

**New York State Department of Labor (NYSDOL)
Opportunity Youth Career Exploration and Access for the City of Albany (OYCEA-AC)
Request for Proposals (RFP) OYCEA-AC #3
Questions and Answers Pertaining to the RFP**

(New questions and answers are posted at the end of weeks that they are received and indicated below after each revision date.)

Funding opportunity announcements are available at the New York State Department of Labor website at <https://labor.ny.gov/businessservices/funding.shtm>

New Questions as of 09/26/18 start below:

Q1) What is the difference between Opportunity Youth Career Exploration and Access for Albany County (OYCEA-AC) (DOL01-OYCEA2-2018) and Opportunity Youth Career Exploration and Access for the City of Albany (OYCEA-AC) (DOL01-OYCEA3-2018) other than that one is for youth in the City and others in the County?

A1) Correct. The only difference is a new focus on the City of Albany instead of Albany County.

Q2) Does the DOL plan or anticipate on using Workforce Innovation and Opportunity Act for funding opportunities similar to these targeted at other jurisdictions?

A2) At this time, NYSDOL has no plans to release similar funding opportunities for other jurisdictions.

New Questions as of 11/09/18 start below:

Q3) When is the new deadline for the Opportunity Youth Career Exploration and Access for the City of Albany (OYCEA-AC)? Is it December 14th or 17th? It is written here https://www.labor.ny.gov/businessservices/PDFs/OYCEA-AC/OYCEA-AC_RFP-extended.pdf both December 14th and December 17th. Re-Issued Submission Deadline: 4:00 PM New York State Time on Friday, December 14, 2018, Proposals must be submitted within Grants Gateway no later than 4:00 PM NYS Time on Friday, December 17, 2018., Proposal Due Date: 4:00 PM NYS Time on Monday, December 17, 2018'?

A3) The new deadline for the OYCEA-AC solicitation is Monday, December 17, 2018. The RFP has been updated to reflect the correct date.

New Questions as of 11/16/18 start below:

Q4) The OYCEA-AC RFP states on Page 4: "Career exploration and access services, which must include: The National Work Readiness Credential (NWRC) which include workplace math, workplace reading, situational judgement, and active listening..." Will you accept the NYSED Career Development and Occupational Studies (CDOS) certificate as a substitute? Its learning standards are comprehensive, and they cover the topics noted in the NWRC.

A4) Yes, any curriculum covering the required workplace math, workplace reading, situational judgment and active listening components of NWRC is acceptable.

Q5) On page 5 of the RFP, there is a list of “Youth Retention Services” that must be provided. In terms of this grant, what is meant by “Retention?” Is it retention in the Youth Career Exploration program for which funding is requested?

A5) Correct. The RFP Youth Retention Services refer to retention of the grant program participants. See description of Youth Retention Services in [Appendix - Typical Career Exploration and Access and Youth Retention Services Detail](#).

Q6) Re Youth Retention Services (p. 5), are gift cards (eg, Walmart, Movie Tickets, Dunkin Donuts) allowable incentives for achievement?

A6) Yes. Gift cards are allowable as incentives for achievements if the gift card is not for anything that would be considered entertainment as prohibited in “Restrictions on the Use of Funds” in section II.B.2 of the RFP. Movie Tickets, one of your examples, would be an example of a gift card that is not allowable based on this restriction.

Q7) On page 5, under Youth Retention Services, “Stipends” are listed as a required service. However, the “Restrictions on the Use of Funds” (p. 5), includes “Awards of cash.” Can you provide examples of allowable stipends?

A7) Stipends are payments to the youth for paid/unpaid internships or employment. The restriction you describe on p. 5 of the RFP refers to prizes or cash awards. An example of an allowable stipend would be wages for a work experience. See description of Youth Retention Services in [Appendix - Typical Career Exploration and Access and Youth Retention Services Detail](#).

Q8) Would bus passes used to take a youth to and from a job interview or to and from work be considered stipends?

A8) No. Bus passes used to take a youth to and from a job interview or to and from work would not be a stipend. Rather, they would be considered a supportive service, Transportation Services as listed on p. 4 of the RFP.

Q9) In question A18 in Grants Gateway, it states: “The Bidder currently has an executed or pending contract(s) with NYSDOL and is proposing services to different individuals or entities than those targeted by the executed or pending NYSDOL contract(s). (Note: if no executed or pending contract(s) with NYSDOL exists, the Bidder will check Not Applicable to this attestation); *”. However, the drop down only offers “Yes” or “No.” “Not applicable” is not an option. Do we choose “No?”

A9) Correct. Select “No” for two possibilities: 1) if you do not have an executed or pending contract with NYSDOL or 2) if you do have an executed or pending contract with NYSDOL but are proposing services to different individuals or entities than those targeted by the executed or pending NYSDOL contract.

Q10) On Grants Gateway, question B6j is repeated on B6k. The question is: “Describe, with specificity, the Bidder organization’s experience and ability to ensure staff meet or will meet the training expectations as described in section II.G of this RFP.” In the RFP, question B6k is: “Describe organization’s experience with engaging businesses in services provided to the target population.” Please confirm if this is the question we should be answering on Grants Gateway, B6k.

A10) Correct. There is an error in the Grants Gateway question for B6k. Question B6k should be “Describe, with specificity, the Bidder, or Lead Bidder, organization’s experience with engaging businesses in services provided to the target population.” Please enter your answer to that question in B6k in Grants Gateway.

New Questions as of 11/30/18 start below:

Q11) The RFP lists two due dates - December 14th (Page 1) AND December 17th (Page 14). Please clarify.

A11) The new deadline for the OYCEA-AC solicitation is Monday, December 17, 2018. The RFP has been updated to reflect the correct date.

New Questions as of 12/06/18 start below:

Q12) The links in section IV.D. of the RFP lead me to a generic Grants Management webpage. Are there more direct links that I can use?

A12) Yes. The Grants Reform website has recently been relaunched and rebranded as Grants Management at <https://grantsmanagement.ny.gov>. The RFP links have been updated here. “All interested parties must be registered in the Grants Gateway (<https://grantsmanagement.ny.gov/register-your-organization>) and apply online via the Grants Gateway website at: <https://grantsmanagement.ny.gov/apply-grant>.” “Please refer to the Grants Gateway for guides and videos on the Registration and Online Application Process: <https://grantsmanagement.ny.gov/resources-grant-applicants>.”

Q13) In Grants Gateway, the section titled WORK PLAN OVERVIEW FORM asks the question: Work Plan Period From To. What should the bidder insert? The RFP does not list an exact start and end date.

A13) The work plan period refers to the bidders’ planned program period if awarded. The earliest anticipated award notification date in the RFP is February 04, 2019. Contracts may start no earlier than the date of notification of award and no later than 4-months after the date of Notification of Award. Therefore, the bidders’ Work Plan period should start in that timespan and end no later than 18-months afterward.

Q14) We understand that stipends are a required Retention Service “offered to youth for paid/unpaid internships or employment.” Based on that may we provide a stipend to a youth in our program if they do not have a job or internship yet, but are actively looking?

A14) No, based on the [CEAYRS attachment to the RFP \(https://www.labor.ny.gov/businessservices/PDFs/OYCEA-SC/3.CEAYRS.pdf\)](https://www.labor.ny.gov/businessservices/PDFs/OYCEA-SC/3.CEAYRS.pdf), stipends are monetary payments offered to youth for paid/unpaid internships or employment. You may provide monetary payments to youth who have not yet gained internship or employment using funds allocated for supportive services.

Q15) We understand that stipends are a required Retention Service “offered to youth for paid/unpaid internships or employment.” Based on that if a youth in our program has obtained a paid internship or paid employment, are we required to pay the youth a stipend?

A15) No, for a youth in paid internship/employment you are not required to pay the stipend. Retention, as well as the Career Services, are required to be offered in the program and should be made available to the youth based on their need, strengths and career interests as specified in their service plan (as outlined in the RFP on page 4. “Initial Assessment and ongoing assessment, youth discovery, service planning with youth follow-up and case management”. For details on retention services options, refer to [CEAYRS attachment to the RFP \(https://www.labor.ny.gov/businessservices/PDFs/OYCEA-SC/3.CEAYRS.pdf\)](https://www.labor.ny.gov/businessservices/PDFs/OYCEA-SC/3.CEAYRS.pdf).