below and the "Scoring Tips" link provided in the portal for assistance in completing the CFA portal budget table.

Table 2: Drop Down Options for the "Use" and "Source" Columns in the CFA Portal Budget Table

∇ (Use Column Drop Down Options)	**∇∇ (Source Column Drop Down Options)**
CFA Course 1 CFA Course 2 CFA Course 3 CFA Course 4 CFA Course 5 Supportive Services Books and Training Materials Credentialing Exam Fees Software to Deliver Training(s)	CFA (Federal) Leveraged

The applicant must note if the specific cost is requested from the CFA or is a leveraged cost. Although not required, additional points are given during the scoring process for leveraged funds as outlined in Evaluation Criteria (section V. B.) of this RFP.

Table 3 is an example of a completed budget table for an application that plans to offer two occupational skills training courses under this RFP. Under this example, for proposed CFA Course 1, the applicant requests $20,000 from the CFA and the remaining $15,000 cost of the course will be leveraged from other funding source(s). For CFA course 2, the applicant requests $16,000 and plans to add $5,000 as leveraged funding. In addition, the total cost of the supportive services, books and training materials, and credentialing exams for both courses are as listed in Table 3. The applicant in this

example will have two rows each for each CFA course; one row for the CFA funding request and one for the leveraged funding amount for each course as shown in Table 3.

Table 3: Example of a Completed CFA Budget Portal Table

Use∇	**Source∇∇**	**Amount**	**Indicate Source/Comments**
CFA Course 1	CFA(Federal)	$20,000	Name of course 1:IT Networking
CFA Course 1	Leveraged	$15,000	Name of course 1:IT Networking, Private donations
CFA Course 2	CFA(Federal)	$16,000	Name of course 2: Project Management
CFA Course 2	Leveraged	$5, 000	Name of course 2: Project Management, County Grant
Supportive Services	CFA(Federal)	$2,200	Transportation with metro cards and bus passes for trainees
Supportive Services	Leveraged	$9,000	Incentives for benchmarks
Books/ Training materials	CFA (Federal)	$3,300	Textbook on Networking and broken computers for trainees to repair during training course
Credentialing exam fees	CFA(Federal)	$2,500	CompTIA Network + certification for Course 1; Certified Associate Project Management for Course 2

Calculating itemized costs for the CFA portal budget table:

1) Calculate the cost of each occupational skills course as the tuition rate of the course multiplied by the number of anticipated trainees in each course. An applicant must use the published tuition rate of the course(s), if available, or a non-published tuition rate for each course as described in Use of Funds (section II.B.) of this RFP.

   For example: Cost of CFA Course 1 = Tuition Rate of Course 1 x Number of Anticipated Trainees in Course 1.

   Within the "Use" column, the applicant must select "CFA Course 1" in two separate rows to provide the portion of the cost of Course 1 it intends to request from this CFA and the portion of the cost that will be leveraged from other source(s). Repeat the process for each additional training course. In the "Source" column, select one drop down for CFA Course 1 as "CFA (Federal)" and the other as "Leveraged." The applicant must also enter the specific cost in dollars in the respective two rows as shown in the Table 3 example. Please note that applicants are not required to provide leveraged funding under this RFP.

2) Once the costs are entered for all courses in the program, enter the total of any other allowable costs as outlined in Use of Funds (section II.B.) of this RFP. This may include separate itemized costs for supportive services, books and materials, credentialing exam fees and software to deliver training for all courses. Similar to the listing of the costs of the course(s), the applicant must enter the amount(s) requested from the CFA and any leveraged funds in separate rows. Table 3 shows the split request from CFA and leveraged funding for Supportive Services. Please note that applicants are not required to provide leveraged funding under this RFP.

3) In the "Indicate Source/Comment" column, describe the details of each item listed in the "Use" column. As identified in the example of the applicant in Table 3, the names of the courses are provided, it is clearly indicated that the supportive services money will be spent on transportation and incentives for trainees, and the applicant provided the specific materials to be used and the name of the credentialing exam(s).

A complete and correct CFA portal budget table will help applicants obtain the most accurate cost score as described in the next section of this RFP.

Cost Score

For scoring purposes, the applications will be subdivided according to the skill level (low, medium, high) of the occupations for which business(es) have committed to interview the trainees. Skill levels will be determined for each occupational title targeted for training based on the Job Zone rank (one through five) assigned to it by O*NET Codes (section III.D.1.). The Job Zone takes into account the education, related experience, and job training required for the job title. Applications will be scored for program cost separately for each skill level.

The cost per trainee of each application will be calculated by dividing the total program cost requested from the CFA (not including any leveraged funding) by the total number of anticipated trainees in the program. One program may have multiple occupational skills courses with individual tuition rates and number of anticipated trainees. Applicants must fully complete the budget table in the CFA portal so an accurate cost per trainee for the program can be calculated by NYSDOL. Applicants without a published tuition rate for the proposed occupational skills training course(s) should calculate a non-published tuition rate as detailed in Use of Funds (section II.B.) of this RFP.

Once a cost per trainee is calculated for each application, cost scores will be calculated as follows, depending on the number of applications received within each skill level group:

- The cost score for a skill level group with less than 10 applications will be calculated using the following formula:

  Cost score = (1 – cost per trainee difference/highest cost per trainee within the applicable skill level group) x 20.

  Where, cost per trainee difference is cost per trainee of the application being scored minus the lowest cost per trainee within the applicable skill level group.

- The cost score for a skill level group with 10 or more applications will be calculated using a statistical normalization method that limits the negative effect on applicants in a comparison pool containing either an extremely low or extremely high cost per trainee application. The normalization method is as follows:

  1) The average cost per trainee of the group and standard deviation (e.g., the distribution of cost per trainee of each application in the group from the average) of costs per trainee of all applications in a skill level group will be calculated.

  2) NYSDOL will subtract the average from the cost per trainee of each application and divide the result by the standard deviation. The result is referred to as the application's "z-score,"

which is the distance (in terms of standard deviations) above or below the average for the skill level group calculated for each application.

3) Once a z-score is calculated for each application within the applicable skill level group, cost scores for the group will be scaled proportionately on a range from 1 – 20 points based on how their z-score compares to those of the entire group. The application with the lowest z-score (e.g., with the cost per trainee furthest below the average) would receive the maximum points for cost, and the application with the highest z-score (e.g., with the cost per trainee furthest above the average) would receive the minimum points for cost.

4) After calculating z-scores for each application in the applicable skill level group, NYSDOL reserves the right to remove applications that have an abnormally low or high cost per trainee (e.g., cost outliers) from the normalization scaling process. Cost outlier applications removed from normalization will automatically receive the maximum (if their cost was abnormally below the mean) or minimum (if their cost was abnormally above the mean) points for cost.

During the cost review process, NYSDOL will not remove any unallowable costs included in the proposal. However, during the award process and contract negotiations, if it is determined unallowable costs were included in the proposal, those costs will not be included in the contract.

C. Method of Selection

Applications must first meet all minimum eligibility requirements outlined in Minimum Threshold Requirements (section V.B.1.) of this RFP.

REDCs will review applications, taking into account the degree to which each application from their respective region helps implement their strategic plan and aligns with regional priorities.

NYSDOL staff will provide cost score as described in Cost Score (section V. B.4) of this RFP and program design score. The program design score is based on the answers to required application questions regarding workforce demand, strategies and implementation, and outcomes as detailed in Program Design (section V.B.2.) of this RFP. A complete response to each question is crucial to ensure full points are awarded. Applicants are advised to use the “scoring tips” provided next to each question in the CFA portal.

The method of selection is based on a point system with the program design portion of NYSDOL’s rating criteria at 60% of the total score and program cost at 20% of the total score. The REDC also awards a maximum of 20 points, accounting for the remaining 20% of the total score. Applications under this RFP are awarded in rank order beginning with the application(s) with the highest total points until the funds allocated to the program are exhausted.

If an application achieves a score that would be awarded, but the costs are not reasonable to NYSDOL and/or the skills are not transferable, NYSDOL reserves the right to reject the proposal.

In the case of tied scores, preference will be given to applications with the highest design evaluation score. If the program design evaluation scores are also tied, the award will be decided by the Deputy Commissioner for Workforce Development.

NYSDOL may award a contract for any or all parts of an application and may negotiate contract terms and conditions to meet agency program requirements consistent with the RFP.

Any unallowable costs will be costs not permitted under the requirements of this RFP.

It is important to note that:

- Ineligible applicants will be disqualified before completing a review;
- Incomplete applications will be disqualified;
- All applicants that are determined not to be responsive or responsible will be disqualified after completing a review;
- Applications that fail to meet requirements will be disqualified; and
- NYSDOL reviews will result in a final score.

All applicants will receive a letter informing them of the decision on their proposal and successful applicants will be contacted by NYSDOL's contract development staff.

VI. Award Administration and Information

A. Award Notices

CFA-SPT RFP awards will be announced at the REDC Award Ceremony to be held in the late fall of 2016. After the ceremony, a REDC Awards Project List will be posted on the REDC website (http://www.regionalcouncils.ny.gov) by region. In addition, applicants will be notified by mail of the decision by NYSDOL on their application. If awarded, the applicant will also be notified of the maximum amount they have been awarded.

Applicants who receive an award must be prepared to enter into contract negotiations immediately, and begin trainings no later than six months from the date of the award letter. NYSDOL reserves the right to rescind the award of any contractor that is unable or unwilling to promptly engage in the contracting process or to begin conducting their trainings within six months of the date of the award letter.

B. Payment

Once a contract has been developed and formally executed, funds will be released on a cost reimbursement basis. A grantee must first pay for incurred expenses and then submit a voucher to NYSDOL for reimbursement. Vouchers must be submitted to NYSDOL on the prescribed forms before payment is made. For cost reimbursements to be approved, certain records must be kept and specific documents submitted. The contractor must provide documentation that the service was provided. This will include attendance records for each training session to document attendance and/or certificates of completion showing the participant completed all required elements of the training. Attendance sheets must include the name and signature of the trainee, signature of the trainer, and date and hours of various training and services components of the program.

Expenditure reimbursement is based on individual participant attendance at occupational skills trainings. If the trainees attend up to and including 50% of the course, the provider will be reimbursed at the pro-rated level of attendance achieved (e.g., individual trainee attends 30% of the course sessions, the reimbursement will be 30% of the tuition rate). For trainee attendance of 51% and above, the provider will be reimbursed for 100% of the individual's tuition rate.

Please be advised that trainings may not begin until after an award is made. This includes the completion of application reviews, due diligence being confirmed, awardees determined and award letters being issued. The earliest start date for any contract resulting from this RFP is the date of the award letter. Any training that begins and/or is paid for prior to the date of the award letter will fall outside the contract period and be ineligible for reimbursement.

Electronic Payments – Payment for invoices submitted by the contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The contractor shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are available at the State Comptrollers website at www.osc.state.ny.us/epay/index.htm, by email at helpdesk@sfs.ny.gov, or by telephone at 855-233-8363. The contractor acknowledges that it will not receive payment on any invoices submitted under this Contract if it does not comply with the State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

C. General Requirements

All proposals and accompanying documentation will become the property of the State of New York and will not be returned. The content of each applicant's proposal will be held in strict confidence during the evaluation process, and no details of the proposal will be discussed outside of the evaluation process. The successful applicant's proposal and portions of the RFP deemed applicable by NYSDOL will be made part of the contract. Therefore, an official authorized to commit the company to a contract must sign the proposal.

D. Buy American Requirements

Applicants should be aware of the requirements of the Workforce Innovation and Opportunity Act (WIOA), Section 502 which provides that none of the funds made available under Title I or II of WIOA or under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) may be expended by an entity unless the entity agrees that in expending the funds the entity will comply with the Buy American Act (41 U.S.C. sections 8301 through 8303). It is the sense of Congress that entities receiving assistance should, in expending the assistance, purchase only American-made equipment and products. See WIOA, Section 502 – Buy American Requirements included in Workforce Innovation and Opportunity Act References (Attachment 13) of this RFP.

E. Federal Executive Orders

Please note that the Federal Workforce Innovation and Opportunity Act funds supporting this initiative are subject to the following federal Executive Orders:

- Executive Order 13333 – This contract may be terminated without penalty, if the contractor or any subcontractor (i) engages in severe forms of trafficking in persons or has procured a commercial sex

act during the period of time that the grant, contract, or cooperative agreement is in effect, or (ii) uses forced labor in the performance of the grant, contract, or cooperative agreement." (22 U.S.C. § 7104(g))

- Executive Order 13513 – Sec. 4. Text Messaging While Driving by Government Contractors, Subcontractors, and Recipients and Sub-recipients. Contractors, subcontractors, and recipients and sub-recipients are encouraged to adopt and enforce policies that ban text messaging while driving a vehicle when performing official Government business or work on behalf of the Government, and to conduct initiatives of the type described in section 3(a) of the Executive Order.

F. Reservation Clauses

NYSDOL, in order to serve the best interests of the State, reserves the right to:

1) Postpone or cancel this RFP upon notification to all applicants.
2) Amend the specifications after their release with appropriate notice to all applicants.
3) Move funding allocated among the programs if one or more of the programs have a shortage (or surplus) of: applicants, quality proposals, and/or funding requests.
4) Remove applications with unreasonable costs from award consideration.
5) Request applicants to present supplemental information clarifying their proposal, either in writing or in formal presentation. Applicants failing to respond to these requests during the time allotted may be eliminated from funding consideration.
6) Waive or modify minor irregularities in proposals received after prior notification to the applicant.
7) Correct any arithmetic errors in any proposal.
8) Reject any and all proposals received in response to this RFP.
9) Contact applicants' references as a check on qualifications.
10) Award contracts to more than one applicant.
11) Negotiate with selected applicant prior to contract award.
12) Rescind the award of any grantee unable or unwilling to begin conducting their training activities immediately following contract execution. No applicant will have any rights against NYSDOL arising from such negotiations.
13) Make any payment contingent upon the submission of specific deliverables.
14) Require that all offers are held open for a period of 120 days unless otherwise expressly provided for in writing.

VII. Attachments

Attachment Number	Document Title	Required for submission?
1	Master List of Existing Employees	Yes for CFA-EET
2	Business Commitment	Yes for CFA-SPT and CFA-UWT
3	Application for Competitively Bid Contract	Yes, with signatures for all four programs
4	Vendor Responsibility – Applicant Questionnaire	Yes, with signatures for all four programs
5	Federal and State Certifications	Yes, with signatures for all four programs
6	Equal Employment Opportunity Staffing Plan	Yes, with signatures for all four programs
7	Standard Clauses for all New York State Contracts	No
8	Definitions of Terms	No
9	Determining Dislocated Workers and Special Populations	No
10	O*NET and Job Zone Information	No
11	Grants Gateway Prequalification Requirement	No
12	WIOA Partner Contact Information	No
13	Workforce Innovation and Opportunity Act References	No
14	Combined Terms and Conditions	No
15	General Information for Successful Bidders	No
16	Master Contract	No
17	Minority and Women-Owned Business Enterprise and Equal Employment Opportunity Participation	No

The four NYSDOL CFA programs are:

- Existing Employee Training Program (EET)
- Special Populations Training Program (SPT)
- Unemployed Worker Training Program (UWT)
- New Hire Training Program (NHT)

Note: This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.