

**New York State Department of Labor (NYSDOL)
Opportunity Youth Career Exploration and Access (OYCEA)
Request for Proposals (RFP) OYCEA #1
Questions and Answers Pertaining to the RFP**

(Updated July 5, 2018. New questions and answers are posted at the end of weeks that they are received and indicated below after each revision date.)

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

Q #1) Under “Restrictions on the Use of Funds”, it lists the purchase or rental of cellular telephones and devices. Does this restriction apply to the purchase or rental for program staff, or program recipients or both?

A #1) Yes. The restriction, as noted in section II.B.2. of the OYCEA RFP (Restrictions on the Use of Funds), applies to the purchase and/or rental of cellular telephones and devices for both program staff and program recipients.

Q #2) Do we need to budget funds for training staff in CareerZone or JobZone? Are there charges for any other training provided by NYSDOL or other workforce system partners?

A #2) Bidders may need to budget funds for training staff to meet the requirements as indicated in section II.G. of the RFP (Bidder’s Responsibilities). As noted in this section, “Contractors must make their staff available for training offered by NYSDOL or other workforce system partners, on topics such as the use of NYS’ employment services case management system, known as the One-Stop Operating System (OSOS), CareerZone and/or JobZone, National Work Readiness Credential, Career Pathways, and more. Staff are expected to be knowledgeable in providing trauma-informed, culturally sensitive, positive youth development, youth discovery, and strengths-focused practices.”

Q #3) Can an organization be a lead agency on one grant, and a sub-contractor on another grant?

A #3) Yes. An organization may be a lead agency on one proposal and a sub-contractor on another proposal, if, as stated in section III.A.14 of the OYCEA RFP (Bidder Eligibility), they are “proposing services to different individuals or entities than those targeted by the executed or pending NYSDOL contract(s).”

Q #4) It appears there is a typo on page 19, under Program Design, question 1j. It states, “Please note, a full list of businesses, educational institutions and other human service partners may be provided in response to questions 6i, 6j, and 6k.” The lists should be responses for 6k,6l, 6m.

A #4) Yes, there is an error in question 1j. The question should read: “Please note, a full list of businesses, educational institutions and other human service partners may be provided in response to questions 6k, 6l and 6m.”

Q #5) Will lists alone be sufficient answers for 6k, 6l, and 6m, if that is all that is provided?

A #5) Yes. Lists are sufficient answers for questions 6k, 6l, and 6m.

Q #6) As a NYS certified MWBE, we are keenly interested in the OYCEA solicitation with 30% goals for MWBE. How do we become added to the shortlist for interested MWBE's?

A #6) There is no short list of interested and certified Minority Women Business Enterprises (MWBEs) maintained for this solicitation. As detailed in section II.H.1.a., Participation Requirements, "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." Applicants must identify their own subcontractors as part of their good faith efforts and are encouraged to view the directory of MWBEs online at <https://ny.newnycontracts.com>.

Q #7) I noticed that bidders cannot apply for more than \$300,000 in awards. However, what about a sub-contractor? Is there a maximum amount allowed for sub-contractors in the same way there is a limit on bidders?

A #7) No, there is no maximum amount for sub-contractors.

Q #8) We started the process of developing our proposal, serving one of the designated areas. We plan on submitting for the full \$300,000. Another agency, serving a different designated area, asked us to subcontract with them to provide services in that area. Are we able to receive the full \$300,000 as the primary contractor on one contract and then receive additional funding as a subcontractor on another contract?

A #8) [Repeat of Q #3] Yes. An organization may be a lead agency on one proposal and a sub-contractor on another proposal, if, as stated in section III.A.14 of the OYCEA RFP (Bidder Eligibility), they are "proposing services to different individuals or entities than those targeted by the executed or pending NYSDOL contract(s)."

New Questions as of 06/15/18 start below:

Q #9) The RFP states we can provide services to individuals who are "at least 14 years old but younger than 18." Does this mean we cannot enroll individuals who are 18 years old?

A #9) Yes. As noted in section II.B. (Participant Eligibility) of the RFP, "participants must be individuals who are eligible youth (At least 14 years of age but less than 18)."

Q #10) What is your definition of "youth discovery"?

A #10) Youth discovery is a career assessment process that involves youth drawing on their own experiences, prior knowledge, strengths, limitations, circumstances, and other aspects to determine and establish individual career goals.

Q #11) When writing the proposal, do we need to propose a program for the full 18 months (including a four-month implementation period)? Could we propose a program for the full 15 or 16 months (with an implementation period)?

A #11) No. Bidders do not need to propose a program that runs for the full 18 months and may still include an implementation period that does not exceed four-months. As noted in section II.D., “Contracts will be awarded for a period not to exceed 18-months. The contract period may include a four-month implementation (start-up) phase, if needed.”

Q #13) Does the four-month implementation phase begin before December 5th or on December 5th?

A #13) As noted in section IV.D. of the RFP, the projected contract start dates are ongoing until executed but will occur “no earlier than December 5, 2018.” The implementation phase, if needed, will begin on the date of the contract execution.

Q #14) Is this anticipated to be a one-time award?

A #14) Yes. This is anticipated to be a one-time award.

Q #15) Is this a re-solicitation? If yes, what organizations were previously funded?

A #15) No. This is not a re-solicitation. As noted in section 1.B. of the RFP, “Governor Cuomo announced, as part of his 2018 State of the State agenda”, this “comprehensive strategy to engage youth in social and educational programs.”

Q #16) Please clarify which grants should be listed? Should all grants be listed, or just those granted by the State of New York, or just those pertaining to work readiness?

A #16) Yes, as noted in section V.B.7.a. of the RFP, all grants should be listed with the “grantor name, award amounts, final expenditure amounts (if completed) and performance outcomes for any grants received in the last five (5) years. If this list is lengthy, please focus on grants received that provided service to the target population.”

New Questions as of 07/2/18 start below:

Q #17) Will the winning projects have free access to the curriculum and tests for the National Workplace Readiness Credential? If not, how should we budget for this?

A #17) No, winning projects would not have free access to the curriculum and tests for the National Workplace Readiness Credential. Section II.B.1 lists allowable costs such as those for the National Work Readiness Credential preparation and achievement under the Career Exploration and Access Services. Please contact Joe Mizereck at the National Work Readiness Council for information about purchasing curriculum, tests, or becoming an examination site. He may be reached at joe@NWRC.org or (850) 320-3957.

New Questions as of 07/5/18 start below:

Q #18: The RFP's page 5 lists career exploration and access services, which must include: National Work Readiness Credential preparation and achievement. Please clarify if this requirement is applicable for all youth.

A #18: NYSDOL is clarifying that while National Work Readiness Credential (NWRC) preparation and achievement is a required part of the Career Exploration and Access Services listed in the RFP, it is not a qualifying or disqualifying factor in the application review. Possessing a work readiness credential is useful for youth seeking employment; however, OYCEA serves in-school participants, who may be less likely to transition immediately to long-term employment, so **preparation** in the NWRC content areas (i.e., workplace math, workplace reading, workplace situational judgement, and active listening) will be prioritized over **achievement** of the NWRC credential during the scoring of proposals.