

**New York State Department of Labor (NYSDOL)  
Opportunity Youth Career Exploration and Access for the City of Syracuse (OYCEA-SC)  
Request for Proposals (RFP) OYCEA – SC #4  
Questions and Answers Pertaining to the RFP**

(Updated December 17, 2018 and **REVISED on December 28, 2018**. 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 Bidders Conference start below:***

**Q1) If a joint proposal is submitted, is it required to stay within the \$300,000 maximum?**

A1) Yes. As stated in section III.A. of the RFP, NYSDOL strongly encourages joint proposals to ensure the provision of a full career exploration and access program. Joint proposals must be submitted through a lead Bidder. Per Section II.A. of the OYCEA SC, awards may not exceed \$300,000 per Bidder.

**Q2) Are contractors bound to WIOA Youth low-income requirements?**

A2) No. While federal WIOA funding is supporting this opportunity, it is being funded by Statewide Activities Funds and not the WIOA Youth funds. The requirements for WIOA Youth funds are not attached to this funding opportunity.

**Q3) Would enrolled college students be eligible?**

A3) Yes. All youth that meet the participant eligibility requirements as stated in Section III.B. of the RFP would be eligible.

**Q4) If more than one contractor is awarded and serves the same youth but provides different services, can the youth be counted in the number of youth served in both awards?**

A4) Yes. As long as it is documented that the youth are receiving different services from each of the contractors, it would be allowable.

**Q5) Is there any guidance on what DOL approves as “stipend” funds? Could an hourly wage be for work experience be considered a stipend?**

A5) Stipends are payments to the youth for paid/unpaid internships or employment. 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.

**Q6) Can one eligible entity participate as a partner in more than one program?**

A6) Yes. Organizations can participate as sub-contracts on multiple contracts as long as service is provided to different youth. Staff cannot be paid from multiple funding opportunities for

provision of same services to the same youth in the same time period. **While, organizations can participate as a sub-contract on multiple contracts, they cannot be both the lead Bidder on one-proposal and a sub-contractor on another proposal.**

**Q7) Is there a monetary match?**

A7) No. There is no monetary match for this RFP.

**Q8) We can equal the budget out as cost per participant correct?**

A8) As noted in section V.D. of the RFP, the scoring of the proposed budget will be based on cost per participant. Those that will obtain the full 20 points will have the lowest cost per participant. Based on the cost per participant, proposals will be rank ordered from the lowest to highest cost per participant.

**Q9) For contractors and subcontractors, is there a criminal history check requirement for staff?**

A9) No. There is no specific reference to criminal history in the RFP. The Bidder is responsible for staffing and provision of services in an appropriate manner based on its own established policies and procedures.

**Q10) For agencies without access to OSOS, would NYSDOL take care of this, would they go through a local one stop or would they be given access to the system?**

A10) The determination will be made with funded proposals post the award.

**Q11) Since most education and Not-for-Profit institutions that are applying do not meet MWBE requirements, what does a typical MWBE Utilization Plan look like? Do educational and not-for-profit institutions have to submit this?**

A11) All Bidders must submit either a utilization plan or a waiver. If a Bidder is not proposing expenditures which would require a utilization plan, the Bidder must submit the waiver document indicating in the justification that no proposed expenditures meet the MWBE requirements. This is the same for the Service-Disabled Veteran Owned Businesses requirements.

**Q12) What does it mean to be eligible to enroll in school?**

A12) This refers to a youth who is currently not attending school but is eligible to be enrolled in school.

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

**Q13) The contract reads, if no federally recognized indirect cost rate exists, then 10% of the modified total direct cost of the proposed budget. Can you please clarify for me what the term modified total direct costs means, and this is determined/calculated?**

A13) Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up

to the first \$25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

**Q14) 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?**

A14) 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-grantapplicants>."

***New Questions as of 12/6/18 start below:***

**Q15) Where do referrals come from? Are bidder's responsible for recruiting participants?**

A15) Yes, it is the bidder responsibility for recruiting participants. As per Section III.A. of the RFP, "The Bidder has, or will have, partnerships that ensure target population outreach, participation, and success."

**Q16) Are there pre-determined outcomes that are expected to be included in the proposal?**

A16) Yes. As indicated in Section II.B.1 of the RFP, "All Bidders must propose services to be provided under this funding opportunity that include career exploration and access services, youth retention services, and supportive services, as indicated below. These services must be made available in the program and are to be offered, as appropriate, to the participants based on their needs, strengths, and career goals." Bidders are required to include objectives indicated in the Work Plan for all Career Exploration and Access Services and may include all, some, or alternative Youth Retention and Supportive Services indicated in this section." The bidder will determine the tasks that "align with the associated objective for providing career exploration and access services" as well as performance measures that "will measure the associated objective attainment." )

**Q17) If youth obtain paid internships or employment, is the bidder exempt from providing that youth a stipend?**

A17) Yes, 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>).

**Q18) In the Grants Gateway application, the workplan includes Project Summary and Organizational Capacity - are there points assigned to these sections?**

A18) The points assigned to the Work Plan section as well as the criteria for determining these points are detailed in section V.C. of the RFP.

***New Questions as of 12/13/18 start below:***

**Q19) Do stipends and gift cards fall under the label of participant support costs, and so need to be included in the 10% indirect cap?**

A19) As indicated in the Allowable Cost section (II.B.1) of the RFP, participant incentives and stipends are considered part of Youth Retention Services. See description of Youth Retention Services in Appendix - Typical Career Exploration and Access and Youth Retention Services Detail. As Youth Retention Services are considered part of the provision of the program function or activity, they would not be included in the 10% indirect cap but rather included in either the Contractual or Operating Expenses budget lines.

**Q20) Is it an allowable cost to pay for the service plan of a cell phone for staff, rather than the cell phone itself?**

A20) No. As stated in section III.B.2. (Restrictions on the Use of Funds), funds for the purchase and/or rental of cellular telephones and devices is not allowed. This would include the reimbursement of the service plan.

***New Questions as of 12/13/18 start below:***

**Q21) Regarding the 'Personal Services- Narrative' tab, which asks us to 'Provide an explanation of any exceptions in staffing patterns and/or annual salary costs.' What defines an exception in staffing pattern or annual salary costs? Are we only being asked to provide explanations of exceptions?**

A21) Typical exceptions to a staffing pattern or annual salary cost would be the anticipation of a promotion in title or a planned salary increase. As stated in section V.D.1.a., Bidders are requested to "List the annual salaries of the staff that will be working on the project and the corresponding percentages of their time spent. 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."

***New Questions as of 12/15/18 start below:***

- Q22) B2 asks for exact # of participants. If this number varies once the program is up and running, will this be acceptable? Will it have any impact on the funding?**
- A22) As stated in section II.A. (Funding) of the RFP, "If the Bidder reduces the number of individuals to be served at any time prior to or after an award is issued, the requested level of funding will be proportionately reduced."
- Q23) Can we use these grant funds to pay for advertising or marketing of the program?**
- A23) As stated in section II.B.2. (Restrictions on the Use of Funds), "Written or verbal marketing materials which do not solely provide information regarding youth career exploration and access resources" will not be allowed.
- Q24) What constitutes "comprehensive" guidance under youth retention services? (Page 5 of RFP)**
- A24) As stated in the Appendix - Typical Career Exploration and Access and Youth Retention Services Detail attachment, "Comprehensive guidance and counseling includes services, advocacy, and resource identification to help youth to explore careers, meet their goals, and overcome barriers with individual, group, and/or career counselling and meaningful referrals to service agencies. Career counseling or guidance provides advice and support in making decisions about which career paths to choose."
- Q25) What kind of information should go in the budget salary narrative section? What would be considered an exception?**
- A25) Please see the answer as provided to Question #21 above.
- Q26) Can the Bidder include indirect cost? If so, at what rate? Are indirect costs allowed for subcontractors? In which section of the budget narrative would indirect cost be included?**
- A26) As stated in section V.D.1.e) of the RFP, "Indirect Costs, if applicable, should be listed in this category [Other] and are described here: i. Costs that are not directly accountable to a particular grant award, contract, program function or activity, but are necessary for the general operation of the organization are considered indirect costs. Indirect costs may be either fixed or variable and may include administration, personnel and security costs. Some indirect costs may be overhead. Indirect costs for this funding opportunity will be the approved federally recognized indirect cost rate negotiated between the applicant and the Federal government; if no such rate exists, then 10% of the modified total direct cost of the proposed budget.
- Q27) Re: NYSDOL training under Bidder's responsibilities (page 7 of RFP), could the Bidder have a subcontractor fulfill this requirement? For example, if a Bidder contracts with a local employment services provider for the case management services, could that provider/sub-contractor also be the entity fulfilling the NYSDOL training requirement on the Bidder's behalf?**

A27) Yes. Lead Bidders are allowed and encouraged, as detailed in section III.A. of the RFP. "Lead Bidders are responsible to coordinate the provision of all required services and compile all required reimbursement and reporting documents." This responsibility would include all staff training requirements as determined by NYSDOL.

**Q28) Pre-submission uploads: As a public school district, should we select "government entity: on section II Bidder Information of the Vendor Responsibility/Bidder Questionnaire?"**

A28) Yes, a public-school district would be considered a Governmental Entity.

**Q29) As a public school district, do we need to submit this form? (attachment 2)**

A29) Yes, All Bidders are required to submit the Vendor Responsibility-Bidder Questionnaire. Please see the "Note" in the fourth paragraph of this document regarding exempt entities and if applicable, exempt Bidders would select item I.c. on this form. Bidders must complete the entire document prior to uploading. This includes a signature from an Officer of the Bidding entity.

**Q30) Regarding incentives, are gift cards to grocery stores and restaurants allowable?**

A30) 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 would be an example of a gift card that is not allowable based on this restriction.