

**New York State Department of Labor (NYSDOL)  
Excluded Worker Fund Outreach and Assistance Grant (EWF-OAG)  
Request for Qualifications (RFQ)**

**Questions and Answers Pertaining to the RFQ**

(Updated 6/24/2021. New questions and answers are posted at the end of weeks that they are received and indicated below after each revision date.)

Funding opportunity announcements are available at the New York State Department of Labor website at <https://dol.ny.gov/funding-opportunities-0>.

**Q #1) We are interested in partnering with another organization as part of this contract to provide financial literacy training. Do partner organizations need to be prequalified in Grants Gateway as well? Or is only the applying organization required to be prequalified?**

A#1) Only the lead contractor is required to be Prequalified in the Grants Gateway system. The other partners will need subcontracts if they are sharing in the contract funding. If a subcontract is for \$100,000 or more, the subcontractor will undergo NYSDOL's standard due diligence vetting process and will be required to obtain a New York State Vendor Identification Number (Vendor ID), complete a Vendor Responsibility Questionnaire, and will need proof of Worker's Compensation and Disability, and the contractor must provide a signed subcontract agreement in order to process the contract. If a contract is under \$100,000 only a signed subcontract agreement is needed.

**Q #2) Is a 10% administrative cost rate an allowable expense under this contract?**

A#2) No, a 10% administrative cost rate is not an allowable expense in the EWF RFQ.

**Q#3) What is the expected start date of this project?**

A#3) 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. 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.

**Q#4) When are funds expected to be awarded? Will it be in parts over the year?**

A#4) The anticipated date of funding award notification is July 16, 2021. 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. For further details, please see Section VI.B of the EWF-OAG RFQ.

**Q#5) Are we able to submit a proposal for a joint project between our organization and another local non-profit to collaborate under the Excluded Worker Fund?**

A#5) Yes. Please note that only the lead contractor is required to be Prequalified in the Grants Gateway system. The other partners will need subcontracts if they are sharing in the contract funding. If a subcontract is for \$100,000 or more, the subcontractor will undergo NYSDOL's standard due diligence vetting process and will be required to obtain a New York State Vendor Identification Number (Vendor ID), complete a Vendor Responsibility Questionnaire, and will need proof of Worker's Compensation and Disability, and the contractor must provide a signed subcontract agreement in order to process the contract. If a contract is under \$100,000 only a signed subcontract agreement is needed.

**Q#6) Are indirect costs allowed expenses? If so, is there any guidance or limitation regarding the amount?**

A#6) Yes. Indirect costs for this funding opportunity may be reimbursed at the approved federally recognized indirect cost rate negotiated between the applicant and the Federal government if such a rate exists, and if no rate exists, then 10% of the modified total direct costs.

**Q#7) Are there any NYS regions the Fund is targeting?**

A#7) No, this is a statewide initiative.

**Q#8) We are located in the NYC region. May we support enrollments of residents from other regions of NYS?**

A#8) Yes, you may support enrollments of residents from other regions.

**Q#9) In the Project/Site Address section of Grants Gateway, it asks for Regional Council. Is the Regional Council asking where our project address is located at, or what region we are planning to target?**

A#9) This question is not a required response. If you do respond, it would be which region you plan to target.

**Q#10) Are radio campaigns an allowable expense in the budget?**

A#10) Yes, per section II.B. of the RFQ, this could be an allowable expense.

**Q#11) Is MWBE required? If so, what is the minimum percentage we should designate in our proposed budget?**

A#11) 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 6 current availability of MBEs and WBEs).

**Q#12) Is there a budget template we can use to create our proposed budget?**

A#12) No. The submission of a preliminary budget for completing the work plan is required and will be completed in Grants Gateway. NYSDOL will contact the qualified and selected NFPs to submit detailed service proposals and budgets, prior to beginning the contract development process.

**Q#13) On page 15 of the RFP document, it has a list of attachments, where it notes the first four attachments requiring original signatures; however, page 8, says, "No mailed, faxed or emailed documents will be accepted." Can the State clarify what it means by original signatures then? Does this mean we have to obtain wet signatures, then scan and upload? Or can we use software, like Adobe Sign, to obtain e-signatures?**

A#13) NYSDOL would accept either.

**Q#14) What is the contract period for the RFP?**

A#14) Contracts will be awarded for a period of up to one year. The contract starting date for all contracts resulting from this solicitation may be no earlier than the submission deadline to this RFQ.

**Q#15) Are organizations able to include large purchases? We were considering the purchase of a van that would allow us to do mobile outreach, education, and application assistance, in particular for day labor street corners and other event-based outreach. Is that something that can even be purchased with state funding under the grant?**

A #15) No, this would not be an allowable purchase with EWF-OAG funds. Per section II.B of the RFQ, the purchase of goods and services that directly support eligible program activities, including electronic devices need to have a per unit purchase price of less than \$1,000 under the Operating Expenses / Supplies category.

