

**New York State Department of Labor
College and Career Test Assessing Secondary Completion™
(TASC) Transition
Curricular/Instructional Materials/Resources**

Request for Proposals # V-11

Issue Date: February 17, 2015

Submission Deadline: March 20, 2015, 4:00 PM ET

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I. Introduction

A. Purpose

The purpose of this Request for Proposals (RFP) is to procure the services of eligible organizations that can assist the New York State Department of Labor (DOL), in partnership with the New York State Education Department's (SED's) Office of Adult Career and Continuing Education Services (ACCES) develop Curricular/Instructional Materials/Resources (hereafter curricula) that prepare students for success on measures of college readiness and attain the New York State High School Equivalency (HSE) diploma. DOL and SED have made up to \$718,000 in Workforce Investment Act (WIA) Incentive Grant funding available to fund up to three curricula under this RFP. The curricula to be developed (see Section I D below) should address preparation for WIA Title II-eligible populations. Eligible participants include individuals who have attained 16 years of age and are not enrolled or not required to be enrolled in secondary school under New York State law, and who:

- Lack sufficient mastery of basic educational skills to enable them to function effectively in society;
- Do not have a secondary school diploma or its recognized equivalent, or have not achieved an equivalent level of education.

B. Background

New York is entering a critical time of transition as several important educational initiatives begin to take shape that impact the broad education and workforce system. DOL and SED are continuing the partnership established to address this emerging need. A new national high school equivalency exam called the Test Assessing Secondary Completion™ (TASC) has been developed. The TASC assesses five subject areas including Reading, Writing, Mathematics, Science, and Social Studies. It also measures the Common Core State Standards for math and English language arts and other national standards for science and social studies, and provides an estimate of the degree to which examinees are ready for college and career. Administration of the TASC in New York State began in January of 2014. The 2014 version of the TASC includes the foundational elements of the Common Core State Standards, with test updates scheduled in 2015 and 2016 that will allow for the test to measure the standards with increasing fidelity. For more information go to www.tasc-test.com.

C. Applicant Eligibility

Eligible applicants are not for profit organizations or consortia which:

- Are physically located in New York State; and will expend any award on program activities within the State;
- Are in good standing regarding: Unemployment Insurance; Worker Adjustment and Retraining Notification Act (WARN); Public Works; Labor Standards; Safety and Health; NYS Department of State Division of Corporations; Workers Compensation Insurance; and Disability Insurance;
- Comply with New York State labor law and Federal law for the protection of workers.

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

Applicants must register with the system and must take the additional step of prequalifying by completing a basic profile and storing organizational documents. **Both registration and prequalification must be completed by not-for-profit organizations before the proposal is submitted.** For additional information on registration and prequalification, please log on to the Grants Gateway web site at <https://grantsgateway.ny.gov> and see **Attachment 15 of this RFP.**

D. Curricula Description

Completion of post-secondary education programs is a key component of preparing for employment in occupations paying a family sustaining wage. Many of the so called “Middle Skills” jobs require community college enrollment and completion. As such, it is critical that those who earn a HSE diploma be prepared to enroll in community college without requiring the extensive remediation that is known to be a significant impediment to college persistence and completion.

Many community colleges as well as adult literacy programs funded by SED offer HSE preparation programs. However these programs have been designed around the previous measure of HSE, the General Educational Development (GED[®]) exam administered from 2002-2013. Because New York State has transitioned to the TASC, a different HSE exam measuring different standards, so must the adult education providers, community colleges and other post-secondary training providers. The alignment of secondary education and post-secondary institution requirements with the Common Core State Standards provides New York State with an excellent opportunity to do just that.

Beyond the Common Core alignment, it is vital that any curricula also lead to success on commonly used measures of community college readiness and placement. In addition, there are college placement exams such as ACT’s Compass and the College Board’s ACCUPLACER that are the most commonly used assessments for this purpose. The ACCUPLACER, approved by the U.S. Department of Education (USDOE) to establish Ability to Benefit (ATB) for financial aid purposes, can be used for diagnostic and remediation purposes in skill development programs, and as a predictor of course specific academic success at those colleges that use it as a placement tool. The curricula developed as a result of this grant will help individuals gain the skills and knowledge to pass the TASC test that better prepare them for college and career readiness assessments such as the ACCUPLACER, Compass or similar USDOE-approved ATB measures.

The developed curricula must be generic enough to be used in programs based in locations other than community college campuses (e.g., WIA Youth Programs, adult education programs including 51 Literacy Zones) and be applicable to New York State community colleges. Desired outcomes for individuals who complete the curricula include:

- Greater degree of attainment of TASC score sufficient to be awarded a New York State HSE compared to similar individuals who do not participate.
- Greater degree of attainment of sufficient scores on USDOE-approved ATB measures that demonstrate ATB and non-remediation course assignment compared to individuals who do not participate. Examples of USDOE-approved ATB measures include the Accuplacer and Compass.

Postsecondary bridge program curricula can include College Transition Programs (defined below) and I-BEST Program (also defined below) models supportable under Federal WIA Title II. Applicants may use these funds to support postsecondary readiness activities beyond the high school diploma or equivalent for students who pretest at or below the 12.9 reading or math level on the Test of Adult Basic Education (TABE) or any other assessment deemed acceptable by SED. All curricula models must integrate preparation for the TASC leading to a New York State HSE diploma.

- College Transition Programs are comprehensive or integrated programs that prepare students to pass college entrance exams but also provide the skills and supports needed to persist in postsecondary study. The program should include comprehensive pre-collegiate instruction geared toward college success that help students attain their New York State High School Equivalency diploma and prepare for entry into college level coursework at the same time.
- I-BEST Programs for Adult Literacy Students are programs that enable learners with limited literacy to attain industry-recognized credentials, degrees, certificates, and/or entry into or advancement in registered apprenticeship programs to prepare literacy students for employment in high demand occupations. Program approaches parallel Washington State’s I-BEST model in that English language instruction is delivered in a team approach with career and technical training. For more information see:
http://www.sbctc.edu/college/e_integratedbasiceducationandskillstraining.aspx.

Both approaches, the College Transition Program and the I-BEST Program, would include instruction in pre-collegiate reading, mathematics, and writing skills. DOL and SED encourage applications for curricula that include approaches that speed up study by providing advanced credit or dual enrollment with community colleges.

Educational delivery must be team taught. Adult Basic Education/English for Speakers of Other Languages (ABE/ESOL) and professional-technical faculty should provide instruction together in the classroom, resulting in both literacy and workforce skills gains. The curricula design should provide the ABE/ESOL student with sufficient literacy or ESOL instruction so that they continue to make English language proficiency gains while the student is acquiring technical skills of occupational area. ABE/ESOL instruction may be provided up front to prepare students for the challenging vocabulary of the technical program. Examples include a program design that allocates 25 percent of ABE/ESOL instruction, 50 percent ABE/ESOL/professional-technical and 25 percent professional technical instructional time.

The developed curricula should include:

- Recommended textbooks
- Instructional materials
- Model lesson plans
- Plans and steps for professional development
- Formative assessment items/activities designed to provide instructors with an understanding of how well students are performing.

E. Funding

DOL and SED have made up to \$718,000 in Workforce Investment Act (WIA) Incentive Grant funding available to fund up to three curricula under this RFP.

If the applicant reduces the scope of the proposed project after an award is issued, the requested level of funding may be proportionately reduced.

DOL and SED reserve the right to make to make an award for any or all parts of a proposal, or no awards under this RFP.

F. Contracts

The term of the contract will be defined in the Contract Agreement, but is expected to be for the period beginning April 27, 2015 and ending June 30, 2015. Proposals must include only those activities that can be reasonably accomplished within that time frame. Under no circumstances may the contract have an end date later than June 30, 2015. All awarded funds must be fully expended by that date.

G. Additional Responsibilities

DOL, in partnership with SED ACCES, will oversee the implementation of the contract(s) resulting from this RFP. Program Unit staff will also maintain contact with the selected contractor(s) and monitor implementation and performance of the contract. Funding for the activities outlined in this RFP will come from the Federal Workforce Investment Act Incentive Grant and are subject to State and Federal legislative appropriation.

II. Process for Proposal Submission

A. Questions Concerning This RFP

Applicants may submit questions via electronic mail (WDTD.Onestop@labor.ny.gov). Questions regarding this RFP will be accepted until 4:00 PM Eastern Time on March 3, 2015. No telephone inquiries will be accepted. All inquiries should include the following reference in the Subject line: "TASC Transition Question". Answers to all questions will be posted on DOL's web site (<http://labor.ny.gov/businessservices/funding.shtm>) on an ongoing basis, with the final posting taking place no later than March 6, 2015.

B. Proposal Forwarding Instructions

- Proposal must be submitted using the forms provided as attachments to this RFP (see list of required attachments in Section V of this RFP) supplemented with supporting documentation where requested.
- Proposals must be received by DOL no later than 4:00 PM Eastern Time on March 20, 2015. Any proposals or unsolicited amendments to proposals received after the due date and time will not be considered in the review process. No "faxed" or "e-mailed" documents will be accepted. DOL takes no responsibility for any third party (e.g. U.S. Post Office, Federal Express, UPS, courier, etc.) error in the delivery of proposals.
- Submit the proposal and required attachments as electronic copy on CD-ROM or flash drive. The electronic copy will be considered the official submission for all application purposes. Include one printed copy of the electronic submittal with required original signatures and forward to:

New York State Department of Labor
Division of Employment and Workforce Solutions
State Office Campus
Building 12, Room 440
Albany, New York 12240
Attention: TASC Transition RFP # V-11

- Proposal narratives (Attachment 1) should not exceed 15 pages. Required attachments (see list below and Section V of this RFP), supporting documents, minimum requirements, and the cost proposal/budget (Attachment 2) are not included in this limit. All text should be double-spaced and should use a 12-point font. All pages should be numbered.

- The proposal should be transmitted in a sealed envelope with the title of the RFP, and the applicant's name and address clearly displayed on the exterior of the package.
- Required proposal attachments are listed below.
 - Vendor Responsibility – Applicant Questionnaire (Attachment 3).
 - Federal and State Certifications (Attachment 4).
 - Notice to Individuals Submitting Proposals (Attachment 5).
 - Application for Competitively Bid Contract (Attachment 6).
 - Equal Employment Opportunity Staffing Plan (Attachment 7).
 - Minority and Women Owned Business Enterprises (MWBE) Utilization Plan (Attachment 8). The MWBE Utilization Plan should list the MWBEs the Contractor intends to use to fulfill the contract should the proposed proposal be awarded. If the applicant organization will not use subcontractors or suppliers to fulfill services, or will be unable to meet the MWBE Goals, it must notify DOL. To do this, it must still submit the completed and signed MWBE Utilization plan with the organization’s information (name, address, FEIN, etc).
 - Application for Waiver of MWBE Participation Goal (Attachment 9). If the applicant will not use subcontractors or suppliers to fulfill services, or will be unable to meet the MWBE Goals, then it must submit the Application for Waiver of MWBE Participation Goal.
 - Minority and Women Owned Business Enterprise Participation Goal (Attachment 10).

C. RFP Timetable

- RFP Release Date – February 17, 2015
- Deadline for Questions – March 3, 2015
- Deadline Date for Responses to Questions – March 6, 2015
- Proposal Due Date – March 20, 2015 4:00 PM Eastern Time
- Projected Notification of Awards – April 6, 2015
- Projected Project Start Date – April 27, 2015
- Latest Possible Contract End Date – June 30, 2015

D. Additional Information

All of the fields in the required attachments must be completed.

The content of the prospective applicant questions and DOL/SED responses posted to the website will become part of the RFP. Applicants will be required to adhere to the terms of the Q&A. As such, the responses to the questions posted in the Questions and Answers will have the same weight in defining the terms of the program.

DOL reserves the right to request additional information from applicants during the scoring process if project or budget information provided is unclear. Applicants that fail to respond to these requests during the time allotted may be eliminated from funding consideration.

Successful applicants will be contacted by DOL contract development staff. Applicants who receive an award must be prepared to enter into contract negotiations immediately, and begin project activities upon execution of the contract.

DOL reserves the right to rescind the award of any grantee that is unable or unwilling to begin activities immediately following contract execution.

Applicants must comply with the Combined Terms and Conditions (Attachment 13), which will be incorporated into the Master Contract (Attachment 12) of successful applicants.

The WIA funds supporting this initiative are subject to the following Federal Executive Orders.

- Executive Order 13333 –This contract may be terminated without penalty, if the contractor or any subcontractor (i) engages in severe forms of trafficking in persons or has procured a commercial sex act during the period of time that the grant, contract, or cooperative agreement is in effect, or (ii) uses forced labor in the performance of the grant, contract, or cooperative agreement.” (22 U.S.C. § 7104(g)).
- Executive Order 13513 – Sec. 4. Text Messaging While Driving by Government Contractors, Subcontractors, and Recipients and Sub-recipients. Contractors, subcontractors, and recipients and sub-recipients are encouraged to adopt and enforce policies that ban text messaging while driving a vehicle when performing official Government business or work on behalf of the Government, and to conduct initiatives of the type described in section 3(a) of the Executive Order.

III. Proposal Requirements

In order for a proposal to be considered, the applicant must meet the eligibility criteria outlined in RFP Section I (C), and include all the documents required in Section II (B) of the RFP.

Proposals consist of three parts – a Technical Proposal and Cost Proposal as described below and all attachments required in section II (B). To ensure that all proposals are evaluated on the same basis, all of the required documents must be included. Proposals must be organized in the sequence described below in Section V.

A. Technical Proposal

1. Minimum Requirements

In order to qualify for funding consideration, applicants must meet the minimum requirements listed in Section IV (B) (1) of this RFP. Proposals that fail to meet these minimum requirements will result in an automatic rejection of the proposal, and scoring will not proceed.

2. Program Design

The proposal must fully describe, identify and document the project summary, program description, experience/past performance, and work plan/timetable using the Technical Proposal form (Attachment 1) provided in this RFP as described in Section IV (B) (2) of this RFP.

B. Cost Proposal

Requested funding must be directly related to the delivery of the proposed program. All proposed expenditures must be reasonable, necessary and clearly related to the purposes and activities of the project as described in the Technical Proposal budget forms (Attachment 2).

1. Allowable Costs

Allowable costs under this proposal are the costs involved in developing replicable curricula. These may include the following direct costs:

- **Staff 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 Benefits:** Briefly explain the calculation of fringe benefits. Fringe benefits include social security, workers' compensation, unemployment insurance, disability insurance and any insurance programs the applicant organization provides. If budgeted fringe benefits represent an exception to standard policy, please explain the basis.
- **Contracted Services:** 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. See "Subcontracted Services" section further below for additional requirements regarding subcontracting.
- **Equipment:** Equipment required to meet the contract objectives may be either purchased or rented, whichever is more economical. Equipment is tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Title to all equipment purchased under this contract rests with the Department of Labor upon acquisition. At the completion of the project, such property must be disposed of in accordance with the instructions of the Department. An inventory of all equipment purchased must be kept. Justification for any exceptional equipment purchases and/or rental costs must be provided in the Budget Narrative (item E).
- **Other Operating Expenses:** List other items not included under any other category, such as supplies, postage, printing/photocopying, and telephones. Any type of expense outside of the categories listed above and any exceptional dollar amounts must be explained in the Budget Narrative.

2. Restrictions on the use of funds

The TASC Transition program will only pay for the costs listed above. It will not pay for any of the following items:

- Advertising costs, except recruitment of personnel, or procurement of scarce items; public relations for other than reporting progress, or those specifically relating to the RFP;
- Indirect Costs;
- Promotional items and memorabilia, except as identified above as allowable advertising;
- Capital expenditures for improvement or acquisition of facilities;
- Expenditures on general purpose equipment, e.g. office furnishings, air conditioning, reproduction and printing equipment;
- Entertainment costs, including social activities or cost of alcoholic beverages;
- Interest costs incurred by provider agencies;
- Student travel;
- Costs of organized fund raising;
- Medical costs;
- Costs for attendance at conferences or meetings of professional organizations, unless attendance is necessary in connection with the project; costs for preparation of continuation agreements and other proposal development costs;
- Audits; and
- Any other costs deemed inappropriate by DOL, and any costs that do not meet the intent of the RFP.

C. Subcontracted Services

Awardees may subcontract a portion of the services being solicited pursuant to this RFP. All subcontracts between the awardee and any subcontractor must be in writing and must specifically incorporate a clause which requires that notwithstanding any conflicting terms in the subcontract agreement, the subcontractor agrees to comply with the terms and conditions contained in this RFP, including but not limited to Attachment 13 "Combined Terms and Conditions."

Subcontracts may only be with partners named in the proposal. Any proposed projects involving subcontracting out for additional services will require that subcontractors complete line item budget forms similar to the ones used by the lead applicant, as well as show how subcontract costs were derived to allow for ease of subsequent reporting of subcontractor costs.

Applicants are advised that proposed subcontracts may not be fully executed, and associated costs may not be incurred or paid, until the subcontract has been fully reviewed and approved by DOL, and the contract has been approved by both the Office of the New York State Attorney General and the New York State Office of the State Comptroller.

D. General Requirements

All proposals and accompanying documentation will become the property of the State of New York and will not be returned. The content of each 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. The successful proposal and portions of the RFP deemed applicable by DOL will be made part of the

contract. Therefore, an official authorized to commit the applicant to a contract with DOL must sign the proposal documents.

E. Buy American Requirements

Applicants should be aware of the requirements of WIA, Section 505 which provides that WIA funds may not be expended by an entity unless the entity agrees to comply with the Buy American Act (41 U.S.C. 10a et seq.) in expending the funds. It is the sense of Congress that, to the greatest extent practicable, all equipment and products purchased with WIA funds should be American made. See WIA, Section 505 – Buy American Requirements set forth as Attachment 14 to this RFP.

IV. Selection Process and Criteria

A. Evaluation of Proposals

DOL and SED will first make an initial eligibility determination using the minimum requirements described in section I (C) on each proposal received. Proposals deemed eligible will be scored based on further review and evaluation. Proposal scores will consist of 80% on technical merit and 20% on cost. Scoring of technical merit will award points based on a “strong”, “moderate”, “weak” or “not addressed” scale, or “criteria met” or “criteria not met” scale, depending on the evaluation category.

DOL and SED reserve the right to make no awards under this RFP.

B. Evaluation Criteria

Technical and Cost proposals will be scored separately and then combined to produce a final score based upon the weight given to each. No award will be made to applications scoring less than 60 points. The Evaluation Criteria has three parts – the Minimum Requirements, the Technical Proposal, and the Cost Proposal. Each is described below.

1. Minimum Requirements

No points will be awarded for this section of the proposal. Failure to meet minimum requirements will result in an automatic rejection of the proposal, and scoring will not proceed.

Minimum requirements require the applicant to attest to each of the following:

- a. The applicant is a not for profit organization.
- b. The applicant is physically located in New York State and any award will be expended on program activities in New York State.
- c. They will comply with New York State labor law and Federal law for the protection of workers.

2. Technical Proposal - up to 80 points as detailed below

- a. Project Summary
 - i. Project Design and Work Plan (up to 10 points)
Outline the overall program goals and objectives, including specific outcomes, and provide an overview of the project design. Include a project work plan detailing the major activities and time frames for completion.

- ii. Adequate Academic Preparation (up to 10 points)
Clearly describe the proposed curricular/ Instructional Materials/Resources development project and how the Curricula will be implemented and evaluated, describe the target group of high school equivalency students transitioning to college and career. Adequate preparation of at least the following three of the five TASC™ content areas (i.e. Mathematics, Reading, and Writing) must be included. Proposed models could also address Science and Social Studies.
- iii. Alignment with USDOE approved Ability to Benefit (ATB) measures (up to 20 points)
Ability to Benefit (ATB) measures may be used for diagnostic and remediation purposes in skill development programs, and as a predictor of course specific academic success at those colleges that use them as placement tools. The curricula developed as a result of this grant must help prepare individuals to succeed on the Accuplacer, Compass or similar USDOE-approved ATB measure.
- iv. Portability of the curricular/ instructional materials/resources developed (up to 10 points)
Curricula developed must be suitable for use in various settings. The proposal must describe how the applicant and staff members propose to work with and disseminate materials to HSE preparation programs funded by SED and/or DOL.
- v. Previous related work (up to 10 points)
The applicant must provide a narrative on the applicant’s previous experience in this area that is similar in scope to this RFP, although it is acknowledged that the applicant may not have previously created Common Core-related materials due to the newness of Common Core. Narrative should include:
 - A full list of previous clients, including a brief statement of the scope of work completed. List should be limited to those clients for which the applicant provided services related to those requested in the RFP.
 - Any additional publicly available materials or website citations to prior work.
- b. Organizational Capacity (up to 10 points) – Briefly describe the applicant organization and the types of programs it provides. Clearly describe the organizational structure, governance and explain whether staff developing this work are full-time, part-time or employed on a consultative basis. Describe the role of any subcontractors or partners, including pilot or replication sites.

The proposal must include a statement about the particular capacity of the applicant’s organization to provide Common Core-aligned curriculum/instructional resources and/or statewide professional development, including:

- i. Any specific staff expertise and/or resources that could be considered key organizational assets for this work.
 - Plans and capacity to perform the research required by this RFP to ensure products have fidelity to New York State’s interpretation to the Common Core.

- Any specific staff expertise in preparing curricula/instructional resources for High School Equivalency preparation.
- ii. Provide a comprehensive picture of staffing. For all key staff positions, provide: Name of individual in the position if currently employed at the organization, resume or if hiring will occur please list planned hiring dates and names and/or positions of potential employees and resumes. Details about the proposed staff plan must be provided, including:
- For each key staff member, the applicant must provide a resume and a detailed description of responsibilities and qualifications. The lead staff member(s) with primary responsibility for creating TASC transition curricula/instructional materials/resources should have demonstrated experience of similar scales and scopes of the work expressed in this RFP, and an advanced degree (Master's or higher) in a related field and/or significant demonstrated experience.

As specified in this RFP, key staff members cannot be replaced without approval of DOL, upon justification for the change, and must be replaced with comparable experience and expertise, and at a cost equal to or less than the key staff person identified in the vendor's proposal. The proposal must provide sufficient detail to enable reviewers to evaluate the appropriateness of the proposed staff.

- c. Community College Participation (up to 10 points)-- Community Colleges have a history of designing and implementing preparation and transition programs for Title II eligible students, and are familiar with the use of Ability to Benefit measures. As such they are considered preferred applicants and an additional ten points will be awarded to applications where a Community College is either the sole applicant or the lead applicant in a consortium. Applications where the Community College is not the lead applicant but include a Community College in their membership will be awarded five additional points.

3. Cost Proposal (20 points):

The following information is intended to help guide the applicant when preparing your budget, and will be used as the cost scoring criteria:

- All costs appear reasonable and are related to the provision of services as described in the project plan narrative;
- Budget narrative is provided which clearly describes each cost component and how the cost was determined;
- Budgeted costs as related to planned service levels and outcomes are reasonable; and
- If contracted services are to be solicited, the Budget Proposal provides a clear and compelling justification for allowance of such costs. The proposal spells out what procurement procedures will be followed to ensure that any contracted services represent the best value.

An overall budget for expending the funds and specifics on the costs for each activity must be furnished in Attachment 2.

C. Method of Selection

All proposals received shall be subject to an evaluation by the DOL and SED. A Technical Review Committee and a Cost Review Committee will be established. Members of each committee will individually evaluate the technical and cost portions of the proposals. The two committees will not share information at any time during the review of the proposals.

The method of selection will be based on a point system with the technical portion of the rating criteria at 80% of the total, and cost at 20% of the total. Proposals must first meet all minimum eligibility requirements. Proposals will be awarded in rank order beginning with the proposal(s) with the highest total points until funds have been exhausted, however no proposal that received less than 60 total points will be considered for an award. In the case of tied scores, preference will be given to proposals with the highest program merit evaluation score. DOL 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. Any costs that are disallowed will be costs that are not permitted under the requirements of this RFP. All applicants will receive a letter informing them of the decision on their proposal and successful applicants will be contacted by contract development staff.

D. Payment

Once a contract has been developed and formally executed, funds will be released on a cost reimbursement basis. A grantee must first pay for incurred expenses and then submit a voucher to DOL for reimbursement. Vouchers must be submitted to DOL on prescribed forms before payment is made. The contractor will be eligible for a cash advance of up to 25% upon contract execution at DOL's sole discretion and subject to the availability of funds appropriated and available pursuant to this RFP.

For cost reimbursements to be approved certain records must be kept and specific documents submitted.

Please be advised that activities may not begin until after an award is made (i.e., once reviews have been completed, due diligence has been completed, awardees have been determined and award letters have been issued). The earliest start date for any contract resulting from this RFP is the date of the award letter. Any activity that begins and/or is paid for prior to the date of the award letter 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 State procedures and practices. The Contractor shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are available at the State Comptroller's website at www.osc.state.ny.us/epay/index.htm, by email apunit@osc.state.ny.us, or by telephone at 518-474-4032. The Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract if it does not comply with the State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

E. Reservation Clauses

- DOL and SED reserve the right to request additional information from submitters during the cost scoring process if project or budget information provided is unclear.

V. Attachments

Attachment Number	Document Title	Required to be completed and submitted by mail?
1	Technical Proposal	Yes, with original signatures
2	Cost Proposal (Budget)	Yes
3	Vendor Responsibility – Applicant Questionnaire	Yes, with original signatures
4	Federal and State Certifications	Yes, with original signatures
5	Notice to Individuals Submitting Proposals	Yes, with original signatures
6	Application for Competitively Bid Contract	Yes, with original signatures
7	Equal Employment Opportunity Staffing Plan	Yes, with original signatures
8	Minority and Women-Owned Business Enterprise Utilization Plan	Yes, with original signatures
9	Application for Waiver of Minority and Women-Owned Business Enterprise Participation Goal	Yes, with original signatures
10	Minority and Women-Owned Business Enterprise and Equal Employment Opportunity Participation	Yes, with original signatures
11	General Information for Successful Bidders	No
12	Master Contract	No
13	Combined Terms and Conditions	No
14	Workforce Investment Act Section 505	No
15	Grants Gateway Prequalification Requirement	No

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