

# **REQUEST FOR PROPOSALS**

**New York State Department of Labor (NYSDOL) Office of Just Energy Transition (OJET)**

**Growing the Clean Energy Workforce (GCEW)**

Issued on  
**November 12, 2024**

**New York State Department of Labor**  
Division of Employment and Workforce Solutions  
Harriman Office Campus  
Building 12, Room 440  
Albany NY, 12226

**Submission Deadline:**  
4:00 PM New York State Time on January 10, 2025

The New York State Department of Labor is an Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities.

Table of Contents

- I. Funding Opportunity Description .....3
  - A. Purpose .....3
  - B. Background .....3
- II. Award Information .....4
  - A. Funding.....4
  - B. Use of Funds.....5
  - C. Leveraged Funding .....9
  - D. Contracts.....9
  - E. Contracting Process .....10
  - F. NYSDOL’s Responsibilities.....11
  - G. Bidder Requirements .....11
  - H. Participation Requirements.....11
- III. Eligibility Information .....17
  - A. Bidder Eligibility .....17
  - B. Participant Eligibility.....18
  - C. Program Services.....18
- IV. Process for Proposal Submission .....21
  - A. Questions Concerning this RFP.....21
  - B. Proposal Due Date.....21
  - C. Proposal Submission Instructions and Format.....21
  - D. SFS Registration and Prequalification Status .....22
  - E. RFP Timetable.....23
- V. Proposal Review and Selection.....23
  - A. Evaluation of Proposals .....23
  - B. Evaluation Criteria .....23
  - Non-Personal Services.....29
  - C. Method of Selection .....29
- VI. Award Administration and Information .....30
  - A. Award Notices .....30
  - B. Payment.....30
  - C. General Requirements .....31
  - D. NYS Executive Orders .....31
  - E. Reservation Clauses.....32
- VII. Definitions .....33
- VIII. Attachments and Appendices .....36

# I. Funding Opportunity Description

## A. Purpose

The Growing the Clean Energy Workforce (GCEW) Program Request for Proposals (RFP) will provide funding to eligible organizations to expand or create statewide clean energy training or pre-apprenticeship programs and provide wraparound services to participants in these programs. Eligible organizations may utilize the services of a training provider to deliver the programs. Priority in scoring will be given to:

- Training/upskilling or pre-apprenticeship programs currently operating within Disadvantaged Communities ([DACs](#)), as defined by the Climate Justice Working Group (CJWG);
- Training/upskilling or pre-apprenticeship programs intending to train individuals from DACs; and
- Training/upskilling or pre-apprenticeship programs serving individuals with barriers to employment, as further described in [Section VII.](#) of this RFP.

At least 35% of program participants must be from DACs to be eligible for funding. Bidders will be required to submit the DAC Attestation Form (Attachment DAC) stating that this requirement will be met. During contracting, if it is found that the Contractor has not met this requirement, NYSDOL reserves the right to rescind the grant award and reallocate the grant funds.

GCEW is funded with State funds by the New York Power Authority (NYPA) and is made available through the New York State Department of Labor (NYSDOL) Office of Just Energy Transition (OJET).

## B. Background

In 2019, the New York State (NYS) Climate Leadership and Community Protection Act (Climate Act) was signed into law. The Climate Act is among the most ambitious climate laws in the nation and requires NYS to reduce economy-wide greenhouse gas emissions 40% by 2030 and no less than 85% by 2050 from 1990 levels.<sup>1</sup>

Upon the Climate Act being signed into law, a Scoping Plan was developed. The Scoping Plan is the framework for how NYS will reduce greenhouse gas emissions and achieve net-zero emissions, increase renewable energy use, and ensure all communities equitably benefit in the clean energy transition.<sup>2</sup>

NYS's nation-leading climate agenda calls for an orderly and just transition that creates family-sustaining jobs, continues to foster a green economy across all sectors, and ensures that at least 35% (with a goal of 40%) of the benefits of clean energy investments are directed to DACs. The CJWG, convened by the Climate Action Council, developed [criteria](#) to identify DACs to ensure that frontline and otherwise underserved communities benefit from NYS's historic transition to cleaner, greener sources of energy, reduced pollution and cleaner air, and economic opportunities.

---

<sup>1</sup> <https://climate.ny.gov/>

<sup>2</sup> <https://climate.ny.gov/scoping-plan>

As recommended by the Scoping Plan, OJET was established in 2023 within NYSDOL. OJET's mission includes connecting workers to opportunities for quality jobs, upskilling, and training with a focus on serving those who are traditionally underrepresented, especially within DACs. In addition, OJET assists businesses by upskilling their workers, connecting them to a trained workforce, and helping them navigate eligible hiring incentives and available funding.

## II. Award Information

### A. Funding

OJET is making \$5M in funding available under this RFP for:

- New and existing workforce training initiatives that will create or expand Statewide clean energy training/upskilling programs or pre-apprenticeship opportunities in:
  - Building electrification and enabling energy efficiency technologies and practices to support electrification (i.e., heat pumps, geothermal, thermal energy network systems, advanced building controls, high-performance envelope, and weatherization);
  - Renewable energy generation, interconnection, transmission, distribution, and storage;
  - Electric vehicle (EV) maintenance and repair, and EV charging station installation and repair; and/or
  - Energy-intensive industries (cement, metal processing, chip making) with a focus on studying and reducing energy consumption.
- Wraparound services for participants in these clean energy training/upskilling programs or pre-apprenticeships that include, but are not limited to:
  - Transportation;
  - Housing;
  - Childcare;
  - Food;
  - Mental health services; and
  - Life-skills training.

These wraparound services are further defined in the Allowable Costs Section ([II.B.1.](#)).

Additional funding may be made available at a later date, depending on program need and the continued availability of funding. Any potential amendments to this RFP, including additional funding being made available, will be posted on NYSDOL's website and in the NYS Contract Reporter.

GCEW awards may not exceed \$500,000 per Bidder. Proposals that request more than \$500,000 will be reviewed and scored by NYSDOL. If the proposal is awardable, NYSDOL will proportionately reduce the project funding at the time of award to fit within the maximum funding amount. Proposals unable to remain viable with the reduced funding will not proceed to contract execution.

Therefore, it is highly recommended that Bidders keep the cost and scope of proposals within the maximum award amount.

If the Bidder reduces the number of individuals to be trained at any time prior to or after an award is issued, the requested level of funding will be proportionately reduced by NYSDOL.

All awards are subject to funding availability.

## **B. Use of Funds**

GCEW is intended to connect traditionally underrepresented individuals, especially within DACs, with quality jobs through clean energy training/upskilling programs, pre-apprenticeships, and wraparound services.

Funds may be used to:

- Perform outreach or recruitment efforts to reach underrepresented individuals for program participation;
- Provide case management services to support participating individuals and to promote program completion and/or job placement;
- Expand or create Statewide clean energy training/upskilling or pre-apprenticeship curriculum and programs, and monitor and report outcomes;
- Directly deliver, or utilize the services of a training provider to deliver, clean energy training/upskilling or pre-apprenticeship programs;
- Offer career development services such as resume writing, interview preparation, job search strategies, and referrals for job opportunities; and
- Provide wraparound services to participants in these clean energy training/upskilling or pre-apprenticeship programs.

Tuition and other fees may not be charged to the individuals served under this funding opportunity.

**Note:** Clean energy training/upskilling and pre-apprenticeship are Statewide priorities being advanced through several complementary initiatives. While collaborative partnerships are encouraged, any activities that would result in the duplication of services or funding of the same training program is prohibited. GCEW funds can be combined with similar funding opportunities offered by other agencies, such as the New York Energy and Research Development Authority (NYSERDA) or NYPA to provide GCEW participants with the following non-training activities:

- The expansion or creation of curriculum and programs; and
- The provision of wraparound services.

However, training activities for GCEW participants must be funded entirely with GCEW awards. The same group of trainees must not be trained using funding from other awarded programs.

It is also important to note the OJET Renewable Energy Training Initiative (RETI) is a separate program that intends to serve different customers and occupations than GCEW. Additional information on the OJET RETI may be found in NYSDOL Program Guidance Letter (PGL) [#23-04](#):

Guidance for Local Workforce Development Boards (LWDBs) on the New York State Department of Labor (NYSDOL) Office of Just Energy Transition (OJET) Renewable Energy Training Initiative (RETI).

Trainings may take place outside of NYS; however, travel costs must be paid by the Bidder using non-GCEW funds. The Bidder must also provide adequate justification for any training that takes place outside of NYS. Training can also be a distance learning course, but the trainee must be a NYS resident.

Please note, while one-on-one training cannot be paid for through this RFP, there is no minimum number of trainees required and the cost will be reimbursed based on individual participant attendance; tuition rate, if applicable; and other allowable itemized budget costs. For example, a single participant cannot be trained by an in-house trainer as the sole trainee, but GCEW funding can pay for the tuition costs of a single participant attending a class at a community college with other individuals who are not subject to GCEW funding. This includes training provided by outside vendors or subcontractors wherein the cost will be reimbursed based on a per trainee tuition cost.

Bidders that do not have their own training programs are encouraged to enter into contracts with institutions of higher education, such as community colleges, or other eligible training providers to facilitate the training of multiple individuals in high-demand occupations. NYSDOL encourages Bidders to utilize training providers on the Eligible Training Providers List (ETPL), available at <https://applications.labor.ny.gov/ETPL/>, but this is not a requirement. In addition, NYSDOL will assist any Bidder seeking to register a proposed training program on the ETPL. For assistance, please email [ETP@labor.ny.gov](mailto:ETP@labor.ny.gov).

All proposed expenditures must be reasonable, necessary, and clearly related to the purposes and activities of the proposed training program as described in the Program Design Section ([V.B.2.](#)) of this RFP. NYSDOL reserves the right to ask for justification of proposed expenditures and cost per trainee, both prior to award and during contract development.

## **1. Allowable Costs**

Allowable costs to be budgeted using the provided electronic grant contract line-item budget forms (Salaries, Fringe Benefits, Space, Other, etc.) include:

### **a. Training Costs**

- Using multiple cost-based budget line items, the costs of expanding and creating curriculum and programs (no more than 20% of awarded funds), and providing clean energy training course(s), including course(s) for pre-apprenticeships;
- Using the “Other” budget line item:
  - Textbooks or training materials directly associated with the training, including electronic devices required for training (i.e., tablets or laptops) with an acquisition cost of up to \$999 per electronic device, provided that:
    - These types of electronic devices have a useful life longer than one (1) year. Bidders and awarded Contractors must document the long-term need for the item to demonstrate their benefit to the clean energy training program/pre-apprenticeship, including, but not limited to:
      - Training longer than six (6) months; and

- The continued need for the device post-training for job search and work purposes, once hired.
  - The number of devices charged to the contract cannot exceed the number of enrolled participants confirmed with completed Trainee Information Forms (TIFs) and attendance records;
  - Electronic devices must be provided to participants at the start of training and services rather than at the end as a completion award;
  - Documentation of participant receipt of the devices must be submitted prior to reimbursement. As part of this documentation, participants must attest that they do not already own the requested electronic devices, or that they only possess old inadequate electronic devices and do not have sufficient personal funds to purchase these items;
  - The Bidder/Contractor must follow their own purchase policy for the electronic devices in compliance with [Uniform Guidance](#). The Bidder/Contractor must also perform a cost comparison analysis to ensure the cost is reasonable;
  - The cost of a single electronic device cannot exceed \$999, even if part of the cost is covered under a funding source outside of this RFP;
  - Temporary loaning of such items to participants is also recommended, when appropriate, so that multiple participants can benefit from one (1) purchase;
  - The Bidder/Contractor can emulate and adapt other State agency and public-school loan policies as well as loan agreements that address things such as who periodically services the electronic device(s) and participant responsibilities for proper care. Examples include, but are not limited to:
    - [Guilderland Central School District Chromebook Handbook and User Guide](#);
    - [https://ocfs.ny.gov/main/cb/equipment\\_loan.asp](https://ocfs.ny.gov/main/cb/equipment_loan.asp); and
    - <https://qhsls.org/wp-content/uploads/2020/03/QHSLs-Equipment-Loan-Agreement.pdf>.
  - Due to potential drop-out rates, the Bidder/Contractor must have a policy to address recovery of electronic device(s) upon a participant's early withdrawal from training or services. Reasonable efforts to recover such items must be documented.
    - Software required to deliver the program of training, even if over \$1,000;
    - Distance learning fees (i.e., the fee for the training slot and software required to deliver the training program); and
    - Indirect Costs (i.e., administration, personnel, and security costs).
- b. Wraparound Services Costs (Using staff cost budget lines such as for follow-up services, or contractual budget lines, or the "Other" budget line item, as applicable)

Wraparound services assist in removing barriers to participation in the program and entering employment or upgrading to a higher level of employment. Such services are monetary or non-monetary and could include:

- Transportation;

- Childcare;
- Dependent care;
- Housing;
- Linkages to partner agencies;
- Peer/group/individual mentoring strategies;
- Case management;
- Mental health services;
- Life skills training;
- English as a Second Language (ESL) training (when delivered as a standalone course);
- Referral and follow-up;
- Fees; and
- Work attire.

Under the GCEW program, these services may also include miscellaneous participant expenses or robust incentives for meeting certain benchmarks during the training, or stipends to assist with remaining in the program. See [Section VII.](#) for further definitions of these wraparound services items. Bidders must have a wraparound services policy in place that complies with the requirements of this solicitation, subject to NYSDOL review and approval. A template policy Bidders may choose to utilize if they wish is available as Appendix WSPT in [Section VIII.](#) of this RFP.

## **2. Restrictions on Type of Trainings**

GCEW funding will only pay for the eligible costs identified in the Use of Funds Section ([II.B.](#)) of this RFP. The following types of trainings do not constitute clean energy training/pre-apprenticeship for this RFP and are not allowed:

- Trainings which begin or occur prior to the contract start date. For additional details regarding the start date of trainings, please see [Section VI.B.](#) (Payment);
- One-on-one training;
- Human Resources training; Basic Safety training; Sexual Harassment training; Diversity training; or Orientation training (the provision of these types of training is a normal cost of doing business);
- Stand-alone training required as part of a federal, NYS or local government mandate (i.e., Occupational Safety and Health Administration (OSHA) will not be allowed as a stand-alone training);
- Stand-alone Microsoft Office applications (i.e., Word, Excel, PowerPoint, etc.) and other basic office software applications (i.e., QuickBooks, Adobe, etc.). Note: This refers to standalone courses in individual applications; it does not refer to larger certifications such as Microsoft Office Specialist or computer applications deemed an essential component of the occupational skills training program;



- **Any other trainings deemed inappropriate by NYSDOL**, such as training that does not result in a transferable skill, activities determined to be business consulting rather than training (i.e., coaching, reinforcement, etc.) and any other training(s) that do not meet the intent of the RFP.

If a Bidder is unsure about restricted trainings, it should consider asking specific questions before the Questions Deadline identified in [Section IV.A.](#) of this RFP and listed in the RFP Timetable ([Section IV.E.](#)).

### **3. Restrictions on the Use of Funds**

GCEW funding will only pay for the costs directly related to providing clean energy training/upskilling/pre-apprenticeship and/or wraparound services. It will not pay for any of the following items:

- Training of undocumented workers;
- Participant wages or payments made in place of wages for work or for wage subsidies, including on-the-job training (OJT) and work experiences;
- Wraparound services payments for participants who are receiving Unemployment Insurance benefits;
- The purchase of any equipment, defined as an item having a useful life of more than one (1) year and an acquisition cost of \$1,000 or more per unit;
- The purchase of operational software not directly associated with the training (the determination of being directly associated with the training is at NYSDOL's discretion);
- Start-up costs and assessment costs on the part of the Bidder; or
- Any other costs deemed inappropriate by NYSDOL and that do not meet the intent of the RFP.

### **C. Leveraged Funding**

Although leveraged funds from the Bidder are not required, additional points will be awarded during the scoring process based on the percentage of leveraged funds being used. Leveraged funds cannot include student loans or other NYSDOL funding.

### **D. Contracts**

The contract start date for all contracts resulting from this solicitation may be no earlier than the date of the award letter issued by NYSDOL and no later than six (6) months after the date of the award letter. Any training that begins or is paid for prior to the contract start date will fall outside the contract period and will be ineligible for reimbursement. Additionally, any training provided after the contract end date will also fall outside the contract period and will be ineligible for reimbursement.

After NYSDOL issues an award letter, the award must go through a contract development and contract execution process, which ends with the final execution of the contract. Therefore, if a Bidder chooses a contract start date that begins prior to contract execution, the Bidder will be operating at risk for any activities performed prior to the date of final execution of the contract.

Initial contracts resulting from this solicitation will be awarded for a period of up to three (3) years, including two (2) years for program and a plan to track and monitor the career-related achievements of program graduates for at least one (1) year following training completion (“Outcome Monitoring Period”) during the final contract year. Bidders must include only the training opportunities that can be reasonably accomplished within a three-year period. All activities funded by the contract must end on or before the end date of the contract and any activities that occur after the contract end date are not eligible for reimbursement under the contract.

Once a contract is developed and formally executed, the successful Bidder will be considered a NYSDOL Contractor. Funds will be released to the Contractor on a cost reimbursable basis. This means that a Contractor must first pay the expenses and then submit a voucher to NYSDOL for reimbursement. Vouchers must be submitted to NYSDOL on the prescribed forms before payment is made. For cost reimbursements to be approved, certain records must be kept, and specific documents submitted at intervals specified by NYSDOL. Additional details on reimbursements and payments are outlined in [Section VI.B](#) (Payment) of this RFP.

Please note that NYSDOL must adhere to NYS Prompt Contracting Law timeframes for executing contracts awarded to not-for-profit (NFP) entities. One of the provisions of the law allows for interest payments when contract payments are late due to untimely processing of contracts. However, if there are delays in the contract process on the part of the Contractor, Suspension of Prompt Contracting timeframe letters may be issued to render the Contractor ineligible for interest for the number of days of delay.

In addition, NYSDOL may conduct an independent evaluation of the outcomes and benefits of GCEW. By accepting a GCEW award under this RFP, the Bidder agrees to participate in any such evaluation.

## E. Contracting Process

Bidders are required to register in the Statewide Financial System (SFS) in order to enter into a contract with NYS. To register an organization, Bidders must send a complete [Grants Management Registration Form for Statewide Financial System \(SFS\) Vendors](#) and accompanying documentation where required by email to [grantsreform@its.ny.gov](mailto:grantsreform@its.ny.gov).

**Note:** Bidders must be enrolled in ePayments in order to receive reimbursement under this grant award.

NFP organizations must take the additional step of prequalifying by completing a basic profile and storing organizational documents. **Both registration and prequalification must be completed by NFP organizations prior to submitting a proposal.** Failure to do so will mean that their proposals will not be reviewed. NFP organizations will be able to submit their responses online, and once reviewed and approved by a NYS agency prequalification specialist, the NFP organization will be able to submit a proposal. All information is stored in a virtual, secured vault. NFP organizations must keep their information current, including uploading annual documents (i.e., 990, etc.).

For additional information on registration and prequalification, please log into SFS and visit the SFS Coach location for prequalification information.

For additional technical assistance with the SFS Grants Management website, please note:

- Hours of Operation: Monday through Friday, 8:00 A.M. to 4:00 P.M. NYS Time;
- Phone Number: (518) 457-7717 or (855) 233-8363(toll free);
- Email: [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov); and
- Grants Management Website: <https://grantsmanagement.ny.gov/>.

## **F. NYSDOL’s Responsibilities**

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

Funding for the activities outlined in this RFP will come from NYPA funds and is subject to State legislative appropriation. NYSDOL staff will ensure accurate and timely reporting of program outcomes.

## **G. Bidder Requirements**

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

Bidders must comply with the Combined Terms and Conditions ([CTC](#)), which will be incorporated into the Master Contract ([MC](#)) of successful Bidders. The CTC is included as an attachment to this RFP but does not have sections that need to be completed by the Bidder. The process of downloading and uploading the CTC document confirms for NYSDOL that the Bidder has received, reviewed, and accepts the content of the document.

The Bidder shall be responsible for any costs incurred by the Bidder in the proposal preparation, or in activities related to the review of this proposal.

## **H. Participation Requirements**

### **1. Business Participation Opportunities for MWBEs**

Pursuant to NYS Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules, and Regulations (NYCRR), NYSDOL is required to promote opportunities for maximum feasible participation of NYS certified Minority and Women-owned Business Enterprises (“MWBEs”) and the employment of minority group members and women in the performance of the NYSDOL contracts.

For purposes of this solicitation, NYSDOL hereby establishes an overall goal of 30% for MWBE participation; 15% for NYS certified minority-owned business enterprises (“MBE”) participation and 15% for NYS certified women-owned business enterprises (“WBE”) participation (based on the current availability of MBEs and WBEs). A Contractor resulting from this RFP must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the contract. To that end, by submitting a response to this RFP, the Bidder agrees that NYSDOL may withhold payment pursuant to any contract awarded as a result of this RFP pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at:

<https://ny.newnycontracts.com/>. For guidance on how NYSDOL will evaluate a Contractor’s “good faith efforts,” refer to 5 NYCRR § 142.8.

The Bidder understands that only sums paid to MWBEs for the performance of a commercially useful function, as that term is defined in 5 NYCRR § 140.1, may be applied towards the achievement of the applicable MWBE participation goal. The portion of a contract with an MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be 25% of the total value of the contract.

In accordance with 5 NYCRR § 142.13, the Contractor further acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in a Contract resulting from this RFP, such finding constitutes a breach of Contract, and NYSDOL may withhold payment as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals; and (2) all sums actually paid to MWBEs for work performed or materials supplied under the Contract.

By submitting a bid or proposal, a Bidder on the Contract (“Bidder”) agrees to demonstrate its good faith efforts to achieve the applicable MWBE participation goals by submitting evidence thereof through the New York State Contract System (NYSCS), which can be viewed at <https://ny.newnycontracts.com>, provided, however, that a Bidder may arrange to provide such evidence via a non-electronic method by contacting:

NYS Department of Labor  
Purchase and Contracts, MWBE Administrator  
State Campus  
Building 12, Room 465  
Albany, NY 12226  
518-474-2678  
Fax: 518-457-0620

#### MWBE Utilization Plan (MWBE 100)

A Bidder will be required to submit MWBE 100 – MWBE Utilization Plan (Attachment 8) with their bid or proposal as evidence of compliance with the foregoing. Any modifications or changes to an accepted MWBE Utilization Plan after the contract award and during the term of the contract must be reported on a revised MWBE Utilization Plan and submitted to NYSDOL for review and approval.

NYSDOL will review the submitted MWBE Utilization Plan and advise the Bidder of acceptance or issue a notice of deficiency within 30 days of receipt.

If a notice of deficiency is issued, the Bidder will be required to respond to the notice of deficiency within seven (7) business days of receipt by submitting to NYSDOL, a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by NYSDOL to be inadequate, NYSDOL shall notify the Bidder and direct the Bidder to submit, within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

NYSDOL may disqualify a Bidder as being non-responsive under the following circumstances:

- If a Bidder fails to submit a MWBE Utilization Plan (MWBE 100, Attachment 8);
- If a Bidder fails to submit a written remedy to a notice of deficiency;
- If a Bidder fails to submit a MWBE 101, Request for Waiver (MWBE 101, Attachment 9); and/or
- If NYSDOL determines that the Bidder has failed to document good faith efforts.

The Contractor is required to make good faith attempts to utilize any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the contract. Requests for a partial or total waiver of established goal requirements subsequent to contract award may be made at any time during the term of the contract to NYSDOL but must be made prior to the submission of a request for final payment on the contract.

The Contractor will be required to submit a MWBE Quarterly Compliance Report to NYSDOL, by the 10th day following each end of quarter over the term of the contract documenting the progress made toward achievement of the MWBE goals of the contract.

## **2. Equal Employment Opportunity Requirements (EEO 100)**

A Bidder will be required to submit EEO 100 – Equal Employment Opportunity Staffing Plan (Attachment 7) with their bid or proposal as evidence of compliance with the foregoing.

By submission of a bid or proposal in response to this solicitation, the Bidder agrees with all of the terms and conditions of the Master Contract for Grants – Standard Terms and Conditions, specifically section VI.J. Contractors are required to ensure that it and any subcontractors awarded a subcontract 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 NYS.

The Bidder will be required to submit a Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement (Attachment 6) to NYSDOL with its bid or proposal.

If awarded a contract, Bidders shall submit a Workforce Utilization Report and shall require each of its subcontractors to submit a Workforce Utilization Report, in such format as shall be required by NYSDOL on a quarterly basis during the term of the contract.

Pursuant to Executive Order #6 issued on October 8, 2021, which continues former Governor Andrew M. Cuomo's Executive Order #162 issued on January 9, 2017, Contractors and subcontractors will also be required to report the gross wages paid to each of their employees for the work performed by such employees on the contract utilizing the EEO 101 form on a quarterly basis.

Further, pursuant to Article 15 of the Executive Law (the “Human Rights Law”), all other NYS and Federal statutory and constitutional non-discrimination provisions, the Contractor and subcontractors will not discriminate against any employee or applicant for employment because of race, creed, religion, color, sex, gender identity or gender expression, 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 NYS Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Please 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.

### **3. Participation Opportunities for Service-Disabled Veteran-Owned Businesses (SDVOBs)**

Veterans’ Services Law Article 3 provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Businesses (SDVOBs), thereby further integrating such businesses into NYS’ economy. NYSDOL recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of NYSDOL contracts.

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in NYS, Bidders are expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such participation may be as subcontractors or suppliers, as protégés, or in other partnering or supporting roles.

#### **a. Contract Goals**

NYSDOL hereby establishes an overall goal of 6% for SDVOB participation, based on the current availability of qualified SDVOBs. For purposes of providing meaningful participation by SDVOBs, the Bidder/Contractor should reference the directory of NYS Certified SDVOBs found at: <https://online.ogs.ny.gov/SDVOB/search>. Questions regarding compliance with SDVOB participation goals should be directed to:

New York State Department of Labor  
Purchase and Contracts, Service-Disabled Veteran-Owned Business Administrator  
State Campus  
Building 12  
Room 465  
Albany, NY 12226  
[Labor.sm.SDVOBAdmin@labor.ny.gov](mailto:Labor.sm.SDVOBAdmin@labor.ny.gov)  
518-474-2678

Additionally, following contract execution, Contractor is encouraged to contact the Office of General Services’ Division of Service-Disabled Veterans’ Business Development at 518-474-2015 or [VeteransDevelopment@ogs.ny.gov](mailto:VeteransDevelopment@ogs.ny.gov) to discuss additional methods of maximizing participation by SDVOBs on the contract.

Contractor must document “good faith efforts” to provide meaningful participation by SDVOBs as subcontractors or suppliers in the performance of the contract (see [Section II.G.3.d.](#) below).

b. SDVOB Utilization Plan (SDVOB 100)

In accordance with 9 NYCRR §252.2(i), Bidders are required to submit a completed SDVOB Utilization Plan (SDVOB 100) with their bid.

The Utilization Plan shall list the SDVOBs that the Bidder intends to use to perform the contract, a description of the work that the Bidder intends the SDVOB to perform to meet the goals on the contract, the estimated dollar amounts to be paid to an SDVOB, or, if not known, an estimate of the percentage of contract work the SDVOB will perform. By signing the Utilization Plan, the Bidder acknowledges that making false representations or providing information that shows a lack of good faith as part of, or in conjunction with, the submission of a Utilization Plan is prohibited by law and may result in penalties including, but not limited to, termination of a contract for cause, loss of eligibility to submit future bids, and/or withholding of payments. Any modifications or changes to the agreed participation by SDVOBs after the contract award and during the term of the contract must be reported on a revised SDVOB Utilization Plan and submitted to NYSDOL.

NYSDOL will review the submitted SDVOB Utilization Plan and advise the Bidder of NYSDOL's acceptance or issue a notice of deficiency within 20 days of receipt.

If a notice of deficiency is issued, the contractor agrees that it shall respond to the notice of deficiency, within seven (7) business days of receipt, by submitting to NYSDOL a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by NYSDOL to be inadequate, NYSDOL shall notify the contractor and direct the contractor to submit, within five (5) business days of notification by NYSDOL, a request for a partial or total waiver of SDVOB participation goals (SDVOB 200). Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

NYSDOL may disqualify a Bidder's bid or proposal as being non-responsive under the following circumstances:

- If a Bidder fails to submit an SDVOB Utilization Plan (SDVOB 100, Attachment 11);
- If a Bidder fails to submit a written remedy to a notice of deficiency.
- If a Bidder fails to submit a request for waiver (SDVOB 200, Attachment 12); and/or
- If NYSDOL determines that the Bidder has failed to document good faith efforts.

If awarded a contract, contractor certifies that it will follow the submitted SDVOB Utilization Plan for the performance of SDVOBs on the contract pursuant to the prescribed SDVOB contract goals set forth above.

Contractor further agrees that a failure to use SDVOBs as agreed in the Utilization Plan shall constitute a material breach of the terms of the contract. Upon the occurrence of such a material breach, NYSDOL shall be entitled to any remedy provided herein, including but not limited to, a finding of Contractor non-responsibility.

c. Request for Waiver (SDVOB 200)

Prior to submission of a request for a partial or total waiver, Bidders may speak to the SDVOB Administrator at NYSDOL for guidance.

In accordance with 9 NYCRR § 252.2(m), a Bidder that is able to document good faith efforts to meet the goal requirements, as set forth in [Section II.H.3.d.](#) below, may submit a request for a partial or total waiver on Form SDVOB 200, accompanied by supporting documentation. A Bidder may submit the request for waiver at the same time it submits its SDVOB Utilization Plan. If a request for waiver is submitted with the SDVOB Utilization Plan and is not accepted by NYSDOL at that time, the provisions of [Sections II.H.3.c-e](#) of this RFP will apply. If the documentation included with the Bidder's waiver request is complete, NYSDOL shall evaluate the request and issue a written notice of acceptance or denial within 20 days of receipt.

The contractor is required to make good faith attempts to utilize the SDVOBs identified within its SDVOB Utilization Plan, during the performance of the contract. Requests for a partial or total waiver of established goal requirements subsequent to contract award may be made at any time during the term of the contract to NYSDOL but must be made prior to the submission of a request for final payment on the contract.

If NYSDOL, upon review of the SDVOB Utilization Plan and Monthly SDVOB Compliance Report (SDVOB 101) determines that the contractor is failing or refusing to comply with the contract goals and no waiver has been issued in regard to such non-compliance, NYSDOL may issue a notice of deficiency to the contractor. The contractor must respond to the notice of deficiency within seven (7) business days of receipt. Such response may include a request for partial or total waiver of SDVOB contract goals.

Waiver requests should be sent to:

New York State Department of Labor  
Purchase and Contracts, Service-Disabled Veteran-Owned Business Administrator  
State Campus  
Building 12, Room 465  
Albany, NY 12226

d. Required Good Faith Efforts

In accordance with 9 NYCRR § 252.2(n), contractors must document their good faith efforts toward utilizing SDVOBs on the contract. Evidence of required good faith efforts shall include, but not be limited to, the following:

- Copies of solicitations to SDVOBs and any responses thereto.
- Explanation of the specific reasons each SDVOB that responded to contractors' solicitation was not selected.
- Dates of any pre-bid, pre-award or other meetings attended by contractor, if any, scheduled by NYSDOL with certified SDVOBs whom NYSDOL determined were capable of fulfilling the SDVOB goals set in the contract.



- Information describing the specific steps undertaken to reasonably structure the contract scope of work for the purpose of subcontracting with, or obtaining supplies from, certified SDVOBs.
  - Other information deemed relevant to the waiver request.
- e. Monthly SDVOB Contractor Compliance Report (SDVOB 101)

In accordance with 9 NYCRR §252.2(q), the contractor is required to submit a Monthly SDVOB Contractor Compliance Report (SDVOB 101) to NYSDOL during the term of the contract for the preceding month's activity, documenting progress made towards achieving the contract SDVOB goals. This information must be submitted using form SDVOB 101 available on NYSDOL's website and should be completed by the contractor and submitted to NYSDOL, by the 10<sup>th</sup> day of each month during the term of the contract, for the preceding month's activity to:

New York State Department of Labor  
 Purchase and Contracts, Service-Disabled Veteran-Owned Business Administrator  
 State Campus  
 Building 12  
 Room 465  
 Albany, NY 12226  
[Labor.sm.SDVOBAdmin@labor.ny.gov](mailto:Labor.sm.SDVOBAdmin@labor.ny.gov)  
 518-474-2678

- f. Breach of Contract and Damages

In accordance with 9 NYCRR §252.2(s), any contractor found to have willfully and intentionally failed to comply with the SDVOB participation goals set forth in the contract, shall be found to have breached the contract and contractor shall pay damages as set forth therein.

### III. Eligibility Information

#### A. Bidder Eligibility

Eligible Bidders include for-profit entities, including corporations, LLCs, and LLPs; NFP entities; municipalities; utility companies or power authorities; trade associations and unions; and educational institutions, including technical high schools, colleges, and universities which:

- Have two (2) or more full-time employees or the equivalent of two (2) full-time employees at the time of proposal submission and throughout the duration of the contract. Principals of corporations and owners of businesses such as sole proprietors or partners, are not considered to be employees for this eligibility requirement. Cooperative owner employees who do not serve on the Board of Directors are considered to be employees for this eligibility requirement. A Bidder is not eligible to apply if it has no employees or if the workers are independent contractors, subcontractors, or contract employees. However, if a Bidder leases its employees for payroll and tax reporting purposes, and has authority over the hiring, firing, and scheduling of workers, it is eligible for funding consideration;

- Must be headquartered in NYS or have at least one (1) site located in NYS at the time of application;
- Are in good standing with regard to the laws, rules, and regulations for Unemployment Insurance (UI), Worker Adjustment and Retraining Notification Act (WARN), Public Work, Labor Standards, Safety and Health, NYS Department of State Division of Corporations, Workers Compensation Insurance, and Disability Insurance; and
- Have a proven track record in energy-related training, job preparedness, pre-apprenticeship, the provision of wraparound services, and/or placement. This could include, but is not limited to, documentation showing a past training curriculum; outcomes from previously awarded funding opportunities for similar programs; and reports on past participant completions or job placements.

Consultants and other third-party entities are not eligible to apply for GCEW funds on behalf of other organizations.

The use of a grant writer is acceptable if the Bidder, and not the grant writer, commits to implementing the proposed training program if the proposal is successful.

Eligible Bidders must attest to the Minimum Requirements as outlined in the Evaluation Criteria Section ([V.B.1.](#)) of this RFP.

Separate operations or locations of an eligible Bidder may apply separately if they have different Federal Employer Identification Numbers (FEINs). However, NYSDOL will also have to confirm that all such branches, locations, and companies are not part of a greater whole. The Research Foundations of the State University of New York (SUNY) and the City University of New York (CUNY), if they are submitting proposals on behalf of more than one college, are exempt from this requirement.

## **B. Participant Eligibility**

Eligible participants for the GCEW program include individuals ages 18 or older, particularly individuals from DACs as defined by the CJWG, and individuals with barriers to employment, as fully detailed in [Section VII.](#) of this RFP.

**Note: At least 35% of program participants must be from DACs.**

This GCEW RFP will provide priority in scoring to:

- Training/upskilling or pre-apprenticeship programs currently operating within [DACs](#);
- Training/upskilling or pre-apprenticeship programs intending to train individuals from DACs, as defined by the CJWG; and
- Training/upskilling or pre-apprenticeship programs serving individuals with barriers to employment.

## **C. Program Services**

## 1. Wraparound Services

Strategies for providing wraparound services may include, but are not limited to:

- Implementing individual or group mentoring strategies, which may include utilizing program graduates and business representatives in training delivery and support groups;
- Providing robust monetary and non-monetary incentives for retention, and strategies related to concrete benchmarks as trainees move through the course(s) (if providing these incentives, include detail on the benchmarks and amount to be paid per benchmark);
- Providing services such as stipends or remuneration that address the needs of prospective trainees for services such as childcare, transportation, and housing (if providing these services, include detail on the services provided). Bidders may consider using the Employability Profile at JobZone (<https://dol.ny.gov/jobzone>);
- Establishing a strong and meaningful referral system with partner agencies to ensure wraparound services are available to trainees and follow up takes place regularly;
- Providing case management of trainees with regular contact (weekly) at the onset of training and employment (in-person, phone, social media) and gradually reducing this contact as workers are acclimated to the job;
- Maintaining regular contact with business(es) after hires are made to assist with any difficulties that may arise during the trainee's transition to the position;
- Seeking trainee input through various means such as surveys, focus groups, or individual interviews;
- Recognizing and respecting the diversity of learners' and workers' cultural backgrounds and ensuring services are culturally responsive; and
- Evaluating the effectiveness of interventions, identifying areas for improvement, and making necessary adjustments.

## 2. Credentials

GCEW training/upskilling and pre-apprenticeship programs may assist in the development of a career ladder which improves a trainee's skills, often providing a credential to the trainee, while also leading to a long-term career in higher skills occupations.

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

- A secondary school diploma or its recognized equivalent; and
- Recognized postsecondary credentials, which include associate and bachelor's degrees; occupational licensures; occupational certificates, including Registered Apprenticeship and Career and Technical Education educational certificates; non-degree certificates, badges, micro-credentials, and other recognized certificates of industry/occupational skills completion sufficient to qualify for entry-level or advancement in employment.

Recognized postsecondary credentials must be awarded in recognition of an individual's attainment of measurable technical or industry/occupational skills and not the attainment of work readiness or general skills only (i.e., safety, hygiene, and basic data security).

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

If Bidders determine that industry-specific non-degree credentials, badges, micro-credentials or similar tools will improve a trainee's skills and propel them forward in their clean energy career, these are also acceptable.

### **3. Alignment with Disadvantaged Communities Investment and Benefit Goals**

The Climate Act aims to address the rising impacts and inequities of climate change in NYS by setting tangible requirements and goals for reaching economy-wide carbon neutrality and significant renewable energy expansion while increasing benefits and community ownership to DACs. DACs are defined by the CJWG as communities that bear burdens of negative public health effects, environmental pollution, impacts of climate change, and possess certain socio-economic criteria, or comprise high-concentrations of low- and moderate-income households.

The CJWG developed criteria to identify DACs to ensure frontline and otherwise underserved communities benefit from NYS's historic transition to cleaner, greener sources of energy, reduced pollution and cleaner air, and economic opportunities. The CJWG used a variety of indicators that measure environmental burdens and climate change risk, as well as population and health vulnerability, to identify census tracts in NYS as DACs. In addition to the geographic DAC criteria, DACs include NYS households with annual total income at or below 60% of State Median Income or are otherwise categorically eligible for low-income programs (i.e., Home Energy Assistance Program) solely for the purpose of counting investments toward the Investments and Benefits Requirement<sup>3</sup>, a Statewide directive for at least 35% of investments to go toward DACs. To the extent practicable, agencies will aim to reach 40% for this requirement. Bidders must demonstrate alignment to this criteria by attesting to serving at least 35% of program participants from DACs within the DAC Attachment.

The Climate Act requires an annual review of the DAC criteria, which may result in future modifications. Details on the DAC criteria, including a list of census tracts covered, documentation of indicators and methodology for developing the criteria, and shapefiles for the criteria can be found at <https://climate.ny.gov/Resources/Disadvantaged-Communities-Criteria>.

### **4. Reporting Requirements**

The Contractor must submit individual participant level data to NYSDOL. NYSDOL staff will record this data in the One-Stop Operating System (OSOS), NYSDOL's case management system used to record basic participant information, as well as track the provision of required services. OSOS is a

---

<sup>3</sup> <https://climate.ny.gov/Resources/Disadvantaged-Communities-Criteria/Investments-and-Benefits-Reporting-Guidance#:~:text=The%20Climate%20Leadership%20and%20Community,of%20housing%2C%20workforce%20development%2C%20pollution>

web-based job matching, case management, and reporting system that allows workforce professionals to effectively manage workforce development programs.

Contractors will be required to document trainee information specifically on TIFs. The personal information collected on the TIF is required for reporting purposes for federally funded grants, as well as by the State, and will be data entered into OSOS to report obtained employment. Personally Identifiable Information (PII) is securely stored on NYS servers, where only authorized individuals can access the necessary information and where data is protected by high-level security settings administered by the NYS Office of Information Technology Systems (ITS).

NYS DOL may also require quarterly reports on program updates, progress, and success. This may include information beyond the available data in OSOS.

## **IV. Process for Proposal Submission**

### **A. Questions Concerning this RFP**

Bidders may submit questions via electronic mail to [WDTD.Onestop@labor.ny.gov](mailto:WDTD.Onestop@labor.ny.gov). Questions regarding the RFP will be accepted on an ongoing basis, but no later than December 27, 2024. No telephone inquiries will be accepted. All inquiries should include the following reference in the Subject line: "GCEW Question." Answers to all questions will be posted on the NYS DOL [Funding Opportunities](#) website on an ongoing basis, but no later than January 3, 2025.

A Bidder Workshop will be held virtually on December 13, 2024, from 3:00PM-4:30PM to answer prospective questions. To attend this meeting, please click the Zoom link on the NYS DOL Funding Opportunities [webpage](#) or within the Question and Answer (Q&A) document on the same webpage. Attendees are asked to submit questions to [WDTD.Onestop@labor.ny.gov](mailto:WDTD.Onestop@labor.ny.gov) prior to the workshop, but no later than November 27, 2024. This will allow time for the NYS DOL Team to form responses to share at the workshop.

### **B. Proposal Due Date**

The completed proposal must be submitted with all required attachments through SFS by **4:00 PM NYS Time on January 10, 2025**. Any proposals or unsolicited amendments to proposals received after the due date and time will not be considered in the review process. No mailed, faxed, or emailed documents will be accepted. NYS DOL takes no responsibility for any third-party error in the delivery of proposals (i.e., computer failure, power outages, etc.).

### **C. Proposal Submission Instructions and Format**

Interested parties must apply online via the SFS website at: [https://esupplier.sfs.ny.gov/psc/fscm/SUPPLIER/ERP/c/NUI\\_FRAMEWORK.PT\\_LANDINGPAGE.GBL?&](https://esupplier.sfs.ny.gov/psc/fscm/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?&).

Completed proposals must be submitted through SFS by the designated date and time. To apply, Bidders must be registered and logged in to SFS as detailed in Section [II.D](#).

For a proposal to be considered, the Bidder must meet the eligibility criteria outlined in Section [III.A.](#), complete all required parts, and upload all the documents or information requested in the forthcoming sections in SFS prior to the submission due date.

Required proposal attachments are listed below:

1. DAC Attestation Form (DAC);
2. Vendor Responsibility – Bidder Questionnaire (VRAQ);
3. MWBE – EEO Policy Statement (MWBE-1);
4. EEO 100 – Equal Employment Opportunity Staffing Plan (MWBE-2);
5. MWBE 100 – MWBE Utilization Plan (MWBE-4);
6. MWBE 101 – Application for Waiver of MWBE Participation Goal (MWBE-5);
7. SDVOB 100 – SDVOB Utilization Plan (SDVOB-1);
8. SDVOB 200 – Application for Waiver of SDVOB Participation Goal (SDVOB-3);
9. Executive Order (EO) 177 Certification (EO 177);
10. Executive Order (EO) 16 Certification (EO 16); and
11. Key Contacts (KC).

The required attachments can be found in SFS in the GCEW Program event under Event Comments and Attachments and must be attached to the corresponding question in the event.

In addition, the following informational attachments can be found in the GCEW Program event in SFS under Event Comments and Attachments:

1. Appendix – SFS Prequalification Requirement (SFSPR);
2. Appendix A – Standard Clauses for New York State Contracts (SCNYS);
3. Appendix – Combined Terms and Conditions (CTC);
4. Appendix – Minority and Women-Owned Business Enterprises (MWBE) and Equal Employment Opportunity (EEO) Requirements and Procedures (MWBE);
5. Appendix – EEO 101 – Workforce Utilization Report (MWBE-3);
6. Appendix – MWBE 105 – MWBE Quarterly Compliance Report (MWBE-6);
7. Appendix – Service-Disabled Veteran-Owned Business (SDVOB) Requirements and Procedures (SDVOB);
8. Appendix – SDVOB 101 – SDVOB Monthly Compliance Report (SDVOB-2);
9. Appendix – General Information for Successful Bidders/Applicants (GISBA);
10. Appendix – Master Contract (MC);
11. Appendix – Trainee Information Form (TIF);and
12. Appendix – Wraparound Services Policy Template (WSPT).

#### **D. SFS Registration and Prequalification Status**

As indicated in Section [II.D.](#) of this RFP, all interested Bidders must be registered in SFS prior to proposal submission and all non-governmental NFP Bidders must be designated as prequalified prior to proposal submission. NFP Bidders cannot submit grant proposals unless their status is prequalified. NFP Bidders whose status is not prequalified prior to proposal submission will receive an error message if they try to submit grant proposals.

If awarded, a prequalified NFP Contractor must maintain prequalification status during the contract period. The organization will be given an opportunity to submit documents and information to Grants Management in order to maintain or regain prequalification status.

For more information about SFS and Prequalification, please visit the Grants Management website <http://grantsmanagement.ny.gov> or contact the Grants Management Team at: [grantsreform@its.ny.gov](mailto:grantsreform@its.ny.gov). The Grants Management help desk/hotline can be reached at (518) 457-7717 or (855) 233-8363 (toll free).

NYSDOL will consider any proposal not meeting the registration or non-governmental NFP Bidder prequalification requirements prior to proposal submission to be non-responsive.

## **E. RFP Timetable**

- RFP Release Date – November 12, 2024
- Deadline Date for Questions – Ongoing, but no later than December 27, 2024
- Final Date for Responses to Questions – Ongoing, but no later than January 3, 2025
- Proposal Due Date – **4:00 PM NYS Time on January 10, 2025**
- Projected Notification of Award – Late Winter 2025

## **V. Proposal Review and Selection**

### **A. Evaluation of Proposals**

A complete proposal, including all required attachments, must be submitted via SFS so that NYSDOL can conduct a full and proper evaluation. Failure to answer all questions in the proposal will jeopardize the Bidder's potential for funding. NYSDOL will make an initial eligibility determination on each proposal received. Proposals that do not meet NYSDOL minimum eligibility requirements will be disqualified. Proposals deemed eligible will be scored based on further review and evaluation. Proposal scores will consist of 60% for Program Design, 20% for Work Plan, and 20% for Program Cost. NYSDOL reserves the right to make no awards.

Proposals must first meet all Minimum Eligibility Requirements. Upon receipt of all required proposal documents and confirmation of Minimum Eligibility Requirement attainment, GCEW proposals will be evaluated by NYSDOL staff. NYSDOL staff score proposals based on the Program Design, Work Plan, and Program Cost described in the Evaluation Criteria Section [V.B.](#) of this RFP.

### **B. Evaluation Criteria**

The Evaluation Criteria has four (4) parts: Minimum Requirements; Program Design; Work Plan; and Program Cost. The evaluation of the proposal will consist of a review of each part independently. Each is described below.

Proposals deemed eligible will be scored based on further review and evaluation. Proposal scores will consist of 80% on Technical Merit (60% on Program Design and 20% on Work Plan) and 20% on Program Cost.

## 1. Minimum Requirements

Failure to attest to and document Minimum Requirements will result in an automatic rejection of the proposal and scoring will not proceed. No points will be awarded for Minimum Requirements. Bidders must attest to each of the following:

1. The Bidder is a for-profit or not-for-profit organization; municipality; utility company or power authority; trade association or labor union; or educational institution, including technical high schools, colleges, or universities, that is eligible to do business in NYS;
2. The Bidder is headquartered in NYS or has at least one (1) site located in NYS at the time of proposal;
3. The Bidder is in good standing with regard to the laws, rules, and regulations for Unemployment Insurance (UI), Worker Adjustment and Retraining Notifications (WARN), Public Work, Labor Standards, Safety and Health, NYS Department of State Division of Corporations, Workers Compensation Insurance, and Disability Insurance;
4. The Bidder employs two (2) or more employees or the equivalent of two (2) full-time employees at the time of proposal submission and throughout the duration of the contract (year-round, part-time employees are acceptable);
5. Bidder agrees to submit reports to NYSDOL on an as needed basis for the purposes of meeting NYS reporting requirements and understands such reporting may include Personally Identifiable Information (PII) related to both the Bidder and the participant;
6. Bidder is responsible for recruiting eligible trainees as defined in the RFP. At least 35% of program participants must be from DACs;
7. Bidder will not charge or expect any trainee served under this proposed training program to pay any tuition charges or other fees;
8. Bidder understands that all Bidders must register in the SFS system (<https://grantsmanagement.ny.gov>) before proposal submission;
9. Bidder understands that all non-governmental NFP organizations must prequalify before proposal submission and must be in an acceptable pre-qualification status in the SFS system (<https://grantsmanagement.ny.gov>);
10. The Bidder currently has an executed or pending contract(s) with NYSDOL, NYSEDA, NYPA or another State entity doing similar clean energy training/upskilling programs and is proposing services to different individuals or entities than those targeted by these executed or pending contract(s). (**Note:** If no executed or pending contract(s) providing similar clean energy training/upskilling programs with other State entities exist, the Bidder will check Not Applicable to this attestation).

Bidders must complete and upload each of the following required proposal attachments as listed below:

1. DAC Attestation Form (DAC);



2. Vendor Responsibility – Bidder Questionnaire (VRAQ);
3. MWBE – EEO Policy Statement (MWBE-1);
4. EEO 100 – Equal Employment Opportunity Staffing Plan (MWBE-2);
5. MWBE 100 – MWBE Utilization Plan (MWBE-4);
6. MWBE 101 – Application for Waiver of MWBE Participation Goal (MWBE-5);
7. SDVOB 100 – SDVOB Utilization Plan (SDVOB-1);
8. – SDVOB 200 – Application for Waiver of SDVOB Participation Goal (SDVOB-3);
9. Executive Order (EO) 177 Certification (EO 177);
10. Executive Order (EO) 16 Certification (EO 16); and
11. Key Contacts (KC).

These required attachments are listed as questions in the Eligibility Review section. To respond to each attachment question, Bidders will go to the Events Comments and Attachments section in the event to find the corresponding attachment needed to be completed. Once completed, the Bidder will upload the attachment in response to the actual question.

## **2. Program Design (60 points)**

60 points are available in scoring the Program Design part of the proposal. Bidders must fully answer each part of the elements provided in SFS and submit applicable attachments.

### ***General Information (5 points)***

- 1) Enter your Federal Employer Identification Number (FEIN). (0 points)
- 2) Are you currently receiving similar clean energy training or pre-apprenticeship funding from other sources? If yes, please provide details on what entity is providing the funds and what services those funds are being used for. (1 point)
- 3) Have you previously provided energy-related training, job preparedness, pre-apprenticeship, the provision of wraparound services, and/or placement? Attach documentation such as records showing a past training curriculum; outcomes from previously awarded funding opportunities for similar programs; and reports on past participant completions or job placements. (4 points)
- 4) Indicate the exact number of participants who will be trained and provided wraparound services under this proposal. (0 points)

### ***Population (11 points)***

- 5) Is the training program or pre-apprenticeship located in a [DAC](#)? (3 points)
- 6) Does the training program or pre-apprenticeship serve individuals from DACs? (3 points)
- 7) Describe any additional individuals with barriers to employment that will be served in your program and your experience working with this population. (2 points)
- 8) Describe your plan to recruit, engage, and retain participants, including those from DACs. (3 points)

### ***Clean Energy Training/Pre-apprenticeship Programs (13 points)***

- 9) Describe your clean energy training program and the proposed services, including a detailed training design. (5 points)
- 10) Provide a brief summary of each clean energy training course/pre-apprenticeship, including:
  - a) The name of each course;
  - b) The educational strategy for each course (i.e., classroom training, distance learning, etc.);
  - c) The materials to be used for each course (i.e., textbooks, presentations, guest speakers, etc.);
  - d) The duration for each course (i.e., the number of weeks and total number of hours for each course); and
  - e) A detailed description of the skills the participants will acquire to meaningfully participate in and contribute to the clean energy industry. (5 points).
- 11) Provide a detailed description of how the Bidder will assess the attainment of the participants' clean energy skills during the training course (i.e., quizzes, tests, presentations; etc.). (3 points)

***Wraparound Services (8 points)***

- 12) Describe the proposed wraparound services you plan to offer participants in clean energy training course(s)/pre-apprenticeship. (3 points)
- 13) Identify the strategies the Bidder will use to offer wraparound services to ensure participants remain in the clean energy training or pre-apprenticeship program. Strategies should include, but are not limited to, strategies as identified in Section [III.C.1.](#) of this RFP. (No wraparound services offered = 0 points; one (1) wraparound service offered = 1 point; two (2) wraparound services offered = 2 points; three (3) or more wraparound services offered = 3 points)
- 14) What additional follow-up and placement services will you provide to participants leaving your program? (No services offered = 0 points; one (1) service offered = 1 point; two (2) services offered = 2 points)

***Outcomes (12 points)***

- 15) If the Bidder has provided a similar clean energy training or pre-apprenticeship program in the past, provide the percentage of participants that became employed after participating in the program. (No previous program = 0 points; 0 – 25% = 1 point; 25.01 – 50% = 2 points; 50.01% or more = 3 points)
- 16) Describe how the organization will track participant clean energy skills attainment during the course/program and how training and employment outcomes will be reported to NYSDOL. (5 points)
- 17) If applicable, provide the name, description(s), and national accreditation or third-party issuer of the credential, industry-specific non-degree credential, badge, or microcredential the trainees will receive at the conclusion of the training. For the definition of credential see the Program Services Section ([III.C.2](#)) of this RFP. (4 points)

***Organizational Capacity/Experience (5 points)***

- 18) How many years has the Bidder offered similar clean energy training or pre-apprenticeship programs? (Never or less than 1 year = 0 points; 1 to 2 years = 1 point; 3 or more years = 2 points).
- 19) Describe the key knowledge, skills, and abilities possessed by your staff for your program to be successful. (3 points)

**Leveraged Funding (6 points)**

- 20) If the Bidder has provided similar clean energy training or pre-apprenticeship program(s) in the past or is currently providing this type of training, what is the justification for asking for additional funding for this training? (If Bidder has not provided a similar clean energy training program in the past, mark N/A to this question). (2 points)
- 21) Describe how you will leverage existing resources and how these additional funds will add to your program. (1 point)
- 22) Identify the amount of leveraged funding, if any. For more information about leveraged funding, please refer to Section [II.C.](#) in this RFP. (Leveraged percentages of 0% to 25% = 0 points; 25.01% to 50%= 1 point; 50.01% to 75%= 2 points; 75.01% and up= 3 points). (3 points)

**3. Work Plan (20 points)**

A total of 20 points are available in scoring the proposed Work Plan.

Utilizing SFS, Bidders will define the objectives, tasks, and performance measures that will detail the proposed plan to ensure training and service activities as identified in the Program Design. Bidders can include a total of 30 objectives, tasks, and performance measures. Work Plans should address the following:

- The objectives are realistic and align with activities as proposed in the Program Design;
- The tasks as described align with the associated objective and upon completion will attain the objective (Bidder should include critical tasks to be performed for attaining the relevant objectives and performance measures);
- The performance measures, as proposed, will measure the successful completion of the task and attainment of the relevant associated objective; and
- The performance will evaluate project effectiveness. The performance measures must be SMART: Specific, Measurable, Achievable, Relevant and Time-oriented (who will do what, how it will be counted, how often, and when the tasks and objectives will be evaluated).

Performance measures may include, but are not limited to, the number of participants recruited from DACs; the number of participants receiving wraparound services to promote retention; the number of participants obtaining employment after training; the number of participants attaining licensing/credential; participant satisfaction; the increase in participant wages; and training assessment outcomes. The Work Plan should only include objectives, tasks, and performance measures specific to the training program.

**4. Program Cost (20 points)**

A total of 20 points are available in scoring the Program Cost of the proposal. Requested funding must be directly related to the proposed training program. All proposed expenditures must be allowable, reasonable, necessary, and clearly related to the purposes and activities of the services.

### **Cost Score**

For Program Cost scoring purposes, proposals will be subdivided into two (2) groups according to what NYS region the Bidder is headquartered in: (1) for Bidders headquartered in New York City, Long Island, and Westchester; and (2) for Bidders headquartered in the rest of NYS.

First, the cost per participant of each proposal will be calculated by dividing the total program cost requested in the Budget by the total number of anticipated participants to be served as indicated in question 4 of the Program Design section of the RFP. Bidders must fully complete the budget in SFS so an accurate cost per participant for the program can be calculated by NYSDOL. Bidders who fail to answer question 4 in the Program Design section of the proposal and/or fully complete the budget may be given a cost score of 0.

After the cost per participant for each proposal is calculated, program cost scores within each group will be calculated using the following formula: the lowest cost per participant of the proposals within the applicable group will be divided by the cost per participant of the proposal being scored. The result will be multiplied by the highest possible program cost score of 20 points to determine the proposal's Program Cost score.

During the cost review process, NYSDOL will not remove any disallowed costs included in the proposal. However, during the award process and contract negotiations, if it is determined unallowable costs were included in the proposal, those costs will not be included in the contract. NYSDOL reserves the right to request additional information from Bidders during the Program Cost scoring process if the budget information provided is not clear.

### **Budget**

In the various expenditure budget forms located in SFS (Personal Services, which includes Salary and Fringe Benefits; and Non-Personal Services, which includes Contractual, Travel, Operating Expenses, and Other), Bidders will account for how the funding will be allocated. Please consult [Section II.B.1.](#) in this RFP for allowable costs.

Only categories in which the proposed program will be allocating funding need to be filled in. To avoid errors, do not enter any information in categories where grant funding will not be used. Use the following as a guide in completing the budget:

#### Personal Services

- Salaries: 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; and
- Fringe: Briefly explain the calculation of fringe benefits, including a breakdown of the fringe benefit structure. Fringe benefits include social security, workers' compensation, UI, disability insurance and any insurance programs the Bidder organization provides. If budgeted fringe benefits represent an exception to standard policy, please explain the basis.

## Non-Personal Services

- **Contractual:** 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. All such agreements are to be by bona fide written contract and a copy of each must be attached. If details are not known, include a brief narrative of each contracted service to be provided, indicating the organization/individual selected, anticipated outcomes, and projected budget. Please note, MWBE and SDVOB good faith efforts should be detailed when selecting contractors.
- **Travel:** Staff travel costs should be budgeted in line with standard agency travel policy or Office of State Comptroller (OSC) guidelines. Travel costs are reimbursed at NYS rates. Only travel costs for personnel listed under Staff Salaries are acceptable. Consultant or sub-contractor's travel expenses should be included in Contracted Services. Use the Budget Narrative to indicate how Staff Travel costs were calculated (i.e., number of miles and mileage rate). 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 NYS DOL approval.
- **Space/Property & Utilities:** This section is used to itemize costs associated with Property-related costs for space that is rented or owned. Use the respective Budget Narratives to indicate how the expense related to the training purposes funded by this grant and how the proportion of costs were determined.
- **Operating Expenses:** List operating expenses, such as supplies, postage, printing, photocopying, rent, and telephones. Use the Budget Narrative to indicate how operating expenses were calculated. Any type of expense outside of the categories listed above and any exceptional dollar amounts must be explained in the budget narrative.
- **Other:** List other items not included under any other category. Any type of expense outside of the categories listed above and any exceptional dollar amounts must be explained in the Budget Narrative.
  - Indirect Costs, if applicable, should be listed in this category and are described as:
    - 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. 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 Bidder and the Federal government; if no such rate exists, then the 10% de minimis rate, which is 10 % of the modified total direct cost of the proposed budget, would be permitted.

## **C. Method of Selection**

Proposals must first meet all minimum eligibility requirements outlined in the Minimum Requirements Section [V.B.1.](#) of this RFP.

Proposals that meet all minimum eligibility requirements will proceed to the review phase, where the proposal will be scored for Technical Merit (worth up to 80% of the total) by NYS DOL's Program

Staff, and Program Cost (worth up to 20% of the total) by NYSDOL's Finance Bureau. A complete response to each question is crucial to ensure full points are awarded. Scores for each portion of the evaluation will be combined and result in the proposal Final Score. Proposals are awarded in rank order beginning with the proposal(s) with the highest total points until the funds allocated to the program are exhausted.

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

In the case of tied scores, preference will be given to proposals with the highest Program Design evaluation score. If the Program Design evaluation scores are also tied, the award will be decided by NYSDOL's Deputy Commissioner for Workforce Development.

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

It is important to note that:

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

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

## **VI. Award Administration and Information**

### **A. Award Notices**

All Bidders selected for an award will receive a letter informing them of the decision on their proposal and successful Bidders will be contacted by NYSDOL's contract development staff. If awarded, the Bidder will also be notified of the maximum amount it has been awarded.

Bidders who receive an award must be prepared to enter into contract negotiations immediately and begin project activities no later than six (6) months from the date of the award letter. NYSDOL reserves the right to rescind the award of any contractor that is unable or unwilling to promptly engage in the contracting process or to begin conducting their project activities immediately following contract execution.

Bidders not awarded are entitled to request a debriefing from NYSDOL, which may include the reason(s) for the non-award and general guidance on the part(s) of the evaluation criteria that were not met. Such debriefing shall be requested within 15 calendar days of the notice of non-award. NYSDOL will respond to the debriefing request within a reasonable amount of time.

### **B. Payment**

Once a contract has been developed and formally executed, funds will be released on a cost reimbursement basis. A Contractor must first pay for incurred expenses and then submit a voucher to NYSDOL for reimbursement. Vouchers must be submitted to NYSDOL on the prescribed forms before payment is made. For cost reimbursements to be approved, certain records must be kept, and specific documents submitted. Contractors must provide documentation that the service was provided. This will include attendance records for each training session to document attendance or certificates of completion showing the participant completed all required elements of the training. Attendance sheets must include the Course Name, Training Provider, Name of the Participant, Signature of the Participant, Signature of the Trainer, and Date and Hours of Training. Attendance verification is still required for remote courses, and will also need to include Course Name, Training Provider, Name of Participants, Date and Hours of Training, and attestation of accuracy by the trainer.

Please be advised that trainings may not begin until after an award is made. This includes the completion of proposal reviews, due diligence being confirmed, awardees determined, and award letters being issued. The start date for all contracts resulting from this solicitation may be no earlier than the date of the award letter issued by NYSDOL. Any training that begins or is paid for prior to the contract start date will fall outside the contract period and be ineligible for reimbursement. Further, all activities funded by the contract must end on or before the end date of the contract and any activities that occur after the end date of the contract will not be eligible for reimbursement.

NFP organizations and municipalities funded under the GCEW are eligible for an advance of their award, up to 25% of total contract value, at the sole discretion of NYSDOL and subject to the availability of funds appropriated and available for contracts entered into pursuant to this solicitation. Any award must be expended on program activities in NYS.

**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 NYS procedures and practices. The Contractor shall comply with the NYS Comptroller’s procedures to authorize electronic payments. Authorization forms are available at the NYS Comptrollers website at [www.osc.state.ny.us/epay/index.htm](http://www.osc.state.ny.us/epay/index.htm), by email at [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov), or by telephone at 855-233-8363. The Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract if it does not comply with the NYS Comptroller’s electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

## **C. General Requirements**

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

## **D. NYS Executive Orders**

Funds supporting this initiative are subject to the following NYS Executive Orders:

- NYS Executive Order 177 (issued on February 3, 2018) – See [Section VIII](#). for further information.
- NYS Executive Order 16 (issued on March 17, 2022) – See [Section VIII](#). for further information.

## **E. Reservation Clauses**

NYS DOL, in order to serve the best interests of NYS, reserves the right to:

1. Make no award;
2. Postpone or cancel this RFP upon notification to all Bidders;
3. Amend the specifications after their release with appropriate notice to all Bidders;
4. Remove proposals with unreasonable costs from award consideration;
5. Request Bidders to present supplemental information clarifying their proposal, either in writing or in formal presentation. Bidders failing to respond to these requests during the time allotted may be eliminated from funding consideration;
6. Waive or modify minor irregularities in proposals received after prior notification to the Bidder. This will in no way modify the RFP documents or excuse the Bidder from full compliance with the RFP terms and conditions;
7. Correct any arithmetic errors in any proposal;
8. Reject any and all proposals received in response to this RFP;
9. Contact a Bidders' references as a check on qualifications;
10. Award contracts to more than one (1) Bidder;
11. Negotiate with selected Bidder prior to contract award;
12. Rescind the award of any Bidder unable or unwilling to begin conducting its training activities immediately following contract execution. No Bidder will have any rights against NYS DOL arising from such negotiations;
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.



## VII. Definitions

1. **Climate Action Council:** The Climate Action Council was formed in 2020, as directed by the Climate Act. It is a 22-member appointed body that prepared a Scoping Plan to serve as the roadmap to achieve NYS's clean energy and climate goals. The Climate Action Council held more than 32 public meetings to develop and finalize the Scoping Plan.  
<https://climate.ny.gov/Resources/Climate-Action-Council>
2. **Climate Justice Working Group (CJWG):** The CJWG was convened by the Climate Action Council and tasked with:
  - Developing [criteria to identify disadvantaged communities](#) to ensure frontline and underserved communities benefit from NYS's clean energy transition; and
  - Compiling the [Disadvantaged Communities Barriers and Opportunities Report](#), which analyzes why some communities are disproportionately impacted by climate change and air pollution and have unequal access to clean energy (<https://climate.ny.gov/Resources/Climate-Justice-Working-Group>).
3. **Disadvantaged Communities (DACs):** The CJWG used 45 indicators to identify DACs. The DAC criteria identifies 1,736 census tracts across NYS, representing 35% of all census tracts. A requirement of 35%, with a goal of 40%, of the benefits from NYS's investments must be directed to DACs. Additional information about DAC criteria, maps, fact sheets, public hearings and more can be found here: <https://climate.ny.gov/resources/disadvantaged-communities-criteria/>.
4. **Individuals with Barriers to Employment:** A member of one (1) or more of the following populations:
  - Displaced homemakers;
  - Low-income individuals;
  - Indians, Alaska Native, and Native Hawaiians as such terms are defined in 29 USCS § 3221;
  - Individuals with disabilities (including youth with disabilities and recovering addicts);
  - Older individuals;
  - Formerly incarcerated individuals;
  - Homeless individuals or homeless children and youth;
  - Youth who are in or have aged out of the foster care system;
  - Individuals who are English Language Learners, have low levels of literacy, or those facing substantial cultural barriers;
  - Eligible migrant and seasonal farmworkers;
  - Single parents (including single pregnant women);
  - Long-term unemployed individuals;
  - Individuals within two (2) years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act; or

- Other groups as the Governor determines to have barriers to employment.

For purposes of the program, Veterans, Temporary Assistance for Needy Families (TANF), and Supplemental Nutrition Assistance Program (SNAP) recipients are also considered individuals with a barrier to employment.

5. **New York Power Authority (NYPA):** NYPA is America's largest state power organization. NYPA's mission is to lead the transition to a carbon-free, economically vibrant NYS through customer partnerships; innovative energy solutions; and the responsible supply of affordable, clean, and reliable electricity. NYPA serves the public without the use of tax revenue or State credit. Projects are funded through bond sales to private investors, and bondholders are repaid with proceeds from operations (<https://www.nypa.gov/>).
6. **New York State Climate Leadership and Community Protection Act (Climate Act):** The Climate Act is among the most ambitious climate laws in the nation and requires NYS to reduce economy-wide greenhouse gas emissions 40% by 2030 and no less than 85% by 2050 from 1990 levels. It was signed into law in 2019 (<https://climate.ny.gov/>).
7. **Office of Just Energy Transition (OJET):** Established in 2023 within NYSDOL, and as directed by the Scoping Plan, OJET's mission includes connecting workers to opportunities for quality jobs, upskilling, and training with a focus on serving those who are traditionally underrepresented, especially within DACs. In addition, OJET assists businesses by upskilling their workers and connecting them to a trained workforce and helping them navigate eligible hiring incentives and available funding (<https://dol.ny.gov/office-just-energy-transition-ojet>).
8. **Scoping Plan:** The Scoping Plan is the framework for how NYS will reduce greenhouse gas emissions and achieve net-zero emissions, increase renewable energy use, and ensure all communities equitably benefit in the clean energy transition (<https://climate.ny.gov/resources/scoping-plan>).
9. **Wraparound Services**
  - Transportation: Assists participants in commuting to and from employment and training programs through shuttle services, public transit passes, gas cards, access to vehicles, and driver's license assistance;<sup>4</sup>
  - Housing: Facilitates access to organizations that can provide temporary and permanent housing solutions or establishes partnerships with local housing authorities for housing vouchers;<sup>5</sup>
  - Childcare: Offers subsidized and affordable childcare options, including before and after school programs, daycare, in-home care, and on-site childcare;<sup>6</sup>
  - Food: Provides meals during training and facilitates access to organizations that can be a temporary supplement, such as local food pantries or the Supplemental Nutrition Assistance Program (SNAP);

---

<sup>4</sup> Defined by NYS Office of Strategic Workforce Development Best Practices <https://esd.ny.gov/workforce-development-best-practices>

<sup>5</sup> Ibid

<sup>6</sup> Ibid

- Mental health services: Facilitates access to organizations that provide mental health counseling; provides flexibility, as necessary and appropriate, for participants to attend appointments during training; establishes partnerships with local behavioral health organizations for support; and makes a commitment and takes steps to be a trauma-informed organization where people can bring their whole selves and be valued for who they are and their lived experiences;
- Life skills training: Facilitates access to programs that hone life skills such as self-confidence, self-regulation, financial planning, goal-setting, teamwork, conflict resolution, and critical thinking to assist with overcoming economic and social barriers;
- Incentives: Encourages participants to meet training benchmarks while participating in the program. Documentation of trainee receipt of the incentive must be submitted before reimbursement; and
- Individual or group mentoring: May include paid or volunteer program graduates and business representatives in training delivery and support groups.

## VIII. Attachments and Appendices

Acronym	Document Title	Required to be completed and submitted via SFS?
DAC	<a href="#">Attachment – DAC Attestation</a>	Yes
VRAQ	<a href="#">Attachment – Vendor Responsibility – Bidder Questionnaire</a>	Yes, with original signatures
MWBE – 1	<a href="#">Attachment – MWBE - EEO Policy Statement (fillable)</a>	Yes, with original signatures
MWBE – 2	<a href="#">Attachment – EEO 100 – Equal Employment Opportunity Staffing Plan</a>	Yes, with original signatures
MWBE-4	<a href="#">MWBE 100 – MWBE Utilization Plan</a>	Yes, for Applicants requesting \$25,000 or more In grant funds, with original signatures
MWBE-5	<a href="#">MWBE 101 – Application for Waiver of MWBE Participation Goal</a>	Yes, for Applicants requesting \$25,000 or more In grant funds and if MWBE participation is anticipated to be less than 30%, with original signatures
SDVOB-1	<a href="#">SDVOB 100 – SDVOB Utilization Plan</a>	Yes, for Applicants requesting \$25,000 or more In grant funds, with original signatures
SDVOB -3	<a href="#">SDVOB 200 – Application for Waiver of SDVOB Participation Goal</a>	Yes, for Applicants requesting \$25,000 or more In grant funds and if SDVOB participation is anticipated to be less than 6%, with original signatures
EO 177	<a href="#">Attachment – Executive Order (EO) 177 Certification</a>	Yes, with original signatures
EO 16	<a href="#">Attachment – Executive Order (EO) 16 Certification</a>	Yes, with original signatures
KC	<a href="#">Attachment – Key Contacts</a>	Yes, Excel format
SFSPR	<a href="#">Appendix – SFS Prequalification Requirements</a>	No
SCNYS	<a href="#">Appendix A – Standard Clauses for NYS Contracts</a>	No

MWBE	<a href="#">Appendix - Minority and Women-Owned Business Enterprises (MWBE) and Equal Employment Opportunity (EEO) Requirements and Procedures</a>	No
MWBE-3	<a href="#">Appendix – EEO 101 – Workforce Utilization Report</a>	No, required quarterly AFTER Contract award
MWBE-6	<a href="#">Appendix – MWBE 105 – MWBE Quarterly Compliance Report</a>	No, required quarterly AFTER Contract Award
SDVOB	<a href="#">Appendix – Service-Disabled Veteran-Owned Business (SDVOB)</a>	No
SDVOB-2	<a href="#">Appendix – SDVOB 101 – SDVOB Monthly Compliance Report</a>	No, required monthly AFTER Contract Award
CTC	<a href="#">Appendix – Combined Terms and Conditions – A-1 and A-2</a>	No
GISBA	<a href="#">Appendix – General Information for Successful Bidders/Applicants</a>	No
MC	<a href="#">Appendix – Master Contract, Terms &amp; Conditions</a>	No
TIF	<a href="#">Appendix – Trainee Information Form</a>	No
WSPT	<a href="#">Appendix – Wraparound Services Policy Template</a>	No

Note: This workforce product is fully funded by a grant awarded by NYPA. The product was created by NYSDOL and does not necessarily reflect the official position of NYPA. Neither NYPA nor NYSDOL make any guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.