

REQUEST FOR QUALIFICATIONS

Excluded Worker Fund Outreach and Assistance Grant (EWF-OAG)

Bid Number EWP-1

Issued on **May 27, 2021**

by:

New York State Department of Labor
Division of Employment and Workforce Solutions
Harriman Office Campus
Building 12, room 440
Albany NY, 12240

Submission Deadline:

4:00 PM NYT on June 25, 2021

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I. Funding Opportunity Description

A. Purpose

In April 2021, Governor Cuomo signed the State Fiscal Year 2021-2022 New York State (NYS) budget. Included in the budget is \$2.1 billion in state funding for a new initiative entitled The Excluded Worker Fund (EWF). This fund will offer relief to workers who have suffered income loss due to COVID but who are ineligible for Unemployment Insurance or related federal benefits. The fund will provide a one-time payment to eligible workers who lost their jobs or income during the benefit period (March 27, 2020 to April 1, 2021).

Hundreds of thousands of workers throughout the state are expected to benefit from the EWF. These funds will provide an economic lifeline to recipients, whose spending will infuse these funds into their local economies. The New York State Department of Labor (NYSDOL) will be responsible for administering the program and distributing EWF benefits.

NYS is seeking qualified Not-For-Profit (NFP) organizations to serve as trusted messengers and helpers within communities with high concentrations of excluded workers. The New York State Department of Labor (NYSDOL) is making up to \$10,000,000 in funding available under Excluded Worker Fund Outreach and Assistance Grant (EWF-OAG) Request for Qualifications (RFQ). In addition to outreach and direct assistance, NFPs may also provide additional services to community members who are not eligible to receive Excluded Worker funds, or ancillary services (e.g., financial literacy counseling) necessary to assist participants who receive funds. In accordance with Section 4 of Part EEE of Chapter 59 of the LAWS of 2021, contracts awarded following this RFQ will be awarded on a noncompetitive basis in order to expedite outreach and other services to such individuals that have been enduring the challenges of the COVID 19 pandemic without relief.

B. Background

The COVID 19 pandemic has created economic hardship on the residents of NYS that will have consequences for the foreseeable future. Workers have been dislocated (some permanently) and many businesses will be unable to recover and resume operations. Without the economic stability provided by steady employment, many NYS residents have faced economic issues including an inability to meet the costs of some of the most basic of needs, such as housing and food.

With the passage of the Coronavirus Aid, Relief, and Economic Security Act (CARES) Act, Continued Assistance Act (CAA) and the American Rescue Plan Act (ARPA), an economic lifeline was provided to millions of Americans in the form of stimulus checks and federally enhanced unemployment benefits. However, for millions of excluded workers, there has been no access to the billions of dollars in federal COVID 19 pandemic relief over the last year.

NYS is one of only a handful of states to offer assistance to these excluded workers when it created a \$2.1 billion aid fund in this year's State budget. NYS's EWF is the first entirely state administered and state funded program in the nation to bring relief to individuals excluded from government-issued economic relief. This one-time payment is a culmination of a year's long organizing and legislative effort by the over two hundred organizations in the statewide Fund Excluded Workers coalition. Some 300,000 New Yorkers are expected to directly benefit.

II. Award Information

A. Funding

NYS is making up to \$10 million available for EWF-OAG grant awards under this RFQ.

It is anticipated that approximately 100 awards will be made for initial contract awards with a minimum award amount of \$50,000 and a maximum award amount of up to \$300,000.

All awards are subject to funding availability and the number of applications received. Amounts awarded are at the discretion of NYSDOL.

B. Use of Funds

Allowable Activities and Costs

In the various expenditure budget forms located in the Grants Gateway system (Personal Services which includes Salary and Fringe and Non-Personal Services which includes Contractual, Travel, Operating Expenses, and Other), Applicants will account for how the funding will be allocated.

Funds may be for the following activities which include, but are not limited to:

- Direct assistance with EWF application submission and preparation of documents;
- Costs related to application Kiosks (if applicable);
- Development and dissemination of informational EWF educational materials;
- Door-to-door educational visits/conversations;
- Conducting live or virtual informational sessions about the EWF process;
- Conducting informational sessions or mini-campaigns specifically advising impacted communities about application fraud considerations;
- Development and dissemination of digital media;
- Interpretation and translation services relating to education about EWF process and/or direct assistance;
- Execution of targeted local or statewide media campaigns;
- Purchase of goods and services that directly support eligible program activities, including electronic devices with a per unit purchase price of less than \$1,000 under the Operating Expenses / Supplies category
- Referral of excluded workers to other critical services;
- Financial Literacy training/coaching through workshops or individualized sessions;
- Participant incentives earned based on completion of allowable activities; and
- Other specific activities designed to increase the number of Excluded Worker Fund applications.

Restrictions on the use of funds

Interested NFPs should keep in mind that the following expenses are not eligible under this initiative:

- Political activities of any kind;
- Electoral activities of any kind;
- Awards of cash, trophies, and gift cards used as prizes given for reasons unrelated to the successful completion of allowable program activities;
- Acquisition, construction, or renovation of buildings or other real estate;

- Entertainment;
- Religious activity;
- Alcohol;
- Incurred prior to the submission deadline to this RFQ;
- Costs of organized fund raising;
- Interest, taxes, and penalties; and
- Any other cost deemed inappropriate by NYSDOL.

C. Award Minimums

The minimum award amount is \$50,000 under the EWF-OAG. All awards are subject to funding availability.

D. Contracts

The contract start date for all contracts resulting from this solicitation may be no earlier than the submission deadline to this RFQ. Any service that begins or is paid for prior to the contract start date will fall outside the contract period and be ineligible for reimbursement. Additionally, any services 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 that will end with the final execution of the contract. Therefore, if an NFP chooses a contract start date that begins prior to contract execution, the NFP 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 one year. NFPs must include only the service opportunities that can be reasonably accomplished within a one-year period. Contract extensions may be approved at NYSDOL's discretion. Contract extensions may be approved at NYSDOL's discretion. Contract extension may or may not be funded. Once a contract is developed and formally executed, the NFP will be considered a NYSDOL Contractor. Funds will be released to the Contractor on a cost reimbursable basis in accordance with Section VI.B below.

Please note that NYSDOL must adhere to New York State Prompt Contracting Law timeframes for executing contracts awarded to not-for-profits entities. This Law provides 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 EWF-OAG funding. By accepting an EWF-OAG award under this RFQ, the NFP agrees to participate in any such evaluation.

E. Contracting Process

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

All NFPs are required to register in this system in order to enter into a contract with NYS. All NFPs must log-in to the Grants Gateway website at <https://grantsmanagement.ny.gov/register-your-organization> and follow the instructions to complete the registration. **The registration form, organization chart, and substitute W-9 must be signed, notarized and emailed to Gateway Administrators at GrantsReform@its.ny.gov. Plan accordingly to avoid potential delays in applying for upcoming grant opportunities.**

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

For additional information on registration and prequalification, please log on to the Grants Gateway website at <https://grantsmanagement.ny.gov/register-your-organization> ([registration](https://grantsmanagement.ny.gov/register-your-organization)) or <https://grantsmanagement.ny.gov/get-prequalified> ([prequalification](https://grantsmanagement.ny.gov/get-prequalified)).

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

- Hours of Operation: Monday through Friday, 8:00 A.M. to 4:00 P.M. NYS Time;
- Phone Number: 1-518-474-5595;
- Email: grantsgateway@its.ny.gov; and
- Grants Management Website: <https://grantsmanagement.ny.gov/>.

F. NYSDOL's Responsibilities

NYSDOL will oversee implementation of agreements resulting from this RFQ, including regular monitoring of implementation and performance of the agreements.

Funding for the activities outlined in this RFQ is subject to NYS legislative appropriation. NYSDOL staff will ensure accurate and timely reporting of program outcomes as required.

G. Participation Requirements

1. Participation Opportunity for Minority and Women-owned Business Enterprises (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 has determined that the Contract does not offer sufficient opportunities to set specific goals for participation by MWBEs as subcontractors, service providers, and suppliers to Applicant. NYSDOL hereby establishes an overall goal of 0% for MWBE participation, 0% for NYS certified minority-owned business enterprises ("MBE") participation and 0% for NYS certified women-owned business enterprises ("WBE") participation (based on the

current availability of MBEs and WBEs). Nevertheless, NFPs are encouraged to make good faith efforts to promote and assist in the participation of MWBEs on Contracts. The directory of NYS Certified MWBEs can be viewed at <https://ny.newnycontracts.com/>.

NFPs are encouraged to contact the NYSDOL MWBE Administrator at 518-474-2678 or labor.sm.MWBEAdmin@labor.ny.gov to discuss methods of maximizing participation by MWBEs on contracts.

2. Equal Employment Opportunity Requirements (EEO100)

NFPs will be required to submit EEO 100 – Equal Employment Opportunity Staffing Plan (Attachment MWBE-2) with their response as evidence of compliance with the foregoing.

By submission of a response to this solicitation, the NFP agrees with all of the terms and conditions of the Master Contract for Grants – Standard Terms and Conditions, specifically Section VI.J. (available in the Contract Documents module of the Grants Gateway portal). 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.

NFPs will be required to submit a Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement (Attachment MWBE-1) to NYSDOL with its response.

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, 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 by the contract.

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

Article 17-B of the New York State Executive Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Businesses ("SDVOBs"), thereby further integrating such businesses into New York State's 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 New York State, NFPs/Contractors are strongly encouraged and 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.

For purposes of this solicitation, NYSDOL determined that the Contract does not offer sufficient opportunities to set specific goals for participation by SDVOBs as subcontractors, service providers, and suppliers to NFPs. Nevertheless, NFPs are encouraged to make good faith efforts to promote and assist in the participation of SDVOBs on the Contract for the provision of services and materials. The directory of New York State Certified SDVOBs can be viewed at <https://online.ogs.ny.gov/SDVOB/search>.

NFPs are encouraged to contact the Office of General Services' Division of Service-Disabled Veteran's Business Development at 518-474-2015 or VeteransDevelopment@ogs.ny.gov to discuss methods of maximizing participation by SDVOBs on the Contract.

H. EWF Beneficiary Information

The EWF establishes a system to determine the amount that an excluded worker will be eligible to receive. An eligible participant will receive one of two tiers of benefits, depending on the level of documentation of work and earnings they are able to provide during the application process.

EWP is designed to help reach individuals that may be eligible for benefits. To be eligible for the fund, a participant must:

- Be a current resident of New York;
- Have resided in New York prior to March 27, 2020;
- Have lost wages or income after February 2020 because of: COVID-related unemployment, partial unemployment, or ability to work; COVID-related death or disability of a breadwinner or major household source of income;
- Not be eligible for Unemployment Insurance or federal COVID-related income relief; and
- Not have earned more than \$26,208 in the 12 months before the law's effective date.

NYSDOL is currently in the process of promulgating regulations for the EWF. Once regulations become effective, they will be made available to NFPs.

III. Eligibility Information

A. Applicant Eligibility

This RFQ seeks to gather information from NFP entities qualified to provide outreach and enrollment support services to potential EWF participants. Entities that demonstrate their qualification by meeting the evaluation criteria outlined in this RFQ will be eligible to enter into contract with NYSDOL to provide outreach and enrollment support services to eligible participants. NYSDOL will contact the qualified and selected NFPs to submit detailed service proposals and budgets, prior to beginning the contract development process. The following are evaluation criteria factors NYSDOL will consider when determining NFP qualifications for the EWF-OAG initiative:

- Incorporation as a NFP;
- Compliance with NYS employer requirements including Unemployment Insurance, Worker's Comp, and Disability coverage and required filings;
- Provision of direct services to EWF populations where EWF expects to work on this initiative;
- Cultural competency to have meaningful engagement with community where it expects to work on this initiative;
- Ability to speak, read, and write in relevant languages;
- Experience with other community engagement/volunteer-driven efforts;
- Current work with EWF populations;
- Prequalification in Grants Gateway; and
- Submission of a preliminary Work Plan/service proposal and budget

IV. Process for Request of Qualification Submission

A. RFQ Due Date

Responses will be accepted immediately and on an ongoing basis through the Grants Gateway until 4:00 PM New York Time on June 25, 2021. Grants Gateway will not accept any responses or unsolicited amendments to responses after the due date and time. No mailed, faxed or emailed documents will be accepted. NYSDOL takes no responsibility for any third-party error in the delivery of applications (e.g., computer failure, power outage).

B. Response Submission Instructions and Format

All interested parties must be registered in the Grants Gateway and apply online via the Grants Gateway website at https://grantsgateway.ny.gov/IntelliGrants_NYSGG/login2.aspx.

Completed responses must be submitted through the Grants Gateway by the designated date and time.

Please refer to the Grants Gateway for guides and videos for assistance with the registration and response process: <https://grantsmanagement.ny.gov/apply-grant>.

For a response to be considered, the NFP 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 the Grants Gateway system prior to the submission due date.

C. Grants Gateway Registration and Prequalification Status

As indicated in [Section II.E.](#) of this RFQ, all interested parties must be registered in the Grants Gateway prior to response submission and all NFPs must be designated in one of the status categories listed below prior to application submission:

- 1) Document Vault Prequalified
 - Fully Prequalified
- 2) Document Vault Prequalified Open
 - If an organization proactively opens its document vault before the required documents expire, it will go to this status.
 - i. The Organization will not lose prequalification status unless an expiration date passes.*
 - ii. This allows NFPs to apply for funding opportunities without losing prequalification status.*
- 3) Document Vault Prequalified/In review
 - This status is only available if an organization has proactively opened its vault prior to document expiration and has submitted it with updated documents.
 - i. The organization is still considered prequalified during this status EVEN IF the expiration date passes.*
- 4) Document Vault Prequalified/Open for Prequalification Specialist (PQS) Edits
 - NYSDOL is making edits and prequalification status is maintained.

Once it is determined that a NFP is prequalified, the organization must maintain prequalification status during the contract period. The organization will be given an opportunity to submit documents and information to the Grants Gateway in order to maintain or regain prequalification status.

For more information about Grants Gateway and Prequalification, please visit the Grants Gateway website <https://grantsmanagement.ny.gov/get-prequalified> or contact the Grants Management Team at: grantsgateway@its.ny.gov. The Grants Management help desk/hotline can be reached at (518) 474-5595.

NYSDOL will consider responses not meeting the Grants Gateway registration or NFP response pre-qualification requirements prior to application submission to be non-responsive.

D. RFQ Timetable

- RFQ Release Date May 27, 2021
- Response Due Date Ongoing, no later than June 25, 2021 @
4PM EST
- Anticipated Date of Funding Award Notification July 16, 2021

V. Application Review and Selection

A. Qualification Requirements

In order to qualify for funding in accordance with this RFQ, NFPs must demonstrate that the organization meets the following criteria.

1. The response has been submitted by an NFP;
2. The NFP is pre-qualified in Grants Gateway as described in Section IV.C;
3. The NFP employs two or more paid employees (principals of corporations and owners of businesses such as sole proprietors or partners are not considered to be employees for this criterion);
4. The NFP is headquartered in NYS or has at least one site located in NYS at the time of response submission;
5. The NFP is in good standing regarding: UI; WARN; Public Work; Labor Standards; Safety and Health; NYS Department of State Division of Corporations; Workers Compensation Insurance; and Disability Insurance;
6. The NFP currently has executed or pending contract(s) with NYSDOL and is proposing services to different individuals or entities than those targeted by the executed or pending NYSDOL contract(s). (Note: if no executed or pending contract(s) with NYSDOL exists, the Applicant will check Not Applicable to this attestation);
7. The NFP understands NYSDOL strongly encourages the submission of responses at least 48 hours prior to the due date and time to allow for sufficient opportunity to obtain assistance and take corrective action should there be a technical issue with the submission process;
8. The NFP understands that responses must be submitted electronically via the Grants Gateway System before the deadline listed on the cover of the RFQ;
9. The NFP understands that only someone in the role of Grantee Contract Signatory or Grantee System Administrator can electronically submit the response via the Grants Gateway and the NFP has taken steps to ensure that correct roles have been assigned for their organization;
10. The NFP understands that the submission of late responses will not be accepted, and the Grants Gateway will prevent the submission of any response once the due date and time has passed according to the Grants Gateway System clock; and
11. The NFP understands that all communication from NYSDOL must be responded to within 14 days. NFPs who fail to do so will be deemed non-responsive and thus failing to meet the minimum specifications or requirements as prescribed in a solicitation for commodities or services by a NYS agency (State Finance Law §163 (d)); and will be at risk for having their award revoked.

B. Required Program Description

The Required Program Description contains three parts: (1) Responses to Program Design; (2) Work Plan; (3) Budget.

1. Responses to Program Design

All questions must be answered and failure to answer all questions will jeopardize the NFP's review and may jeopardize the potential for funding.

1. Does your organization currently provide direct services to communities and individuals that will be eligible for benefits through EWF?
2. Does your organization have the capacity to enter into contract negotiations immediately and begin services no later than the date of contract execution?
3. Describe the current services provided to this population and how you are meeting the needs of those communities and individuals.
4. Has your organization provided these services for more than one year?
5. Please describe how you will conduct outreach to the target population.
6. Please describe how the proposed plan will increase applications for EWF funds in hard-to-reach communities.
7. Please describe the strategies, tactics, and methods that will be used to carry out project activities.
8. Please provide the timeline for project development and execution.
9. Does your agency currently work with the NYSDOL?
10. Describe how your organization has the cultural competency to have meaningful engagement with communities where it expects to work on this initiative.
11. Does your organization employ people with the ability to speak, read, and write in relevant languages?
12. Describe your organization's experience with other community engagement/volunteer-driven efforts.

2. Work Plan

The NFP will provide a preliminary service proposal and define the objectives, tasks, and performance measures that will detail the proposed plan to ensure service activities, are as identified in the Program Design. The purpose of the work plan is to provide a road map and measurable criteria to ensure successful and timely implementation of the proposed program. As part of the work plan, NFPs can include objectives, tasks, and performance measures, including 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 (NFP 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 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 unique outreach events/activities; the total number of services provided to eligible participants, the number and types of ancillary services (e.g., financial literacy counseling) necessary to assist participants who receive funds, and the total number of eligible participants applying for Excluded Worker funds.

3. Program Budget

The submission of a preliminary budget for completing the work plan is required. Please include the following categories as necessary and appropriate.

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.

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 Applicant 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 NFP which have entered into an agreement with the NFP 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.

Travel:

Staff travel costs should be budgeted in line with standard agency travel policy or [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, 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 NYSDOL approval.

Equipment:

Defined as equipment having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit. This section is used to itemize both purchased and rental equipment costs. Use the Budget Narrative to justify how the purchase/rental of equipment is related to the training purposes funded by this grant. Provide information regarding bids received for equipment purchases.

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 including electronic devices with an acquisition cost lower than \$1,000 per unit, postage, printing, photocopying, 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 incurred, should be listed in this category.

While in the Grants Gateway, in order to confirm the Expenditure Budget is correct, the Expenditure Summary must be reviewed. The summary will show how much has been allocated in the grant request. The "Total" field must be the total of the grant request. Any changes must be made in the category's corresponding form. No changes can be made on the Expenditure Summary page.

C. Method of Selection

In order to qualify for funding in accordance with this RFQ, NFPs must demonstrate that the organization: have met the qualifications listed in Section V.A.1; provided full responses to Program Design; provided a preliminary service proposal which defines the objectives, tasks, and performance measures that will detail the proposed plan to ensure service activities are as identified in the Program Design; and submitted of a preliminary budget for completing the work plan is required.

It is important to note that awards will be made at NYSDOL's discretion and in accordance with Section 4 of Part EEE of Chapter 59 of the LAWS of 2021

VI. Award Administration and Information

A. Award Notices

All NFPs will receive a letter informing them of the decision on their application and successful NFPs will be contacted by NYSDOL's contract development staff. If awarded, the NFP will also be notified of the maximum amount it has been awarded.

NFPs who receive an award must be prepared to enter into contract negotiations immediately and begin services no later than the date of contract execution. NYSDOL reserves the right to rescind the award of any NFP that is unable or unwilling to promptly engage in the contracting process or to begin conducting its services in accordance with the terms of the contract.

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. The Contractor must provide documentation that the service was provided. This documentation will be negotiated as part of the contract development process. NFP entities that have a fully executed contract qualify for a 25% advance, the details of which will be discussed during contract negotiations.

Please be advised that funded services may not begin earlier than the submission deadline to this RFQ. The earliest start date for any contract resulting from this RFQ is the response submission deadline. Any service that begins or is paid for prior to the date of response will fall outside the contract period and be ineligible for reimbursement.

Electronic Payments -- Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary NYS procedures and practices. The Contractor shall comply with OSC procedures to authorize electronic payments. Authorization forms are available at the OSC website at www.osc.state.ny.us/epay/index.htm, by email at helpdesk@sfs.ny.gov, or by telephone at 518-474-4032. The Contractor acknowledges that it will not receive payment on any vouchers submitted under this contract if it does not comply with OSC electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

C. General Requirements

All applications and accompanying documentation will become the property of the NYS and will not be returned. The content of each Applicant's application will be held in strict confidence during the evaluation process, and no details of the application will be discussed outside of the evaluation process. The successful Applicant's application and portions of the RFQ deemed applicable by NYSDOL will be

made part of the contract. Therefore, an official authorized to commit the company to a contract must sign the application.

D. Reservation Clauses

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

- 1) Make no award;
- 2) Postpone or cancel this RFQ ;
- 3) Amend the specifications after their release with appropriate notice;
- 4) Request NFPs to present supplemental information clarifying their response, either in writing or in formal presentation. NFPs failing to respond to these requests during the time allotted may be eliminated from funding consideration;
- 5) Waive or modify minor irregularities in applications received. This will in no way modify the RFQ documents or excuse the NFP from full compliance with the RFQ terms and conditions;
- 6) Correct any arithmetic errors in any response;
- 7) Reject any and all responses received in response to this RFQ;
- 8) Contact NFPs references as a check on qualifications;
- 9) Award contracts to more than one NFP;
- 10) Negotiate with selected NFP prior to contract award;
- 11) Rescind the award of any NFP unable or unwilling to begin conducting its activities immediately following contract execution. No NFP will have any rights against NYSDOL arising from such negotiations;
- 12) Make any payment contingent upon the submission of specific deliverables; and
- 13) Require that all responses are held open for a period of 120 days unless otherwise expressly provided for in writing.

VII. Attachments

Acronym	Document Title	Required to be completed and submitted via Grants Gateway?
VRAQ	Attachment – Vendor Responsibility – Applicant Questionnaire	Yes, with original signatures
MWBE – 1	Attachment – MWBE - EEO Policy Statement (fillable)	Yes, with original signatures
MWBE – 2	Attachment – EEO 100 – Equal Employment Opportunity Staffing Plan	Yes, with original signatures
EO	Attachment – Executive Order (EO) 177 Certification	Yes, with original signatures.
KC	Attachment – Key Contacts	Yes
GGPR	Appendix – Grants Gateway Prequalification Requirements	No
MWBE	Appendix – Minority and Women-Owned Business Enterprises (MWBE) and Equal Employment Opportunity (EEO) Requirements and Procedures	No
SDVOB	Appendix – Service-Disabled Veteran-Owned Businesses	No
TC	Appendix – Terms and Conditions	No
GISBA	Appendix – General Information for Successful Applicants/Applicants	No
MC	Appendix – Master Contract, Terms & Conditions	No