

REQUEST FOR PROPOSALS

**Help Obtaining Meaningful Employment and Education (HOME2)
Program**

BID # V-13

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I. Introduction

A. Purpose of the Request for Proposals

The New York State Department of Labor (NYSDOL) is making funding available to secure the services of an eligible organization to provide intensive and individualized services to homeless young adults (age 18-24) residing in New York City (NYC) with the ultimate goal of employment leading to a self-sufficient lifestyle.

Up to \$500,000 in federal Workforce Innovation and Opportunity Act (WIOA) funding is being made available for this solicitation, subject to state and federal legislative appropriation.

Only one contract will be awarded under this solicitation for a one (1) year period with complete details defined in the contract.

NYSDOL may renew the contract on an annual basis for an amount up to the year-one award, and for up to four (4) additional years depending on contractor performance, the availability of funds, and the approval of the Office of the State Comptroller (OSC).

B. Background

Homelessness continues to be an escalating issue in New York City. According to 2015 data from the Coalition for the Homeless, homelessness in NYC has reached the highest levels since the Great Depression, with more than 60,000 people in the NYC shelter system. This represents a 66% increase from reported data from the previous decade. This count does not include the drastically underreported numbers of unsheltered homeless individuals in NYC.

As cited in a recent paper written by the National Network for Youth (NN4Y), transition-aged young adults between the ages of 18 and 24 are one of the fastest growing homeless populations. While there is very limited public funding dedicated to addressing the unique needs of this homeless young adults population, they face significant challenges, including residential instability, lack of work experience and/or education, lack of self-awareness and personal development, and much higher levels of victimization and exploitation than their non-homeless peers.

While the transition-aged young adults population is diverse, there are some common threads. Many studies have reported that a disproportionate percentage of homeless young adults identify as Lesbian, Gay, Bisexual, Transgender, Questioning or Queer (LGBTQ). According to a survey of about 350 service providers for homeless youth in the U.S., about 40% of homeless youth identify as LGBTQ and face employment discrimination both for being homeless and for their sexual orientation. A lack of family support and even rejection is attributed to being a major contributor to this inordinately high figure. As a result, LGBTQ young adults often require additional counseling and resources to achieve gainful employment and to successfully reintegrate with society.

Evidence shows that homeless young adults are susceptible to having involvement with the criminal justice system. Crimes committed include lifestyle crimes (such as panhandling,

loitering, etc.) and crimes of exploitation including prostitution and labor trafficking. Approximately 60% of homeless young adults are convicted of “quality of life” offenses, which involve loitering, sleeping or camping in public places. Also, homeless young adults are much more likely than their domiciled peers to resort to illegal activities (such as prostitution or selling drugs) to gain access to temporary housing, food, and security.

The lack of stability in the lives of these homeless young adults contributes to a host of societal issues, including an increase in criminal activity, enlarged dependence on and involvement with publicly funded systems (including public assistance, emergency housing, municipal shelter systems, the justice system, etc.), and an ongoing cycle of homelessness that results in this younger homeless population aging into the adult homeless population.

Multiple analyses of this population indicate that early interventions are necessary to prevent homeless young adults from lapsing into chronic homelessness later in life. Housing needs must be addressed as soon as possible to establish a baseline of security for these young adults. This may include rental assistance, housing placements, and possibly family reunification and counseling.

In order for these young adults to achieve a sustainable and self-sufficient lifestyle, it is critical that they are provided with the necessary educational and occupational supports to obtain meaningful, unsubsidized employment. Many of these young adults lack work histories and may have dropped out of school due to housing and other life instabilities. Most are willing to work and are able to do so with appropriate supports, but having a low-wage, entry-level job or a stipend job is not enough to help someone escape homelessness and poverty. Therefore, it is crucial that the grantee awarded under this contract is prepared to connect these young adults to the educational, vocational and social supports they will need to be successful in the job market. These may include preparation for completion of high school or high school equivalency, vocational training, workplace supports such as on-the-job training, and follow-up employment support.

C. Program Description / Eligibility Requirements

The awardee selected under this Request for Proposal (RFP) will help homeless, transition-age young adults gain employment leading to a self-sufficient and independent life. The Help Obtaining Meaningful Employment and Education (HOME2) program resulting from this RFP, from here after will be referred to as “the program.” The awardee will help homeless young adults to stabilize their lives by developing a sustainable career pathway, either through obtaining short-term, pre-vocational skills necessary to become productive employees of jobs that pay more than minimum wage or to successfully pursue and engage in post-secondary education while maintaining self-sufficient living circumstances.

Applicants must be able to offer participating young adults the following: extensive stabilization including housing and support services; work readiness training and credential; work experience opportunities; Test Assessing Secondary Completion (TASC) preparation; career pathway development; vocational training; attaining credentials applicable to in-

demand occupations in NYC area; enrollment into post-secondary education; opportunities to build adult support networks; and most importantly meaningful employment.

The target population is homeless young adults who are¹:18 to 24 years of age;

- out-of-school;
- unemployed; and
- located in NYC.

Note: *Additional points shall be given to applicants that will serve young adults who are LGBTQ. Serving this population is not an eligibility requirement; however, for a breakdown of additional points to be given if applicants propose to serve LGBTQ, refer to Section V.C.3.*

In order to be considered for an award, an applicant must:

- be a duly incorporated, not-for-profit organization authorized to do business in NYS;
- have a demonstrated history of three (3) or more years serving homeless young adults;
- have a physical location in New York City from which services can be delivered;
- provide matched/leveraged funds for housing of young adults; and
- the applicant will comply with New York State Labor Law.

In order to be considered for an award, an applicant must demonstrate that they have partnerships in place that at a minimum:

- can recruit and retain transition-age homeless young adults;
- have linkages with the business community for job development and work experience opportunities; and
- can integrate with other organizations and funding sources, particularly in the area of housing, food, health and other social services, so that young adults can be connected and provided with necessary supportive services.

In keeping with the Governor's promise to reform the State's grant contracting process, New York State has established a standardized statewide grant contracting system called the Grants Gateway, which is designed to facilitate prompt contracting. All not-for-profit organizations must also register with the system and 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 application is submitted. Failure to do so will mean that their applications will not be reviewed.**

¹ For purposes of this RFP, the definition of homeless young adults [from McKinney-Vento Homeless Assistance Act (M-V Section 725(2))] is individuals who lack a fixed, regular, and adequate nighttime residence and includes youths who:

- are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

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 web site at <https://grantsgateway.ny.gov> and see Attachment 13 of this RFP.

D. NYSDOL's Responsibilities

The Division of Employment and Workforce Solutions (DEWS) of NYSDOL will oversee the implementation of the contract resulting from this Request For Proposal (RFP). NYSDOL staff will also maintain contact with contracted parties and monitor progress and performance of the contract. Funding for the activities outlined in this RFP will come from federal funds and is subject to state and federal legislative appropriation.

II. Description of Services Sought

A. Overview

Homeless young adults face significant barriers for maintaining employment and a self-sufficient lifestyle. They:

- are physically, emotionally, psychologically, and socially still developing — they are adults-in-progress with unique strengths and assets
- enter into homelessness with little or no work experience and/or life-skills, such as cooking, self-care, building trusted relationships, and/or money management
- are often forced into leaving their education prior to completion
- experience criminal victimization, including sexual exploitation
- are many times employed and still homeless partly due to a low-wage employment

Homeless young adults need employment and while many businesses might need workers, they might also be wary and unequipped to support employment of the young adults. Business owners may be unaware of the strengths that these young adults will bring to their businesses. The program under this RFP will implement a dual customer approach, serving both young adults and businesses as customers of the program.

To address the unique needs of the participating homeless young adults, the awardee under this RFP must include each of the following components:

1. On-going assessment and goal-setting with participating young adults
2. Stabilization with the help of support services and partners
3. Life-skills training and social activities
4. Career pathways development and planning
5. Work readiness training and credentials
6. Paid or unpaid meaningful work experience opportunities

7. Educational and skill development interventions that lead to enrollment in post-secondary education and/or vocational training for industry-recognized credentials aligned with in-demand occupations in NYC
8. Building and maintaining adult support networks for/with young adult participants
9. Strong support and follow-up services offered to young adults
10. Business engagement, including job development

Section II.B details the required core program components and Section II.D defines the required processes for implementing the core program components.

The program must be tailored to address the needs of individual young adults and their ability to progress towards positive RFP outcomes. The contract awarded under this RFP will be for a period of twelve (12) months, to be negotiated by NYSDOL and the awardee. The 12 months of operation includes young adults receiving follow-up support services for at least a period of two to three months. Some young adults may be receiving follow-up services while others are still receiving direct services. The contract period will be for one year with the option to renew annually for another four years, based on contractor performance, the availability of funds, and the approval of OSC.

The entity selected by NYSDOL through this competitive solicitation process will be responsible for recruiting participants into the program. Programs already serving eligible participants must increase their overall enrollment with funds awarded by NYSDOL, rather than serve existing participants through a co-enrollment process.

Note: *The applicant must have a concrete recruitment strategy and a strong understanding of the number of young adults that will need to be recruited and enrolled to ensure at least 50 participants will be successfully served over the period of 12 months. The program under this RFP must be based on needs and progress of the participating young adults. If the contract is renewed, the contractor may carry over up to 10% of the participants into the new contract period. These 10% participants should meet the program outcomes within 3-6 months of the second year contract.*

B. Required Program Core Components

Finding and retaining self-supporting employment is difficult for homeless young adults who have had limited educational attainment and employment experiences. Most are willing to work and able to do so with appropriate supports, but escaping homelessness and poverty armed with only a low-wage, entry-level or stipend job can be an insurmountable task. The following required core program components must be included in the program model submitted by applicants to ensure long-term economic viability of participating young adults.

Applicants will submit a program model focused on needs of the homeless young adults, using Attachment 11 (Young Adult Program Model from Enrollment to Outcomes) with the required core program components (Section II.B) and program implementation processes (Section II.D) for breaking the cycle of homelessness for the young adults.

1. On-going assessment and goal setting with participating young adults

- a. *Assessment*: The applicant must have a comprehensive assessment strategy to identify the young adult's interests, abilities, goals, needs, career interest and the existence of any barriers/problems to successfully achieve the outcomes of this RFP. The on-going assessments should include, but are not limited to:
- Basic skills level testing to identify the academic level of young adults. Each young adult's basic skills testing results will be included as part of their Individual Service Strategy (see below).
 - Life-skills of the young adult must be pre-tested at enrollment and post-tested anytime during the program period, including the follow-up with the freely available Ansell Casey Life-Skills Assessment (http://www.casey.org/media/CLS_project_PracticeGuide.pdf) and Ansell Casey Homeless Youth Assessment (http://www.casey.org/media/CLS_project_AdditionalAssessments.pdf) that evaluates aspects like maintaining healthy relationships, work and study habits, planning and goal-setting, using community resources, daily living activities, budgeting and paying bills, computer literacy, and permanent connections to caring adults, and needs specific to parenting, homelessness, and the LGBTQ population.
 - Bio-psycho-social assessments or mental health and physical assessments, as required.
- b. *Goal setting with Individual Service Strategy (ISS)*: Each young adult must have a written ISS that contains:
- summary of information gathered in assessments of needs, barriers, protective factors, and strengths for maintaining employment;
 - life-skills, education, and career interests/goals with timeline to achieve them;
 - supportive services they could utilize to sustain a self-sufficient lifestyle by the end of program participation; and
 - steps and strategies to address their needs and barriers to attaining their goals.

Also, the ISS must:

- be developed, discussed and agreed upon with the young adult;
- be a *working document* which will be reviewed and updated at regular intervals throughout the program in order to respond meaningfully to changes in the young adult's skill attainment, career goals or other needs; and
- be followed with in-depth counseling, and follow-up planning.

The Casey Life Skills resource guides in multiple life-skills areas could be used with the young adults to develop goals and identify resources.

Note: One copy of the ISS must be given to the participant and another must be retained in the participant's case file.

2. Stabilization with the help of support services and partners

One goal of this RFP is to minimize the length of stay of young adults in shelters and reduce repeat homeless episodes. Support services, counseling, advocacy and resource identification are critical for young adults to prevent future homelessness, satisfactorily participate in activities to achieve employment skills, and transition into a self-sufficient and stabilized lifestyle. The awardee should develop the following strategies, but not be limited to them:

- a. *Housing first approach:* Participating young adults should be first provided with housing to stabilize their lives, in addition to other needed services. This approach has the benefit of being consistent with what most people experiencing homelessness want and seek help to achieve. Since up to 10% of the award amount is allowed for housing costs, the awardee is expected to show additional housing expenditures as matched/leveraged costs;
- b. *Individual and group counseling:* for anger management, mental health, substance recovery, and assistance with other needed supportive resources, will be essential for stabilization of the young adults;
- c. *Self-sufficient lifestyle benchmarks:* Awardee should help participants to obtain the following benchmarks that include, but are not limited to: housing, correcting possible errors on their rap sheets (if they have criminal histories), health/dental insurance, food stamps and other public assistance as applicable, bank accounts, and documents necessary for employment, such as a driver's license or non-driver ID card, etc.; and
- d. *Network of service agencies:* A network of service agencies dealing with the life needs of participants *must* also be established and maintained to provide services for mental health, substance abuse treatment, housing, legal assistance, and other needed services. The program applicant must ensure access to the necessary resources to address the young adult's barriers to stable housing and employment.

Note: Applicant must submit letters of commitment from the partner agencies that will participate in the network of service agencies. The letter of commitment must include all the services that will be offered to the program participants within reasonable time frames during the program cycle. Also, the awardee will be expected to provide formal Memoranda of Understanding (MOU) with partners during the contracting process.

Even though homeless young adults may lack the education and occupational training/experience to qualify for higher-paying jobs, their urgent need for income and housing often means employment has to come first and longer-term occupational/educational training later. With an appropriate blend of assessment, case

management, employment, training, housing and support services, homeless individuals can secure and retain jobs that contribute to their housing stability. The awardee should align resources by creating partnerships with the entities listed below to ensure that young adults have access to the services necessary to achieve independence as quickly as possible. A partnership is an agreement with a separate organization such as local businesses, local non-profit groups, government agencies, private agencies and faith-based organizations. Examples include, but are not limited to:

- *Housing Programs* – for crisis, emergency, temporary, transitional, stable and permanent housing for the young adults;
- *Local Department of Social Services* – for referrals to health care and mental health care, parenting classes and services, assistance in accessing food stamps, housing assistance, and other services;
- *Businesses* – for employment opportunities, work-experience sites, training, job shadowing, and mentors and other services as described in Section II.B.10 of this RFP.
- *Literacy and education programs* – for young adults to attain industry-recognized credentials, degrees, certificates, and/or entry into registered apprenticeship programs and to prepare low-literacy students for employment in high demand occupations. For example I-BEST Programs (http://www.sbctc.edu/college/e_integratedbasiceducationandskillstraining.aspx) and College Transition Programs;
- *Employment Services and Career Centers* – to provide a direct linkage to the various services available at Career Centers located in the NYC area, including use of the resource room, training opportunities, information pertaining to businesses that may be receptive to hiring young adults. NYSDOL’s Business Services and Labor Market Analysts (<http://www.labor.ny.gov/formsdocs/factsheets/pdfs/p469.pdf>) can assist to reveal in-demand occupations and services for businesses;
- *Educational Institutes* – including but not limited to community and/or 4-year colleges, vocational training agencies, and institutes that prepare young adults for attainment of in-demand credentials and to provide an inventory of financial and academic resources; and
- *Faith Based and Community Based Organizations* – to provide young adults and mentors to provide services for mental health, drug and alcohol treatment, temporary and stable housing, daycare, legal assistance, trauma-informed mental health care, financial and other support services.

The network of service agencies will be critical, not only for providing services to the participating young adults but also as a referral source for those homeless young adults for whom this program is not suitable. The program orientation is the ideal time to

identify the young adults who are not suitable for this program, who should then be referred to other services or agencies.

***Note:** Awardee will maintain a list of partners and agencies with which the program has built connections to offer supportive services to young adults.*

3. Life-skills training and social activities

Young adults will be provided with life-skills training at various stages of the program as a follow-up to previously conducted Ansell Casey Life-Skills and Homeless Youth assessments. Participants must be provided with basic life-skills training, covering topics that include, but are not limited to: financial literacy education (create budget, initiate bank accounts, manage spending, crediting and debt, understand identity theft, etc.); personal hygiene; nutrition and meal planning; computer skills; time management; anger management; mindfulness practices; identity exploration; substance recovery; connecting with a mentor; and building a network of supportive adults.

Young adults will stay engaged in the program if they are offered opportunities to participate in appropriate recreational and social activities. Continual peer support and networks built via social activities help with retention of young adults in the program. Young adults placed in unsubsidized employment and/or education will continue to benefit from the life-skills training and social activities offered with the program to retain their employment and/or education and progress on their career pathway.

4. Career pathways development and planning

Career pathways include a clear sequence of education coursework and/or training credentials and opportunities with a goal of increasing an individual's educational and skills attainment and employment outcomes. The program must have a strong career pathway development component that assists homeless young adults in establishing current, short and long-term career goals which create options for present, near future and long-term employment and education. These career pathways must be developed with the help of NYC labor market information, including and not limited to: employment prospects, wages, training and education required, career ladders, and in-demand skills and duties. A career pathway creates hopes and fosters a vision for a homeless young adult that a low-wage lifestyle will eventually be a thing of the past.

The awardee will assist young adults to develop their career pathway using NYSDOL's career and planning tool - JobZone (www.jobzone.ny.gov), which contains a suite of assessment tools, occupational profiles, career pathways, and employment search gateways and more. The occupational profile includes the number of job openings, required education and skills, wages and other important information about occupations and occupations that belong to the same career pathway. JobZone also notes the occupations that are currently in-demand in the short and long-term at national, state and local levels.

Career development for in-demand occupations must be emphasized. Employment assistance should be available early in the program to help the participating young adults. Providing both housing and employment can be successful strategy for young adults to leave homelessness and even low-wage jobs can be used as a starting point to build motivation to work. The U.S. Department of Labor, NYSDOL, Workforce Development Boards and businesses can provide extensive information on the number of job openings at the national, state and/or local level including the education and skill required for employment as well as in-demand occupations specifically within the NYC area. Such a list of in-demand occupations will help young adults to consciously choose occupations and explore relevant career pathways.

Helping young adults develop career pathways aligned with in-demand occupations ensures they do not expend resources on careers that may not have opportunities in the future or in their locality. In-demand occupations for various geographic areas could be explored with:

- JobZone (<https://www.jobzone.ny.gov>)
- Jobs in Demand Today (<http://labor.ny.gov/stats/lspoj.shtm>) developed by NYSDOL's Division of Research and Statistics
- NYC list of priority occupations (<http://labor.ny.gov/workforcenypartners/lwia/lwia-occs.shtm>) developed by the NYC Local Workforce Investment Board

NYSDOL will train appropriate awardee staff on the use of JobZone, who will in turn assist the young adults to use the career and planning tools to develop their career pathway.

5. Work readiness training and credentials

Young adults must receive work readiness training that will prepare them to obtain one of the following nationally recognized work readiness credentials:

- National Work Readiness Credential
- SkillsUSA Work Force Ready Employability Assessment
- National Career Readiness Certificate WorkKeys (ACT)
- Comprehensive Adult Student Assessment Systems Workforce Skills Certification System

Review a comparison of the above four credentials (<http://www.p12.nysed.gov/specialed/publications/CDOScredential-att5.pdf>) developed by the NYS Department of Education. Grant funds may be used for the vouchers of the credentials.

Work readiness training must include a combination of soft skills (such as teamwork, problem solving, decision-making, punctuality and work ethics), interpersonal skills, and basic academic skills like reading, writing and math. Skills for obtaining employment including résumé writing, job search techniques, and interview skills must be included.

In addition, building transferable skills that help homeless young adults compete in the job market are critical. The work readiness component should be designed so that the participating young adults spend sufficient time in developing workplace skills leading to employment. Completion of this component should provide the young adults with workplace skills that will help them gain, maintain and thrive in their career pathway. The work readiness preparation must also be coordinated with the educational, work-experience and career pathway development components of the program.

Young adults who gain unsubsidized employment in the program should be encouraged to achieve the work readiness credential so they can gain work place skills and strive for better employment and progress on their career pathway.

6. Paid or unpaid meaningful work experience opportunities

The awardee of this RFP must develop and oversee paid or unpaid meaningful work experiences for the participants, who are not ready for unsubsidized employment. The work experience opportunities may include, but are not limited to service-learning projects, internships, and/or community service projects. This work experience should be related to the career pathway, interests, and goals of the young adult participants and provide meaningful work experiences to practice and use their work readiness skills. For paid work experience opportunities, a wage of not less than the minimum wage must be paid. These work experience opportunities should also be designed to:

- expose young adults to the actual skills, competencies, and requirements for their chosen career pathway;
- develop the work history of young adults;
- enhance the ability of young adults to obtain unsubsidized employment;
- promote the development of job retention and transferrable skills;
- provide opportunities for the participants to reflect and analyze the learning from the work experience opportunity; and
- create a work experience site agreement between business and/or organization, awardee, and the young adults.

When relevant, young adults who gain unsubsidized employment early in the program should be encouraged to participate in the program, including work experience opportunities to improve their skills and advance on their career pathway.

If the applicant chooses to implement service-learning activities, they must include five stages of service learning as described in: “Youth Changing the World” toolkit (http://www.gvsd.org/project_toolkits/) for guidance in developing details of service-learning component.

Youth Service America (<http://www.ysa.org/resources>) provides useful information on community service opportunities, as well.

7. Educational and skills development interventions that lead to enrollment in post-secondary education and/or vocational training for credentials aligned with in-demand occupations in NYC

Education can be the key to homeless young adults in obtaining sustainable employment and a stable lifestyle. However, for a myriad of reasons, chief among them being extensive barriers, a homeless young adult may not be motivated to pursue educational options. The applicant must develop strategies to encourage the young adults to pursue education. The awardee shall provide a comprehensive set of interventions to address the varying academic levels of young adults. These educational interventions must be integrated with career and occupational development; they must also provide reasonable accommodations to young adults with disabilities as well as language instruction for individuals who are new learners of the English language.

- a. *Basic skills and high school equivalency education:* The program must include basic skills instruction, remedial education, tutoring, and study skills training. These interventions should be designed to lead to the attainment of the new national high school equivalency exam -- Test Assessing Secondary Completion™ (TASC, www.tasc-test.com) including recognized alternative standards for individuals with disabilities. The TASC assesses five subject areas including - Reading, Writing, Mathematics, Science, and Social Studies - and provides an estimate of the degree to which examinees are ready for college and career. The applicant must develop strategies to motivate young adults to participate in the high school equivalency.
- b. *College or vocational training readiness, enrollment and success:* High school equivalency or diploma may not be sufficient for obtaining, retaining and thriving in self-sufficient employment for young adults. Young adults who are ready and interested in starting post-secondary education, must be helped to succeed at college readiness and placement exams, which are also used to assess the ability to benefit for financial aid purposes. Young adults may benefit from College Transition Programs that are comprehensive, or integrated programs that prepare students to pass college entrance exams but also provide the skills and supports needed to persist in post-secondary study.

A young adult may be more inclined and skilled for vocational training and will need to be provided with appropriate support, training and enrollment help. Additional educational interventions could include counseling young adults on college preparation, selection, enrollment and financial aid support; taking them on visits to local community and four-year colleges; or having guest speakers to provide college related information, etc.

- c. *In-demand credential/certification:* A certification is a credential that young adults may earn to show that they have specific skills or knowledge in an occupation, technology, or industry. Some employers require a certification in order to apply for employment. Many people earn specialty certifications to help them advance in their careers. Earning a certification can give young adults a big advantage in the job

market; it's a key item that employers look for on résumés.

The young adult would benefit most if the credential will help them work towards an occupation that is considered in-demand. For more information on in-demand occupations read Section II.B.4 of the RFP on Career Pathway Development and Planning. Young adults should be helped to achieve stackable credentials, which are part of a sequence of credentials that can be accumulated over time to build up an individual's qualifications and help them to move along a career pathway or up a career ladder to different and potentially higher-paying employment.

Career pathway development, education and vocational training interventions and work-experience opportunities must be integrated to help the young adult achieve their educational and career goals related to current and future work opportunities. Young adults who obtain employment early in the program cycle will benefit by attaining in-demand credentials or further education to gain skills to advance in their career pathway.

The awardee must help participating young adults to obtain credentials/certification to advance on their career pathway. The Certification Finder <http://www.careeronestop.org/EducationTraining/Find/certification-finder.aspx> administered by the U.S. Department of Labor can be used to find out certifications in specific occupations and industries.

8. Building and maintaining adult support networks for/with young adult participants

Encouraging young adults to build positive, stable relationships with caring adults and peers inside and outside the program will help them to maintain a sustainable lifestyle. Multiple aspects of building adult support networks include:

- a. *Staff/participant ratio*: adequate staff-to-participant ratio, including close adult supervision on work experience opportunities and throughout the program;
- b. *Family involvement*: continual involvement of the young adult's family when appropriate. Families play an important role in lives of young adults and they could be potential allies for supporting the young adults. The program should implement best practices in helping families from diverse communities to accept, support, and better understand their young adults;
- c. *Caring adults*: connection with caring adults who will develop and maintain a meaningful relationship with the participants that will help them work toward instilling positive self-esteem, living stable and crime-free lives, and demonstrate examples of positive community involvement. Mentoring can be provided by adults other than program staff and through one-on-one mentoring or group mentoring—several mentors working with a large group of young adults, or one/two mentors working with a small group of young adults; and

- d. *Peer role models*: contact with peer role models to help the young adult participants to understand the benefits of a self-sufficient lifestyle. Young adults who have successfully completed the program and in the follow-up stage could be good role models for the program participants. They might share their personal story and lessons learned, allowing them to further develop as a mentor, leader, and advocate for homeless young adults.

A supporting network of adults will help young adults placed in education and/or employment to participate in other required program core components to further develop their workplace skills and advance on their career pathway.

9. Strong support and follow-up services offered to young adults

Young adults must be provided with follow-up support services for a *minimum* of two to three months after the set goals in the continually updated Individual Service Strategy are attained. The problems of the young adults do not suddenly disappear upon entering the workplace or securing housing. Even after job placement, many young adults need support services and an objective, informed person to guide them. Follow-up also includes providing opportunities and required program components to troubleshoot problems (before they become bigger problems) and help ensure that the young adult is successful in establishing and/or maintaining their self-sufficient lifestyle and reduce the risks of their returning to homelessness. These follow-up activities may include opportunities other than required core components but are not limited to leadership development, support services, work-related peer support groups, mentoring, and community service.

The transition into employment and/or education could be difficult for young adults. The support and follow-up during this transition period will help them retain the employment and/or the motivation and ability to stay in school. A critical role of the awardee is to broker or liaison between young adults, businesses and/or educational institutes. An added benefit of long-term follow-up services is that the awardee is better able to track the success of their services.

10. Business engagement, including job development

The applicant must apply the dual customer approach, where both young adults and businesses are customers of the program. The program should meet the needs of the business and young adults by utilizing strategies that address both supply and demand sides of workforce challenges.

The awardee will prepare young adults to build relationships with the business world and use employment as a tool for stabilizing their lives. Homeless young adults identify themselves as wanting to work, thus it can be valuable to be able to make what is called a “standing offer of work.”

To be able to provide flexible, part-time/full-time jobs that give young adults an early opportunity to try work and use employment as a tool for stabilization, the awardee of the grant must implement a comprehensive business engagement strategy to form on-going partnerships with businesses. The business engagement strategy must include:

- options for businesses to engage with the program on a level that meets their needs. Not all young adults are ready for employment and similarly, not all businesses can quickly put young adults to work. Therefore, businesses must be provided with multiple options to engage in the program. Examples include, but are not limited to: job shadowing, mentoring, input in training, mock interviews, career coaching, internships, and input on work readiness training;
- interfacing with businesses on topics including in-demand occupations and credentials;
- services for businesses which may include, but are not limited to: connecting them with HR services offered by NYSDOL (<http://www.labor.ny.gov/formsdocs/factsheets/pdfs/p469.pdf>), providing them resources/tools to support the employed young adults (Grads of Life has tools for business to support young adults (<http://gradsoflife.org/>), business peer networks with breakfast seminars or online forums;
- on-going support, including troubleshooting issues, after the young adult is employed with the business; and
- business retention activities, including but not limited to: appreciation events, seminars, professional development, and opportunities to network and contribute.

The Resource Guide for Engaging Employers

<http://www2.illinoisworknet.com/DownloadPrint/A-Resource-Guide-to-Employer-Engagement-011315.pdf>) provides strategies and aspects of business engagement suggested for use by the awardee.

The applicant will submit a comprehensive business engagement strategy with indicators of success that depict movement of a business from one level of engagement to the next, using the Business Engagement Model in Attachment 11. Applicants must have a strong understanding of the number of businesses they will need to outreach and engage with the program to connect young adults with employment, work experience and education opportunities. Applicants will need to engage businesses and educational institutes (colleges, educational entities for vocational trainings and in-demand credentials) from a variety of industry sectors to ensure that the opportunities are aligned with the career interests of young adults while also maintaining alignment with in-demand credentials.

Note: Awardee will maintain a list of businesses and educational institutes with which the program has built connections for the young adults.

C. Program Outcomes

Multiple performance outcomes listed below support the ultimate goal of this RFP, which is that the attainment and retention of unsubsidized employment is a priority tool for stabilization of participants and ending homelessness. It is at NYSDOL's discretion to revise any of the performance goals as required; for example, employment and housing retention may be included in performance outcomes if the contract is renewed for additional years. The awardee will maintain appropriate documents as proof of attainment of performance outcomes.

Note: NYSDOL will monitor the outcomes and program activities on a continual basis; however, a final evaluation of awardee performance outcomes will be conducted during the 11th month of the contract period, at which time a decision will be made by NYSDOL to renew (or not to renew) the contract for another year. The awardee should maintain proof of achievement of outcomes in the participant folders for six years.

Performance Outcome	Performance Goal	Definition of Performance Outcome
Housing and Stabilization		
Obtain housing	80%	<ul style="list-style-type: none"> Obtain housing, which may include emergency shelters and other types of housing, within 1-2 weeks of enrollment Awardee will maintain appropriate documentation for proof
In stable housing at the last day of service	75%	<ul style="list-style-type: none"> The <i>stable</i> housing could be a combination of temporary or transitional housing, permanent supportive housing, and/or permanent housing Last day of service is when the youth has achieved the planned goals of continually updated Individual Service Strategy
In stable housing at 11 th month of the program cycle	50%	<ul style="list-style-type: none"> The program final evaluation will be done in the 11th month of the program cycle
Improvement on Assessments	75%	<ul style="list-style-type: none"> Improvement on Life Skills and Homeless Youth Ansell Casey Assessments in a minimum of 8 areas out of 15 areas Post-test assessment could be done any time during program or follow-up period
Career Pathways Development and Work Readiness		
Complete a Career Pathway	80%	<ul style="list-style-type: none"> Career Pathway constitutes specific modules of JobZone (www.jobzone.ny.gov) as specified by NYSDOL
Attain work readiness credential	60%	<ul style="list-style-type: none"> One of the four nationally recognized work readiness credentials mentioned in the RFP

Performance Outcome	Performance Goal	Definition of Performance Outcome
Complete a meaningful work experience opportunity	40%	<ul style="list-style-type: none"> • Paid or unpaid and not limited to internship, service-learning, and/or community service projects • For sufficient time that allows the young adult to practice and build workplace skills described in the RFP • Related to the career pathway of the young adult
Employment, Education, and Credential Attainment		
Obtain high school equivalency (HSE)	50% of participants who do not have HSE	<ul style="list-style-type: none"> • Attainment of Test Assessing Secondary Completion (TASC) • Maintain letter of achievement in the participant folders
Receive industry-recognized credentials	30%	<ul style="list-style-type: none"> • Preferably for in-demand occupations as seen in JobZone www.jobzone.ny.gov • Industry recognized credentials and certifications can be determined through communication with your business partners and also by using the Certification Finder (http://www.careeronestop.org/toolkit/training/find-certifications.aspx) developed by USDOL. • Maintain copies of the credential in the participant folders.
Enter unsubsidized employment, post-secondary education and/or vocational training	80%	<ul style="list-style-type: none"> • Awardee must maintain appropriate documents for proof, for example pay stubs, admissions letter or tuition bills.
In unsubsidized employment, post-secondary education and/or vocational training	20%, 40%, 60% and 80% of participating young adults in quarter one, two, three and four of the program	<ul style="list-style-type: none"> • Awardee must maintain appropriate documents for proof, for example pay stubs, admissions letter or tuition bills • Includes 2-3 month required follow-up period

Below are examples of stabilization benchmarks that may be monitored by NYSDOL throughout the program for young adults who:

- receive health/dental insurance
- obtain driver's or non-drivers ID
- open a bank account
- connect with a mentor
- receive mental health counseling
- improve or maintain academic performance
- enroll and progress in substance abuse rehabilitation

- use support services of partners or referral agencies
- RAP sheet assistance
- sign up for SNAP and other public assistance
- Enter self-sufficient wage employment defined by the Self-sufficiency Employment Estimator at [\(https://applications.labor.state.ny.net/SEE_Project/\)](https://applications.labor.state.ny.net/SEE_Project/)

D. Required Program Implementation Processes

Positive Youth Development (PYD) is based on research suggesting that certain protective factors or positive influences can help young adults succeed and keep them from having problems that hinder the maintenance of a self-sufficient lifestyle. PYD focuses on young adults' strengths and personal goals, guiding them to make healthy choices, and helping them build confidence. More information on PYD could be found at:

- Five areas of Youth Development and Leadership (<http://www.ncwd-youth.info/youth-development>)
- Family and Youth Services Bureau (<http://www.acf.hhs.gov/programs/fysb/positive-youth-development>)
- ACT for Youth (http://www.actforyouth.net/youth_development/development)
- Search Institute's 40 developmental assets (<http://www.search-institute.org/content/40-developmental-assets-adolescents-ages-12-18>)

The following aspects of the PYD principles must be included in the program design, but are not limited to:

1. *Young adult recruitment and program marketing*

The awardee will be responsible for marketing the program and recruiting the homeless young adults. The applicant must have a concrete recruitment strategy and a strong understanding of the number of young adults that will need to be recruited and enrolled to ensure at least 50 participants will be served over the period of 12 months. The marketing and recruitment strategy must include, but is not limited to:

- regular and scheduled use of social media;
- endorsement from young adults by seeking their input and advice for program improvement and implementation;
- strategy for partnering with other agencies;
- a clear and youth-friendly approach so that young adults understand the level of commitment expected from the program along with benefits/incentives they will receive;
- an evaluation of the commitment level of young adults and their motivation to participate. Young adults who do not need intensive services offered via this program could be referred to other programs and should not be enrolled into the program under this RFP;
- sufficient and continual recruitment in consideration with attrition of enrolled participations; and

- orientation for sufficient time so that young adults will get the opportunity to experience the program and decide if the program is a right fit for them.

Programs already serving eligible participants must increase their overall enrollment with funds awarded by NYSDOL, rather than serve existing participants through a co-enrollment process.

Note: *The program under this RFP must be based on the needs and progress of the participating young adults. If the contract is renewed, the contractor may carry over up to 10% of participants into the new contract period. These 10% of the participants should meet the program outcomes within 3-6 months of the second year contract.*

2. Hours of attendance

Each young adult is required to participate in applicable program activities and components at a minimum of 25 hours per week. Hours of attendance can include both paid and unpaid activities. The extensive hours of attendance requirement is to ensure that the young adults develop the skills required to maintain a self-sufficient lifestyle and do not remain dependent on institutions or the shelter system. To achieve the required hours per week of participation, activities may also take place on Saturdays and holidays. The awardee, its partners and/or subcontractors will be expected to keep hard-copy files that track hours for each participant.

3. Young adults retention strategy

Homeless young adults may not be easy to engage in a 10-12 month program. They might be interested in fulfilling their immediate needs instead of building workplace skills, advancing in education and/or developing a career pathway that helps them build a sustainable lifestyle. The applicant must develop a robust retention strategy to support the young adults and make sure that they stay on the path to success. The retention strategy must include:

- a. *Structured stipends and incentives:* the applicant should plan on paying stipends and offering incentives to participants. Stipends are paid to the young adult for participation in various components/activities and cannot exceed the federal or state minimum wage, whichever one is higher. Each incentive awarded must have a clear connection with achieving or completing specific activities, attendance, benchmarks or goals by the young adults.

Along with offering things, materials or money as incentives, the awardee should also offer opportunities, experiences, and access to coveted services to create a well thoughtout and comprehensive incentive structure. For example, if a popular business has asked for 10 résumés for a coveted internship then a program coordinator may use this internship opportunity as an incentive if the young adults have completed certain activities. Timebanking (<http://www.mitimebanks.org/wp-content/uploads/2011/12/mbm-publication-2012-final-pdf-cysr-June-2012.pdf>) with individual to organization or individual to individual structure can also be successfully used to create an incentive structure for the program. A holistic

structure of stipends and incentives that will be used must be described in the proposal;

- b. *Social media*: Use of social media engages young adults and helps them stay connected with the program. For example a closed group on Facebook could have continual job postings, work readiness related news, photos, and videos that keep the young adults involved. Applicants must describe how they will use social media to engage the enrolled participants and how it will be implemented;
- c. *Recreational and social activities*: Young adults stay more engaged in programs due to their peers and the social opportunities created in the program. Skills like responsiveness, flexibility, empathy & caring, communication skills, a sense of humor, self-discipline, assertiveness and the ability to ask for support could be developed with purposeful social activities for young adults. Social and recreational activities support the developmental needs of young adults and help bring about the work-life balance required for a sustainable lifestyle;
- d. *Voice and input of young adults*: Young adults can and should assume meaningful roles in research, planning, training, and recruitment for the program. Soliciting input and advice from young adults for program planning and implementation makes the program more applicable to the needs and interests of the young adults and also allows young adults to feel more connected with the program. The number one influence on young adults is their peers and incorporating the young adult's input into the programming provides and validates the program with a stamp of approval from a trusted source.

Young adults can and should work with adults to craft solutions to the challenges they individually face as well as the challenge that the program encounters. This involvement can also provide youth and adults with an opportunity to build relationships that can assist in identifying and resolving common problems and building a community of support. Such meaningful inclusion of advice and input of young adults also teaches them workplace skills related to decision making, seeking and providing support, problem solving, being creative and much more;

- e. *Cultural competence*: African-American, Hispanic/Latino, Native American, and LGBTQ young adults are overrepresented in the homeless young adult population. A strategy must be developed to provide inclusive, culturally competent and responsive services to all homeless young adults to stabilize their lives. Culture not only includes ethnic culture, but also geographic and youth culture, including but not limited to positive music, art, theater, performing arts, and sports activities. The applicant should incorporate appropriate youth, local and ethnic culturally responsive services in the program;
- f. *Trauma-informed care*: Providing services appropriate for young adults who have experienced abuse in their homes and/or trauma on the streets; and
- g. *Flexibility and focus on individual young adults' needs*: Creating a program of services to fit each young adult's individual needs and adapting as their needs

change over time; tolerating mistakes and encouraging youth to learn from their missteps within the safety of the program. Young adults in the program will be at different levels of readiness and motivation to develop a self-sufficient lifestyle. The program could be offered in stages in which a young adult may progress at their own pace, addressing the needs, goals, abilities, skills and interests of the young adults. Attachment 11, Young Adult Program Model from Enrollment to Outcomes, provides a framework that the applicant must submit with the proposal.

E. Reporting Requirements

NYSDOL's One-Stop Operating System (OSOS) will be used to record basic participant information as well as to track the provision of required services. OSOS is a web-based job matching, case management, and reporting system that allows workforce professionals to effectively manage workforce development programs. This system will be a valuable resource for maintaining most of the data, including services and outcomes, for the young adults provided services under this grant. NYSDOL will provide appropriate OSOS training to appropriate awardee staff.

III. Process for Proposal Submission

A. Questions Concerning this RFP

1. Interested applicants may submit questions to: SpecialPopulations@labor.ny.gov.
2. Questions regarding this RFP will be accepted until 5:00 p.m. on August 14, 2015.
3. No telephone inquiries will be accepted.
4. All inquiries should include the following reference: RFP # V-13.
5. Answers to all questions will be posted on NYSDOL's website at <http://labor.ny.gov/businessservices/funding.shtm> on an ongoing basis, with the final posting taking place no later August 18, 2015.

B. Proposal Due Date and Forwarding Instructions

1. Proposals must be received no later than August 28, 2015.
2. Any proposals or unsolicited amendments to proposals received after the due date and time will not be considered in the review process. No faxed or e-mailed documents will be accepted. NYSDOL takes no responsibility for any third party error in the delivery of proposals (e.g., U.S. Post Office, Federal Express, UPS, courier, etc.) or failure of the third party to deliver the proposal by the deadline set forth above.
3. Letters of Commitment must be included with the proposal from each partner, including partners providing resources to the project as well as subcontractors sharing in program funds identified in the grant. Letters of Commitment will not count toward the 30 page limit for the technical proposal. *All letters must be included with the*

proposal. Letters received after the proposal due date will not be included in the proposal review.

4. The proposal should be transmitted in a sealed envelope with “**RFP #V-13**” and the applicant’s name and address clearly displayed on the exterior of the package.

5. Submit to:

**Patrick Pascarella
Special Populations Unit
New York State Department of Labor
W. Averell Harriman State Campus
Building 12, Room 440
Albany, NY 12240
Attention: RFP# V-13**

6. The proposal package should include the following:

a. **Five (5) copies** of the entire proposal, including all required attachments. At least **one copy must contain original signatures**. Technical proposals should not exceed 30 pages. Supporting documents (i.e., attachments to the technical proposal, budget, and budget narrative) are not included in this limit. All text should use 12 point font, lines should be double-spaced, and pages must be numbered and single-sided.

b. One copy of the entire proposal on a CD, formatted in Microsoft Word, must be received by the due date.

c. At least one set of Attachments 1, 3, 4, 5, 6, 7B, 7C, and 8 must be completed, signed and executed with **original signatures** and included with one of the five copies of the proposal; the remaining four copies of the proposal may include photocopies of the signed, required attachments.

C. RFP Timetable

RFP Release Date:	July 17, 2015
Bidders Conference (webinar):	July 30, 2015 ***
Deadline Date for Questions:	5:00 p.m., August 14, 2015
Final Date for Responses to Questions:	August 18, 2015
Due Date:	August 28, 2015
Anticipated Date of Notification of Award:	September 18, 2015
Anticipated Start of Contract:	October 1, 2015

****Potential bidders interested in participating in the Bidders Conference Webinar should send a request to SpecialPopulations@labor.ny.gov for registration details.*

1. All applicants will receive a written decision on their proposals and the successful applicant will be contacted by NYSDOL’s contract development staff. The applicant that receives the award must be prepared to enter into contract negotiations immediately, and begin program operations upon execution of the contract.

2. NYSDOL reserves the right to rescind the award if the awardee is unable or unwilling to begin conducting program operations immediately following contract execution.

IV. Budget Proposal

A. Cost-Reimbursement

In order to ensure the effective delivery of services with no delay in expenditure reimbursement, NYSDOL will make monthly cost reimbursement payments for grants based on standard budget cost categories identified below. A 25% advance payment is available to the program, upon request.

B. Contract Cost Information / Budget Worksheet

Planned costs must be directly related to the delivery of the program, services and activities that will take place. If costs for the program are being shared, identify the other funding source(s) and explain the methodology used to allocate costs among funding sources.

Direct Costs

- a. *Staff Salaries*: List the annual salaries of the staff that will be working on the project and the corresponding percentages of their time spent on this project only. This includes the cost of instructor time if training is being provided by in-house staff. Describe briefly in the Budget Narrative the roles of the staff titles listed. Provide an explanation of any anticipated changes or exceptions in staffing patterns and/or annual salary costs during the contract period. The salaries of the staff must be directly related to the provision of services as outlined in the applicant's program narrative and in accordance with provisions of this RFP. Expenses under this category may need to be allocated in a manner consistent with the federal circulars referenced in **Attachment 9– Master Contract For Grants**.
- b. *Fringe Benefits*: Briefly explain the calculation of fringe benefits. Fringe benefits include social security, workers' compensation, unemployment insurance, disability insurance and any insurance programs the applicant provides its workers. If budgeted fringe benefits represent an exception to standard policy, please explain the basis. Expenses under this category may need to be allocated in a manner consistent with the federal circulars referenced in **Attachment 9– Master Contract For Grants**.
- c. *Contracted Services* - This category includes 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 contract, and whose services are to be funded under the contract. The subcontractor(s) must have demonstrable experience and success in the areas they will be serving. All such agreements are to be by bona fide written contract and a copy of each must be attached. See "Subcontracted Services" section further below for additional requirements regarding subcontracting. Expenses under this category need to be

allocated in a manner consistent with the federal circulars referenced in **Attachment 9– Master Contract For Grants.**

- d. *Staff Travel Expenses:* Staff travel costs should be budgeted in line with the lesser of standard agency travel policy or NYS Comptroller guidelines. Travel costs are reimbursed at state rates. Only travel costs for personnel listed under Staff Salaries are acceptable. Consultant or subcontractor’s travel expenses should be included in Contracted Services. Any exceptional staff travel costs must be justified in the Budget Narrative. No out-of-state travel costs are allowed unless specifically detailed and approved. All non-local destinations for travel must have prior NYSDOL approval. Expenses under this category may need to be allocated in a manner consistent with the federal circulars referenced in **Attachment 9– Master Contract For Grants.**
- e. *Space/Utilities:* This category is comprised of the proportionate share of property and utilities costs associated with operating this program. A detailed explanation of any extraordinary costs is also required. Expenses under this category may need to be allocated in a manner consistent with the federal circulars referenced **Attachment 9– Master Contract For Grants.**
- f. *Other Operating Expenses:* List other items not included under any other category, such as supplies, postage, printing/photocopying, telephones, etc. Any type of expense outside of the categories listed above and any exceptional dollar amounts must be explained in the Budget Narrative. Expenses under this category may need to be allocated in a manner consistent with the federal circulars referenced in **Attachment 9–Master Contract For Grants.**
- g. *Miscellaneous Participant Expenses / Supportive Services:* Participant transportation that is directly attributable to participants that are funded by this contract and not provided by a partner on a referral basis. Grant funds may be used for the vouchers of the work readiness credentials. Up to 10% of grant funds can be utilized for participant housing expenses.
- h. *Participant Payments / Needs Related Payments/ Incentives/ Stipends:* Any type of participant payment funded by this contract paid directly to the participants including: needs-related payments, incentives, and stipends. This should not include payments provided by a partner on a referral basis.

C. Restrictions on the Use of Funds

Funds may not be used for:

- Equipment costs;
- Indirect costs;
- Capital expenditures for improvement or acquisition of facilities;
- Entertainment costs, including social activities or cost of alcoholic beverages;
- Interest costs incurred by provider agencies;
- Costs of organized fund-raising;
- Medical costs;
- College tuition;

- Costs for attendance at conferences or meetings of professional organizations;
- Advertising costs excluding recruitment of staff and/or young adult participants;
- Lodging or meal costs for contractor staff and subcontractor staff;
- Costs for preparation of continuation agreements and other proposal developments;
- Costs that do not comply with the intent of this RFP; and
- Any other costs deemed inappropriate by NYSDOL.

D. Additional RFP Consideration

1. Match / Leveraged Funds

For purposes of this grant, the terms ‘match’ and ‘leverage’ will be used interchangeably. Match/leveraged funds must be utilized for housing young adults since only up to 10% of grant funding is allowed for housing expenses. Other matched/leveraged funds to ensure successful implementation and operation of the program model are also recommended. Bidder’s will identify match/leveraged funds on the budget form (*Attachment 2*) and provide a justification of costs in the budget narrative.

2. Subcontracted Services

The awardee may subcontract a portion of the services being solicited pursuant to this RFP. All subcontracts between the awardee and any subcontractor must be in writing and must specifically incorporate a clause which requires that notwithstanding any conflicting terms in the subcontract agreement, the subcontractor agrees to comply with the terms and conditions contained in this RFP, including but not limited to ***Attachment 9–Master Contract For Grants.***

Subcontracts may only be with partners named in the proposal. Any proposed projects involving subcontracting out for additional services will require that subcontractors complete line item budget forms similar to the ones used by the lead applicant, as well as show how subcontract costs were derived to allow for ease of subsequent reporting of subcontractor costs.

Applicants are advised that proposed subcontracts may not be fully executed, and associated costs may not be incurred or paid, until the subcontract has been fully reviewed and approved by NYSDOL, and the contract has been approved by both the Office of the New York State Attorney General and the New York State Office of the State Comptroller.

E. 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 bidder's proposal will be held in strict confidence during the bid evaluation process, and no details of the proposal will be discussed outside of the evaluation process. The successful bidder'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.

V. Selection Process and Criteria

A. Evaluation of Proposals

All proposals received shall be subject to an evaluation by NYSDOL. Incomplete proposals will be disqualified, as well as proposals submitted by bidders who are determined to be nonresponsive and/or failing to meet requirements of the RFP.

The Deputy Commissioner for Workforce Development will establish a Technical Review Committee and a Cost Review Committee. Members of each committee will individually evaluate the technical and cost portions of the proposals. The two committees will not share information at any time during the review of proposals.

B. Evaluation Criteria

Proposals will be disqualified if the following MINIMUM ELIGIBILITY CRITERIA are not attested to:

- The applicant is a duly incorporated, not-for-profit organization, authorized to do business in New York State;
- The applicant has provided in the Technical Proposal a demonstrated history of three (3) or more years providing services to homeless young adults and is capable of immediate start-up of operations, if awarded the contract;
- The applicant has a physical location in New York City (in at least one of the 5 boroughs) from which services can be delivered;
- The applicant will provide matched/leveraged funds for housing participating young adults; and
- The applicant will comply with New York State Labor Law.

Applicants must attest that they are in compliance with the minimum eligibility criteria above by completing the attestation form on Attachment 1.

C. Technical Proposal

Your responses to the following will form the basis of your proposal. Respond to all inquiries in the order in which they are presented. Failure to do so may result in receiving reduced or no points for the category. Your proposal must not exceed 30 pages, not including attachments. The narrative must be typed in 12-point font, double-spaced and single-sided.

1. Organizational Experience and Past Performance (up to 10 points)

- a. Describe your organization's history of working with homeless young adults (18-24 years old) specifying the number of years you have been serving this population. Provide a general overview of the type of services you provide and the number/ages of homeless young adults you annually serve.
- b. Describe the methods you use to recruit and keep homeless young adults continually engaged in your programming.

- c. Describe the partnerships and support networks you have built to meet the needs of the homeless young adults, including but not limited to housing.
- d. Describe your organization's experience in providing the following types of services. If these services are provided through a subcontract or partnership with other entities, please note this, identify the partners, and indicate whether the relationship is contractual or a referral. Also describe how the services are integrated to meet the interests and motivation of the participating young adults.
 - a. Basic skills remediation and TASC preparation
 - b. Life-skills training
 - c. Work readiness credential training
 - d. Work experience opportunities (not limited to internships, service-learning or community service)
 - e. Career pathway development and planning
 - f. College and vocational training preparedness, enrollment and support
 - g. Industry-recognized credential aligned with in-demand occupations
 - h. Employment attainment and retention
 - i. Post program follow-up with young adults
- e. Briefly describe the funding source(s) your organization uses to operate, and identify your operating fund levels for the past three years.
- f. Describe your history of business engagement, not limited to job development and placement. As an attachment provide a list of your business partners, industries of those businesses, and types of activities provided by your organization to those businesses or activities in which the businesses participate with your organization. This attachment will not count toward the 30 page limit for the technical proposal.

2. Partnerships (up to 13 points)

- a. *Stabilization with the help of support services and housing:* Describe how your program will help stabilize the lives of the homeless young adults and what support services will be provided. Describe the:
 - services that will be provided directly through the grant funds and/or partner agencies;
 - partnerships you have or will establish with other agencies to provide such supportive services; and
 - case management and counseling supports that will be offered.
 - strategy to provide housing to the participants.
 - your coordination with the NYS Career Centers <http://www.labor.ny.gov/career-center-locator/>

- b. You *must* provide Letters of Commitment from all partners, including partners providing their own resources to the program on a referral basis, and partner subcontractors identified in your application. The Letters of Commitment must be from partners who encompass variety of services required by homeless young adults for stabilization and recruitment. All Letters of Commitment must identify the specific services that the partner and/or subcontractor will provide.

Note: Letters of Commitment will not count toward the 30 page limit for the technical proposal. All letters must be included with the RFP. Letters received separate from the RFP will not be considered. Awardee will be expected to provide a formal Memoranda of Understanding from the partners.

3. LGBTQ Target Population and Services (up to 20 points)

Detail any additional experience that is not already described in your proposal about serving LGBTQ young adults. *Please complete the chart* provided below. All the young adults must be homeless. Additional points are provided to applicants who serve LGBTQ populations. In Attachment 8, provide the percentage of your total enrolled participants who will be LGBTQ. Those applicants who propose to serve LGBTQ will receive the following additional points:

- 10 points – if total percentage of LGBT enrolled in the program is between 50.0% and 74.99%
- 20 points – if total percentage of LGBT enrolled in the program is between 75% and 100%.

Recruitment/Enrollment	Entire Program Period
Total # Recruited	
• LGBTQ only	
Total # Enrolled	
• LGBTQ only	
Total # Enrolled WITHOUT Completion <1	
Total # Enrolled WITH Completion <2	

<1 “Enrolled without successful completion” implies the participant’s involvement in the program ceased (withdrew) before completion of required components as decided in the Individual Service Strategy.

<2 “Enrolled with successful completion” implies the participant’s involvement in the program continued until required components, as decided in the Individual Service Strategy, were completed.

4. Program Design (up to 37 points)

- a. *Recruitment and enrollment:* Describe how you will recruit applicants for your program and which partner organizations will support you in that recruitment. Describe the location or locations in which your organization will be delivering services to young adults and explain from which neighborhoods and/or boroughs you will be recruiting participants. Explain how many young adults you anticipate you will need to recruit up-front and how many you expect to be able to retain to benefit from the full array of required components. Describe the strategies that you will use at orientation to ensure young adults understand the breadth of the programming that you will offer and to determine whether they are sufficiently motivated to complete the full program.
- b. *Intake and assessments:* Describe the intake procedures, eligibility determination, and processes that you will use to verify eligibility of the young adults. Describe your initial assessment process, specifying the basic skills assessment instruments that you will use,

and any other standardized assessment tools. When do you plan to post-test the young adults for the Ansell Casey Life Skills and Homeless Youth assessments?

- c. Provide a *clear picture* of how you will implement the required core program components, including but not limited to:
- implementation of positive youth development principles after the young adult is assessed and enrolled in the program;
 - incorporation of voice and input of young adults;
 - noting who will provide the components. If these services are provided through a subcontract and/or partnership with other entities, please note this, identify the partners, and indicate whether the relationship is contractual or a referral.
 - identifying staff responsible for implementation of the required components and processes; and
 - explaining how often and when the components will be offered in the program cycle.

The description must complement the stabilization and support services described in the partnership section of the technical proposal and include the following, but is not limited to:

- a. *Life-skills training and social activities:* Describe specifics of the life-skills and social activities that will be provided to the young adults and how it will be incorporated with the other required components.
- b. *Work readiness training and credentials:* Which nationally recognized work readiness credential training will be provided? Detail how the training will be implemented and skill development accessed. How will the businesses be included in the work readiness training?
- c. *Career pathways development and planning:* Describe the career pathway development and planning component of your program and explain how you will use JobZone. Explain how you will help young adults to focus on in-demand occupations in NYC area and relevant labor market information. Explain other opportunities that will be developed and offered for young adults to explore, develop and plan for their career pathways.
- d. *Educational remediation and TASC preparation:* How will the young adults be motivated and prepared to excel for the TASC. Who will implement the TASC preparation?
- e. *Paid or unpaid meaningful work experience opportunities:* Describe in detail the meaningful work experience opportunities that will be developed for/with young adults. Describe how the program will provide supervision, monitoring, and evaluation for work experience opportunities, including and not limited to work experience agreements. Also identify how the work experiences will be related to the young adult's career interests or goals.

- f. *Post-secondary education, vocational training, and/or credentials aligned with in-demand occupations:* Describe how you plan to assist young adults to attend post-secondary education and/or vocational training leading to credentials aligned with in-demand occupations in the NYC area. How will you promote young adults engagement and motivation toward attainment of positive educational outcomes. List the partnerships for credentials that you have or will build to assist young adults in attainment of credentials and certification for in-demand occupations. List the credentials that will be recommended to the young adults and who will provide the training for attaining those credentials and how the tuition/training costs of the credentials will be covered.
- g. *Building and maintaining adult support networks for/with young adult participants:* How do you plan to build and maintain adult support networks involving family and friends of young adults throughout the program? Provide details of mentoring methods and strategies that you will broker.
- h. *Strong support and follow-up services offered to young adults:* What will be your follow-up and support strategies for young adults when the young adults are placed in employment, post-secondary education, and/or vocational training? How do you plan to engage the young adults in program services when they are employed early in the program cycle? How will you implement follow-up and support after the goals in the Individual Services Strategy have been achieved by the young adult?
- i. *Young adult retention strategy:* What program processes and structures will you implement to ensure young adults continue to participate in the program? How will you ensure that the young adults participate for a minimum of 25 hours per week in the program? Provide details about incentive and stipend structure, use of social media, social activities, and follow-up best practices to name a few.
- j. *Program or service sustainability:* Describe if any additional or not already described program processes that will be implemented to ensure that the young adults progress towards maintaining a self-sufficient lifestyle and meet positive outcomes. How will the participating young adults support themselves after the contract period ends?
- d. *Young adult program model:* Provide a visual one-page overview of the program design/ young adult participant flow, using the framework in Attachment 11, that would clearly portray the stages a young adult may take in the program based on the level of their readiness and motivation and needs. This attachment will not count toward the 30 page limit for the technical proposal. The program model, using Attachment 11 must include:
- name for each stage and short definition of each stage (you may increase the number of stages in the form provided in Attachment 11, if needed);
 - required program components and activities for every stage;
 - on-going activities focusing on youth development principles;
 - approximate time for each stage;

- indicators of success that display the progression between the stages; and
 - required program outcomes mentioned in this request for proposal.
- e. *Business engagement*: Describe your business engagement strategy. Detail what you will ask from businesses in your outreach and engagement efforts. Provide a number of anticipated businesses you plan to engage during the contract period of one year.
- f. *Business engagement model*: Provide a visual one-page overview of the business engagement program design/ business participant flow, using framework in Attachment 11 that clearly portrays the engagement level of a business. This attachment will not be counted in the 30 page limit for the technical proposal. The business engagement model, using the framework in Attachment 11, must include:
- name for engagement levels and short definition of each level (you may add more levels in the form provided in Attachment 11, if needed);
 - time commitment for engagement levels;
 - activities that businesses and you will participate in at each level;
 - on-going activities;
 - indicators of success for each engagement level; and
 - outcomes for business engagement.
- g. *Work Plan*: Provide a work plan attachment with time frames detailing the major activities including, but not limited to: staff hiring, program marketing, young adult recruitment, fiscal planning, data entry, program public relations, program sustainability, and addressing staff turnover. Specifically note when you anticipate young adult enrollment will begin and cease. This attachment will not be counted in the 30 page limit for the technical proposal.
- h. *Staff duties*: Describe your staffing structure for the program. Explain how your staffing structure and level will be sufficient to operate a quality program to successfully assist a minimum of 50 young adults to obtain and maintain a self-sufficient lifestyle.

As an attachment , provide job descriptions of staff in your program, with job titles and a brief overview of each staff member’s anticipated job duties, noting the required program components in which they will be engaged. This attachment will not count toward the 30 page limit for the technical proposal.

Note: *NYS DOL expects that staff meet the required minimum qualifications mentioned in Attachment 12 and NYS DOL reserves the right to review résumés of the staff.*

D. Budget Proposal (up to 20 points):

- a. The following information is intended to help guide the applicant when preparing the budget, and will be used as the cost scoring criteria:
- A budget narrative is provided which clearly describes each cost component noted and how the cost was determined;

- All costs appear reasonable and are related to the provision of planned service levels and outcomes as described in the technical proposal narrative;
- The matched/leveraged funds for housing and other services critical for stabilization of homeless young adults are clearly identified; and
- If contracted services are to be used by the applicant, the Budget Proposal provides a clear and compelling justification for allowance of such costs. The proposal spells out what procurement procedures will be implemented to ensure a competitive process for selecting contracted services.

E. Method of Selection

The method of selection will be based on a point system with the technical portion of the rating criteria weighted at 80% of the total and the cost or budget portion being 20% of the total.

NYSDOL will select the applicant taking into consideration the most beneficial combination of factors including qualifications, experience, and cost as described herein.

NYSDOL anticipates making only one award under this grant opportunity and this award will go to the applicant with the highest score. In the case of a tie for the highest score (among those proposals with a tied total combined bid score), the applicant with the most years of demonstrated history serving homeless young adults will be awarded.

***Note:** It is important to stress that a complete evaluation of awardee performance outcomes will be conducted during the 11th month of the contract period, at which time a decision will be made by NYSDOL to renew (or not to renew) the contract for another year.*

VI. General Information for the Successful Bidder

A. Contracting Terms

1. The successful applicant will be required to enter into a contract with NYSDOL in order to access grant funds. Staff from NYSDOL's contract unit will contact the successful applicant.
2. The initial contract term will be for a period of twelve (12) months. Additional renewal years may be available, if funding permits. Under extenuating circumstances, limited no-cost extensions may be sought, which will be approved solely at the discretion of NYSDOL.
3. Contract payments will be on a reimbursable basis. Contractors must pay for program costs first and then submit to NYSDOL reimbursement requests for costs incurred and paid in accordance with the approved budget. Advances will be permitted (refer to Section VI.B.1).
4. The awardee must comply with the provisions of *Attachment 9 – 9 Master Contract for Grants*; and *Attachment 10 – Combined Terms & Conditions*; each of which is attached hereto and will be incorporated into the contract of the successful applicant.

5. The completed application for the successful applicant will be incorporated into the funding contract and made part thereof. Therefore, only an official authorized to bind the applicant to the terms of a contract may sign the application documents.
6. Contracts cannot be binding on the State until they have been approved and countersigned by NYSDOL, the Office of the State Attorney General, and the Office of the State Comptroller.

B. State Payment

- a. Once a contract has been executed, funds will be released to the Contractor on a cost-reimbursable basis. Vouchers must be submitted to NYSDOL on prescribed forms before payment can be made. The contractor will be eligible for a cash advance of up to 25% upon contract execution at NYSDOL's sole discretion and subject to the availability of funds appropriated and available pursuant to this RFP.
2. For cost reimbursement to be paid, records must be identifiable. Records used to verify the reimbursement may include: employee name, Social Security number, payroll check number, date and amount, and the period covered by the check.
3. Program activities must begin after an award is made to be eligible for reimbursement. The earliest start date for any contract resulting from this RFP is the date of the award letter. Any activities that begin, and/or are paid for, prior to the date of the award letter will fall outside of 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 Comptroller's website at www.osc.state.ny.us/epay/index.htm, by email apunit@osc.state.ny.us, or by telephone at 518-474-4032. 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. Contractor Requirements for MWBE

This section of the RFP describes the contractor requirements and procedures for business participation opportunities for New York State certified Minority and Women-Owned Business Enterprises (MWEB) and equal employment opportunities for minority group members and women.

NEW YORK STATE LAW

Pursuant to New York State Executive Law Article 15-A and 5 NYCRR 140-145 NYSDOL recognizes its obligation under the law to promote opportunities for maximum feasible

participation of certified minority-and women-owned business enterprises and the employment of minority group members and women in the performance of NYSDOL contracts.

In 2006, the State of New York commissioned a disparity study to evaluate whether minority and women-owned business enterprises had a full and fair opportunity to participate in state contracting. The findings of the study were published on April 29, 2010, under the title "The State of Minority and Women-Owned Business Enterprises: Evidence from New York" ("Disparity Study"). The report found evidence of statistically significant disparities between the level of participation of minority-and women-owned business enterprises in state procurement contracting versus the number of minority-and women-owned business enterprises that were ready, willing and able to participate in state procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the statewide certified minority- and women-owned business enterprises program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that NYSDOL establishes goals for maximum feasible participation of New York State Certified minority- and women – owned business enterprises ("MWBE") and the employment of minority groups members and women in the performance of New York State contracts.

Business Participation Opportunities for MWBEs

For purposes of this solicitation, NYSDOL hereby establishes an overall goal of 0% for MWBE participation.

Equal Employment Opportunity Requirements

By submission of a bid or proposal in response to this solicitation, the Bidder/Contractor agrees with all of the terms and conditions of Attachment 9 – Master Contract for Grants including Section IV.J. – Equal Opportunities for Minorities and Women: Minority and Women Owned Business Enterprises. The Contractor is required to ensure that it and any subcontractors awarded a subcontract over \$25,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the Contractor, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

The Bidder will be required to submit a Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement, to NYSDOL with their bid or proposal.

To ensure compliance with this Section, the Bidder will be required to submit with the bid or proposal an EEO 100 - Equal Employment Opportunity Staffing Plan (identifying the anticipated work force to be utilized on the Contract).

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

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

VII. Reservation Clauses

The 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 bidders;
2. amend the specifications after their release with appropriate notice to all bidders;
3. request Bidders to present supplemental information clarifying their proposal, either in writing or in formal presentation;
4. waive or modify minor irregularities in proposals received after prior notification to the Bidder;
5. adjust or correct any arithmetic errors in the cost proposal, and correct typographical errors upon written notice to and with the concurrence of the Bidder if errors exist in the proposal; and/or
6. accept all or part of a Bidder's Proposal in selecting the optimum approach.

The State also reserves the right to evaluate and/or reject any and all proposals received in response to this RFP, in whole or in part, and to waive immaterial technicalities, irregularities and omissions if such action is considered to be in the best interest of the State, including:

1. Contact Bidders' references as a check on qualifications;
2. Award the contract to other than the lowest Bidder;
3. Award contracts to more than one Bidder;
4. Negotiate with selected Bidder prior to contract award;
5. Negotiate with the next highest rated Bidder if negotiating a contract with the selected Bidder(s) cannot be accomplished within an acceptable time frame (no Bidder will have any rights against the NYSDOL arising from such negotiations);
6. Disqualify any Bidder based on information brought to the attention of the State for false information or for omission of material information;
7. Disqualify any Bidders that are determined not to be responsive or responsible;
8. Disqualify incomplete proposals or any Bidder whose proposal fails to conform to RFP requirements;
9. Reissue a modified version of this RFP. With regard to all modifications, clarifications, etc. regarding this RFP which the State reserves the right to issue, any

such modification issued on or before the due date for proposals shall go to all entities which have requested a copy of this RFP; after that date (or an amended date, as the case may be), notification will be only to Bidders who have submitted proposals. Please note that the State's right to issue modifications, etc. permits any addition or deletion of requirements as the State may deem appropriate, subject only to the bounds set forth in the Contract Reporter issuance;

10. Amend the specifications contained herein after their release. In the event of such an amendment, all competing Bidders will be notified in writing and any modified schedules will also be published;
11. Eliminate any requirement(s) unmet by all Bidders upon notice to all parties submitting proposals;
12. Alter any schedules or dates specified in this RFP to accommodate changes in existing conditions. In the event of such an amendment, all competing Bidders will be so notified in writing;
13. Make any payment contingent upon the submission of specific deliverables; and
14. Require that all offers are held open for a period of 120 days unless otherwise expressly provided for in writing.

VIII. Debriefing I Protest Procedures

A. Scope

These procedures advise unsuccessful bidders how they may request a debriefing regarding the review conducted by the New York State Department of Labor (NYS DOL) of the Bidder's Proposal, or to file a protest challenging the award of a procurement contract by NYSDOL to another bidder. These procedures are issued to ensure that:

- Bidders are adequately notified of the process for: requesting a debriefing on the Proposal they submitted, and/or filing a protest to challenge the award of a procurement contract to another bidder; and
- NYSDOL staff provide a timely response to such requests.

B. Policy

It is NYSDOL policy to employ the best procurement practices in support of agency operations and in accordance with applicable statute. This requires protecting the interests of taxpayers and promoting fairness in the procurement contracting process. To this end, an unsuccessful bidder shall be provided an opportunity to request a debriefing on its submitted proposal and to protest NYSDOL's award of a procurement contract to another bidder.

a. General Requirements

NYS DOL shall notify all bidders as to whether they are successful or unsuccessful with respect to a particular procurement for which they have submitted a bid or proposal. Any solicitation issued by NYSDOL with respect to a contract award shall include a

notice that an unsuccessful bidder may request a debriefing regarding its submitted proposal and/or protest the contract award. Such notice shall advise that such request for a debriefing or protest shall be filed with the NYSDOL contact person designated in the solicitation.

b. Procedure to Request a Debriefing

Upon request, NYSDOL will provide an unsuccessful bidder with an opportunity for a debriefing as to the process used in the NYSDOL procurement or as to why its bid or proposal was unsuccessful.

In light of the restrictions on "contacts" under the Procurement Lobbying Law (State Finance Law §139-j) where appropriate, any request for a debriefing must be made to the NYSDOL designated contact person for the procurement in question.

- The unsuccessful bidder must request a debriefing within ten (10) business days of the date of notice of the contract award. (Note: In the event of a single/sole source or emergency contract, the notification will appear on the agency website.)
- The NYSDOL designated contact will coordinate an informal debriefing and respond within five (5) business days, with an explanation as to why the bidder was unsuccessful, in an effort to assist the bidder toward future success in competition. This information may include ranking of the bidder in technical and cost scoring. Note: Where a bidder is disqualified due to the failure to meet submission deadlines or mandatory requirements as stated in the solicitation, the debriefing will consist of an explanation of the circumstances of the disqualification.
- Upon receipt of this information, the unsuccessful bidder may request a further debriefing/meeting to address specific bidder concerns. The unsuccessful bidder should request this further debriefing within five (5) business days of NYSDOL's initial debriefing response.

c. Procedure to Protest the Award of a Procurement Contract by NYSDOL

A participant in the procurement process or a party foreclosed from such participation by the actions of NYSDOL may file a formal written protest to challenge a contract award with NYSDOL in accordance with the procedures specified below.

i. Submission of Bid or Award Protests:

a) Deadline for Submission

- 1) Concerning Errors, Omissions, or Prejudice in the Bid Specifications: A formal written protest concerning the drafting of the bid specifications must be received by NYSDOL at least ten (10) business days prior to the date set in the solicitation for the receipt of bids/proposals, unless the solicitation document stipulates otherwise. If the date set in the solicitation for receipt of bids is less than ten (10) business days from the

date of issue, written protests concerning the specifications must be received by NYSDOL at least three (3) business days before the time designated in the solicitation for the receipt of bids.

- 2) Concerning Proposed Contract Award: A formal written protest to challenge a contract award must be received by NYSDOL within fifteen (15) business days of the date of notice of the contract award.

b) Transmittal

All protests must be submitted in writing to the NYSDOL contact designated in the solicitation. The following statement must be clearly and prominently displayed on the envelope or package; the subject line, if sent by e-mail; or, if sent by facsimile transmission, on the fax cover sheet: "Bid Protest of NYSDOL Solicitation (RFP/Bid#)".

c) Content

The protest must be in writing and include:

- 1) A statement of all factual and/or legal grounds which form the basis for disagreement with a specification or a procurement determination;
- 2) A description of all remedies or relief requested; and
- 3) Copies of all applicable supporting documentation.

ii. Review and Determination:

- a) NYSDOL will issue a response to a protest concerning errors, omissions, or prejudice in the bid specifications within three (3) business days after receipt of the protest.
- b) NYSDOL will issue a response to a protest concerning a contract award within five (5) business days after receipt of the protest.
- c) Protests shall be resolved through written correspondence, however, NYSDOL may, in its sole discretion, request a meeting to discuss a written protest.
- d) NYSDOL shall send a copy of the decision to the protester or its agent.

iii. Reservation of Rights and Responsibilities of NYSDOL

- a) Nothing shall preclude NYSDOL from obtaining additional information relevant to making its determination from the unsuccessful bidder, the successful bidder, or any other source NYSDOL deems appropriate.
- b) NYSDOL may, in its sole discretion, waive any deadline or requirement set forth in these procedures, or consider any materials submitted in writing, beyond the time period set forth herein.
- c) NYSDOL shall include the protest and its determination thereon in the Procurement Record relevant to the bid being protested.
- d) Nothing herein shall preclude NYSDOL from negotiating the terms and

conditions of the contract with the successful bidder during the time period in which a protest may be filed, or during the resolution of a pending protest.

iv. Appeal to the Office of the State Comptroller

If the unsuccessful bidder is not satisfied with NYSDOL's determination on its protest, such bidder may appeal NYSDOL's determination by filing a written appeal within ten (10) business days of its receipt of NYSDOL's protest determination with the Office of the State Comptroller, in accordance with New York State Office of the State Comptroller Procurement and Disbursement Bulletin G-232 and OSC Contract Award Protest Procedures. These Contract Award Protest Procedures apply to all contracts subject to OSC approval under State Finance Law §112, or that are otherwise submitted to OSC for approval.

IX. RFP Attachments and Required Documents

Attachment Number	Document Title	Original Signature Required	Required Submission with Proposal
1	Attestation Form	Yes	Yes
2	Budget Proposal	No	Yes
3	Vendor Responsibility Questionnaire	Yes	Yes
4	Notice to Individuals Submitting Proposals	Yes	Yes
5	Federal and State Certifications	Yes	Yes
6	Application for a Competitively Bid Contract	Yes	Yes
7A	Requirements and Procedures - MWBE	No	No
7B	MWBE/EEO Policy Statement	Yes	Yes
7C	Equal Employment Opportunity Staffing Plan	Yes	Yes
8	Technical Proposal Format Guidance	No	Yes
9	Master Contract for Grants	No	No
10	Combined Terms and Conditions	No	No
11	Program Model Framework for Homeless Young Adults Businesses	No	Yes
12	Staff Qualification Requirements	No	No
13	Grants Gateway Prequalification Requirement	No	No