



Office for the Prevention of Domestic Violence

REQUEST FOR PROPOSAL

Enough is Enough Program Training & Technical Assistance 2022 - 2025

Kathy Hochul, Governor
Kelli Owens, Executive Director

I. REQUEST FOR PROPOSAL SPECIFICS

A. IMPORTANT DATES (TENTATIVE)

RFP Release Date:	January 3, 2022
Deadline for Submission of Questions:	January 18, 2022
Pre-Bid Webinar:	January 10, 2022
Response to Questions:	On or About January 21, 2022
Proposal Due Date:	February 4, 2022 4:00PM EST
Anticipated Notification of Awards:	On or About March 7, 2022
Contract Start Date:	May 1, 2022

The NYS Office for the Prevention of Domestic Violence

Mission

To improve New York State's response to and prevention of domestic violence with the goal of enhancing the safety of all New Yorkers in their intimate and family relationships.

Vision

To create a State in which communities and systems are committed to supporting and promoting equality, dignity and respect so that individuals can feel safer in their intimate and family relationships.

B. OVERVIEW

This document provides program and application guidelines for the Enough is Enough (EiE) Program Training & Technical Assistance Request for Proposals (RFP). The NYS Office for the Prevention of Domestic Violence (OPDV) is accepting proposals from the following to maintain the EiE Training & Technical Assistance Center, including maintenance of the website and provision of ongoing training and technical assistance to EiE grantees:

- NYS [rape crisis programs approved by the NYS Department of Health \(DOH\)](#);
- NYS Department of Health [Rape Prevention Education Program Regional Centers for Sexual Violence Prevention](#);
- NYS [victim assistance programs currently funded by the Office of Victim Services \(OVS\)](#);
- NYS sexual violence coalitions;
- US [Department of Justice Office on Violence Against Women recognized tribal coalitions](#);
- NYS LGBTQ+ technical assistance providers, sexual violence technical assistance resource centers, and culturally specific technical assistance providers;
- Other organizations as designated by the New York State Coalition Against Domestic Violence (NYSCADV) [provider directory](#);
- Other organizations as designated by the New York State Coalition Against Sexual Assault (NYSCASA) [provider directory](#).

OPDV will fund one grant totaling up to \$750,000.00 for the contract period May 1, 2022 – April 30, 2025. Applicants may apply as individual organizations, however joint applications are encouraged. For joint applications, all parties must meet the eligibility requirements outlined above. The primary applicant should include a Letter of Intent from each partnering organization demonstrating the plan for providing joint services to deliver statewide coverage as the EiE Training and Technical Assistance Center. Letters of Intent from entities that do not meet the eligibility requirements outlined above will not be allowed and the application will be disqualified.

The EiE Training and Technical Assistance Center will provide statewide webinars, conference calls, meetings, regional face-to-face training, annual needs assessments, and individual program technical assistance and site visits to rape crisis and sexual violence prevention programs who are funded through EiE. The Center will also operate and maintain a statewide training and technical assistance website where EiE providers and all rape crisis programs can access information about the latest developments in the field of prevention and response to sexual assault, related programming for colleges and universities, on-campus populations and within campus communities including student populations at higher risk of sexual assault. The purpose of these activities is to build and enhance the capacity of EiE and rape crisis

programs to provide quality direct services to campus victims of sexual assault and to develop and implement effective community awareness and education activities.

Proposal applications must be completed electronically in the **New York State Consolidation Funding Application System**. All final applications must be received by the New York State Consolidation Funding Application System by the Proposal Due Date indicated in the Important Dates section of this RFP.

Applications will be evaluated in accordance with the RFP requirements and selected for funding consistent with the best interests of the state. Applicants are encouraged to demonstrate in their response to this solicitation how their proposal furthers New York's commitment to ensuring that campus sexual violence prevention education and response services are provided in a culturally responsive, survivor-centered, and trauma-informed way.

C. TRAINING AND TECHNICAL ASSISTANCE CENTER CORE SERVICES, DATA & PROPOSAL REQUIREMENTS

EiE Training and Technical Assistance Center Core Services

EiE Training & Technical Assistance Center core services include:

- Operation of a statewide training and technical assistance website
- Regular needs assessments
- Ongoing training
- Ongoing technical assistance
- Supporting provider response to emergent issues

Operation of a statewide training and technical assistance website: The website will serve as a space for EiE and rape crisis programs to access information about the latest developments in the prevention and response to sexual assault, focusing on programming for New York State colleges and universities, on-campus populations and within campus communities. The Center will assume operation of the current website by fifteen days after the beginning of the contract and will begin an overhaul of that site. The Center will regularly survey EiE programs regarding the content and format of the website in order to best meet programs' needs and make updates accordingly.

Regular needs assessments: The Center will conduct regular needs assessments of all EiE programs to ascertain the subject areas in which they need training and technical assistance. The Center will use the assessment to inform training and technical assistance activities with the programs.

Ongoing training: The Center will provide statewide webinars, conference calls, meetings, and regional face-to-face trainings for EiE, rape crisis programs and other stakeholders as coordinated with the Office for the Prevention of Domestic Violence.

The training will be designed to address programs' identified training needs and delivered in a manner that provides effective skills-building for programs. The Center will also partner with OPDV to plan annual EiE provider convenings that build the capacity of programs to assist colleges with EiE programs and develop collaborative relationships.

Ongoing technical assistance: The Center will provide regular individual technical assistance and site visits as well as regional and statewide technical assistance support for programs funded through EIE. The Center will also work with OPDV to assist in developing necessary technical assistance and guidance resources and sample materials for EIE Programs.

Supporting provider response to emergent issues

The Center will conduct technical assistance, research, convening of stakeholders, and reporting on of-the-moment issues to OPDV emerging in among EiE and rape crisis providers as a result of societal, political, or otherwise unique circumstances, as necessary.

EiE Training & Technical Assistance Center Management & Operations:

Training Provision

The Center is responsible for creating and implementing, with OPDV approval, an annual training calendar for all EiE funded providers, designed to meet providers' priority needs to ensure providers can meet their obligations to provide culturally responsive, survivor-centered, trauma-informed response services for survivors as well as provide effective prevention education activities in partnership with colleges and universities to meet the requirements of EIE.

Additionally, the Center must ensure initial and periodic training of all staff regarding: the requirements of the EiE law and other legal requirements related to gender-based violence in higher education, domestic and sexual violence, cultural responsiveness, referral resources and services, and other relevant issues.

Website Management

The Center is responsible for establishing and maintaining an effective system for maintenance and regular updating of the Center website in a timely and responsive fashion. The website should provide access to a comprehensive range of information for EiE and rape crisis providers, including but not limited to an orientation to EiE, the EiE program, and its goals, resources regarding the latest developments in EiE, Title IX and related legal and policy issues, and resources on effective methods, services and activities for the prevention of and response to sexual assault among college populations.

Needs Assessment

The Center will conduct needs assessments of all EiE programs, including conducting and analyzing a formal needs assessment survey at least biennially, to ascertain the subject areas in which they need training and technical assistance including but not limited to those via live trainings, webinars, regional and individual meetings and calls, and additional resources on the Center website.

Technical Assistance Management

The Center is responsible for regular communication with and provision of technical assistance to all EiE-funded providers statewide. This must take the form of at least one regional meeting or conference call quarterly, as well as additional meetings or calls as necessary. The Center must also ensure that any individual requests for technical assistance by an EiE provider are responded to in a timely manner, and that staff are either equipped to answer technical assistance questions or there is a process in place to determine and provide the correct answers. The Center will also be responsible for coordinating with OPDV to assist in developing and distributing technical assistance and guidance resources and sample materials for EiE Programs as needed.

Performance Measures

The Center must undertake activities to measure success of training and technical assistance activities provided, such as evaluation surveys, pre- and post- tests, and other methods, to regularly inform the Center's provision of services and planning for future activities.

Data & Reporting

The Center must ensure timely and accurate completion of reporting relevant data and information to OPDV via required quarterly reports and upon request by OPDV. As the funding for the Center stems from the federal Preventative Health and Human Services block grant, timely reporting on activities and outcomes of the Center are crucial for both OPDV and Center monitoring of success as well as compliance with Preventative Health and Human Services block grant requirements.

OPDV will work with the awardee to outline specific data points to be collected once the contract is initiated. Ongoing conversations about data collection and reporting will be incorporated into the contract workplan.

Proposal Requirements

Successful proposals will:

- Demonstrate the applicant's knowledge and programmatic expertise in providing effective sexual assault prevention education and awareness

activities for a college audience as well as providing rape crisis and sexual assault response services in a culturally responsive, survivor-centered and trauma-informed way.

- Describe the applicant's experience:
 - Developing and providing professional development or other skills-building training to rape crisis, sexual assault or other gender-based violence direct services professionals;
 - Conducting needs assessments with stakeholders and implementing plans to meet identified needs;
 - Maintaining and updating resources and informational/referral materials such as program manuals and guidance, needs assessment tools, and model curricula and policies;
 - Maintaining a website, database, or other web-based portal that is regularly updated and responsive to stakeholder needs, and that supports ongoing stakeholder interaction;
 - Corresponding/collaborating with stakeholders on an ongoing basis.
- Include at least one letter of support from [a current EiE provider](#).

D. ADMINISTERING AGENCY

OPDV is an Executive-level state agency, created in 1992. OPDV's mission is to improve New York State's response to and prevention of domestic violence with the goal of enhancing the safety of all New Yorkers in their intimate and family relationships. In fulfilling this goal, OPDV has three primary areas of focus:

- Advise the Governor and legislature on policies and practices for the state;
- Train New York State professionals from all systems about the intersection of domestic violence in their daily practice; and
- Serve as a resource regarding the issue of domestic violence by disseminating regular public awareness campaigns, publishing materials for use by not-for-profits and victims, distributing local assistance funds and highlighting best practices in the field.

OPDV is committed to supporting programs that meet the needs of all victims, especially underserved populations.

E. FUNDING

Funds for this contract are provided by the federal Preventive Health and Health Services Block Grant and administered by OPDV pursuant to a Memorandum of

Understanding with the NYS Department of Health (DOH). All agreements and funding are subject to the availability of funds and approval of DOH. OPDV reserves the right to revise the award amount as necessary due to changes in the availability of funding.

Funding is not guaranteed. Modifications or additional requirements may be imposed during the award and/or contract period. All funding must support program efforts that will be accomplished during the contract period. Funding under this program must supplement, not supplant, non-grant funds that would otherwise be available for expenditure on the programs proposed. Any unused funds will be redistributed pursuant to a plan approved by the Executive Director of OPDV, or by a designee.

Funding Amounts

The contract is a 36-month (3 year) award of up to \$750,000.00. Proposed budgets must reflect amounts not exceeding those stipulated in the Evaluation of Proposals section.

Eligible Costs

- Salary
- Fringe
- Contractual Services
- Travel
- Equipment
- Other (office supplies, printing, technology {phone, connectivity, etc.}, indirect costs {federally approved rate})

Any additional costs incurred are the responsibility of the provider/program. Proposed budgets that include charges to OPDV in categories other than those identified above will be disqualified. Budgets that reflect match contributions by the applicant are permissible, but not required.

Ineligible Costs

- Audit costs
- Insurance costs
- Vehicles
- Any and all costs that would be disallowed under New York State law, including, but not limited to Office of the State Comptroller regulations and/or guidelines.

F. ELIGIBLE APPLICANTS

Applicants must be from the following groups:

- NYS [rape crisis programs approved by the NYS Department of Health \(DOH\)](#);
- NYS Department of Health [Rape Prevention Education Program Regional Centers for Sexual Violence Prevention](#);

- NYS [victim assistance programs currently funded by the Office of Victim Services \(OVS\)](#);
- NYS sexual violence coalitions;
- US [Department of Justice Office on Violence Against Women recognized tribal coalitions](#);
- NYS LGBTQ+ technical assistance providers, sexual violence technical assistance resource centers, and culturally specific technical assistance providers;
- Other organizations as designated by the New York State Coalition Against Domestic Violence (NYSCADV) [provider directory](#);
- Other organizations as designated by the New York State Coalition Against Sexual Assault (NYSCASA) [provider directory](#).

In order to be considered eligible, applicants must have:

- The ability to maintain website;
- The ability to seamlessly assume the duties of the Training & Technical Assistance Center in all its capacities, without interruption, as of midnight on May 1, 2022;
- The ability to implement and maintain the Training and Technical Assistance Center for the entire prospective term of the contract (May 1, 2022 – April 30, 2025) even if the award amount of each budget period is expended prior to the end date of the period;
- Demonstrated expertise related to providing effective sexual assault prevention education and awareness activities for a college audience;
- Demonstrated expertise related to rape crisis and sexual assault response services in a culturally responsive, survivor-centered and trauma-informed way;
- Experience and/or demonstrated ability to provide professional development or other skills-building training to rape crisis, sexual assault or other gender-based violence direct services professionals;
- Experience and/or demonstrated ability to conduct needs assessments with stakeholders and implementing plans to meet needs identified;
- Experience and/or demonstrated ability to maintain and update resources and informational/referral materials such as program manuals and guidance, needs assessment tools, and model curricula and policies;
- Experience and/or demonstrated ability to maintain a website, database, or other web-based portal that is regularly updated and responsive to stakeholder needs, and that supports ongoing stakeholder interaction;
- Experience and/or demonstrated ability to correspond/collaborate with stakeholders on an ongoing basis; and

- Demonstrated knowledge of the networks of statewide community-based providers of domestic violence and sexual assault services, as well as related local service practice including but not limited to a knowledge of higher education, Title IX and Enough is Enough requirements, courts, police, civil legal services, and health care provision statewide.

G. EVALUATION OF PROPOSALS

There will be a two-tier evaluation of each application as detailed below.

Tier 1 Evaluation – Pass/Fail

Tier 1 evaluation assesses whether applications satisfy minimum “pass/fail” requirements for funding consideration. All proposals will initially be screened by OPDV using the following criteria to determine if the applications are complete:

- Application was submitted by the published deadline;
- Application is from an eligible applicant;
- Applicant is a not-for-profit and is prequalified in Grants Gateway or by a governmental entity;
- Applicant completed the Contact Information Questions in the Consolidation Funding Application platform;
- Applicant uploaded Workers Comp and Disability Forms;
- Applicant uploaded a completed Sexual Harassment Certification Form;
- Applicant uploaded a summary description of the organization’s history and mission;
- Applicant uploaded at least one Letter(s) of Support from current Enough is Enough providers; and
- Applicant uploaded Letter(s) of Intent (only applicable if submitting a joint application) from organizations that meet the eligibility requirements outlined in the RFP.

Tier 1 review will receive a pass/fail rating. **Any application that does not meet all of the above criteria will be immediately disqualified from further review.**

Tier 2 Evaluation – Evaluation, Scoring and Ranking

A team of at least four reviewers will evaluate proposals that have successfully passed the Tier 1 evaluation. At a minimum, three reviewers will review and evaluate the following programmatic sections of all proposals: Agency Profile; Sexual Violence Prevention and Response Expertise; Cultural Responsiveness, Survivor-Centered &

Trauma-Informed; Training and Technical Assistance Center Program Description; Staff Development; Needs Assessment, Data Collection, and Reporting System. All reviewers will use a standard rating tool to score each proposal. At a minimum, one reviewer will review and evaluate the Budget sections of all proposals. A standard rating tool will be used in that evaluation as well.

For each proposal, each category (Agency Profile; Sexual Violence Prevention and Response Expertise; Cultural Responsiveness, Survivor-Centered & Trauma-Informed; Training and Technical Assistance Center Program Description; Staff Development; Needs Assessment, Data Collection, and Reporting System; and Budget) will be scored, and the category scores will be totaled for an overall maximum score of 90 points. A proposal’s final score will be determined by averaging the overall scores from each reviewer. Applicants must receive a final score of at least 55 on this RFP to be considered for an award. Discrepancies of 15 points or more between two or more reviewers will receive an additional review unless all scores are below 55 points.

In the event of a tie for the average overall score among two or more applicants, impacted proposals will be ranked against each other based on the combined average score in the Sexual Violence Prevention and Response Expertise and Training & Technical Assistance Center Program Description categories.

Final decisions regarding the funding of programs will be based on the cumulative Tier 1 and 2 scores.

Evaluation Components

Program Questions	Points
Agency Profile	10
Sexual Violence Prevention and Response Expertise	20
Cultural Responsiveness, Survivor-Centered & Trauma-Informed	10
Training & Technical Assistance Center Program Description	20
Staff Development	5
Needs Assessment, Data Collection, and Reporting System	5
Budget	20
TOTAL	90

Applications will be scored on the following criteria:

1. Agency Profile (10 Points)

Briefly describe your agency/organization including:

- Overall annual operating budget with number of employees (full-time and

part-time) and hours of operation;

- Organizational structure including an organizational chart and corresponding descriptions of operational units or divisions;
- Explanation of which operational unit or division will operate the project;
- Organizational structure of training and technical assistance center as well as supervision of staff; and
- Experience corresponding/collaborating with stakeholders.

2. Sexual Violence Prevention & Response Expertise (20 Points)

Describe your agency's/organization's knowledge and expertise related to sexual violence prevention and response service provision including:

- Knowledge of the networks of statewide community-based providers of sexual assault services, as well as related local service practice, including but not limited to a knowledge of higher education Title IX and EIE requirements, courts, police, civil legal services, and health care provision statewide; and
- expertise in providing effective sexual assault prevention education and awareness activities to a college audience.

3. Cultural Responsiveness, Survivor-Centered & Trauma-Informed (10 Points)

- Describe your agency's/organization's knowledge and experience with cultural responsiveness issues including service provision to diverse populations including LGBTQ+ and BIPOC populations as well as populations representing a range of geographic diversity.
- Describe your agency's/organization's experience with reaching, and a plan to support EIE providers to reach, key campus populations identified by the Enough is Enough law, including parents, first-year and transfer students, international students, student employees, athletes, leaders of student groups, online students, and identified high-risk populations; and
- Describe your agency's/organization's experience with, and a plan to support EIE providers to provide, sexual assault response services in a culturally responsive, survivor-centered and trauma-informed way.

4. Training and Technical Assistance Center Description (20 Points)

Describe your agency's/organization's experience as a training and technical assistance provider and capacity to manage the provision of services statewide

as the EIE Training and Technical Assistance Center, including:

- Plan for maintaining and regularly updating website as well as ensuring website is responsive to EIE providers' needs as well as reflects the most up-to-date best practices and knowledge in the field;
- Experience with or demonstrated ability to support regular training opportunities for populations statewide;
- Experience with or demonstrated ability to provide timely, accurate, and up-to-date responses to ongoing technical assistance requests;
- Plan for identifying priority needs for training and technical assistance, and timely addressing identified needs as well as communicating such needs to OPDV;
- Plan for provision of training and technical assistance services in the event of staffing and hiring disruptions; and
- Experience with or plan for maintaining up to date communications and contact methods with all EIE providers.

5. Staff Development Program (5 Points)

Discuss your agency's/organization's staff development program particularly for Training and Technical Assistance Center staff.

6. Needs Assessment, Data Collection, and Reporting System (5 Points)

Describe your agency's/organization's experience with or plan for:

- Conducting needs assessments with stakeholders and analyzing findings from such assessments;
- Measuring outcomes and effectiveness of training activities;
- Collecting and compiling data for reporting to OPDV, including infrastructure for data collection/maintenance and training for Center staff related to these systems.

7. Budget (20 Points)

Using the Expenditure Based Budget templates provided, prepare six-line item (detailed) budget versions, as indicated in the table below, outlining the costs/expenses pursuant to the Eligible Costs portion of this RFP. For each fiscal year identified in the table below, create a separate budget version.

Use the Excel spreadsheet (Budget Overview) provided, to record category totals from each of the line item budget versions. See Budget – Instructions attached. The total of the budget versions should reflect total projected costs

for the 36-month contract period.

Budget Version	Covering Expenses for the Period (Fiscal Year)	Contract Costs Cannot Exceed
Version 1 FY 22-23	May 1, 2022 – April 30, 2023	\$250,000
Version 2 FY 23-24	May 1, 2023 – April 30, 2024	\$250,000
Version 3 FY 24-25	May 1, 2024 – April 30, 2025	\$250,000
Total		\$750,000

Proposed budgets that include charges to OPDV in categories other than those stated in the Eligible Costs portion of the Funding section of this RFP will be disqualified. Budgets that reflect match contributions are permissible, but not required. The detailed project budget lines must be directly related to program implementation and must include sufficient narrative justification demonstrating how each requested line item is essential to implementing the proposed strategy.

Any additional costs in excess of the awarded amounts incurred by work on this project are the responsibility of the provider/program and its partner organizations. Provide a statement on how those costs, if any, would be covered by the organization.

Additionally, applicants will be required to describe the fiscal viability and health of their organization, including the history of successfully managing public grant funding.

Contracts awarded through this RFP may be required to utilize certified Minority and Women Owned Business Enterprises (MWBE) and Service-Disabled Veterans-Owned Businesses (SDVOB) vendors for a predetermined amount of discretionary spending/expenses.

II. PROPOSAL SUBMISSION

All final grant applications must be received by the **New York State Consolidation Funding Application System** by the Proposal Due Date indicated in the Important Dates section of this RFP. All deadlines for submission are in the Eastern Time Zone, and the Consolidation Funding Application System will be locked for submission after these deadlines.

Receipt of an application does not indicate that OPDV has pre-determined a provider's/program's qualifications to receive a grant award. Such determination will be made only after a complete evaluation of the application is compared to specific requirements and qualifications in this RFP.

No material received after or apart from the electronically submitted application will be added to, or considered part of, the application. All forms necessary to complete the application process should be attached to the online application.

A. GRANTS GATEWAY REQUIREMENT - REGISTRATION PROCESS

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process which require not-for-profits to register in the Grants Gateway system and complete the Vendor Prequalification process in order for applications to be evaluated. Information on these initiatives can be found on the [Grants Management website](#).

All applicants must be registered with the New York State Grants Gateway system and all not-for-profit agencies must be prequalified prior to proposal submission.

Register with the Grants Gateway

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The Vendor Prequalification Manual on the Grants Management website details the requirements and an online tutorial is available to further explain the process.

On the Grants Management website, download a copy of the Registration Form for Administrator - [Registration forms](#):

- Include your SFS Vendor ID on the form.
- If you are a new vendor and do not have an SFS Vendor ID, include a Substitute Form W-9 with your signed, notarized registration to the Grants Gateway at the address provided in the instructions (also available from the website).
- All registrations must include an Organizational Chart in order to be processed.
- When you receive your login information, and while logging in for the first time, you will be prompted to change your password.
- To change your password, scroll to the bottom of your Profile page. Enter a new password and click SAVE.
- If you have previously registered, you are not required to register again.
- If you do not know your Username, please email Grantsgateway@its.ny.gov with

your organization's details. If you do not know your Password, please click the Forgot Password link from the main log-in page and follow the prompts.

If you are an applicant and have problems complying with this provision, please contact the Grants Gateway Help Desk (Phone: 518-474-5595 or email: Grantsgateway@its.ny.gov.)

B. PREQUALIFICATION FOR NOT-FOR-PROFIT

All not-for-profit applicants must be prequalified in the Grants Gateway at the time and date the application is due. If you are not prequalified at the time and date the application is due for submission, your application will not be considered. **Such applications will be disqualified from further consideration.**

Applicants are strongly encouraged to begin the prequalification process as soon as possible in order to participate in this grant opportunity. To prequalify:

- Log in to the [Grants Gateway](#). If this is your first time logging in, you will be prompted to change your password at the bottom of your profile page. Enter a new password and click SAVE.
- Click the Organization(s) link at the top of the page and complete the required fields including selecting the state agency you have the most grants with. This page should be completed in its entirety before you SAVE. A Document Vault link will become available near the top of the page. Click this link to access the main Document Vault page.
- Answer the questions in the Required Forms and upload Required Documents. This constitutes your Prequalification Application. Optional Documents are not required unless specified in this document.
- Click the Submit Document Vault link located below the Required Documents section in order to submit your Prequalification Application for State Agency review. Once submitted, the status of the Document Vault will change to In Review. If your Prequalification reviewer has questions or requests changes, you will receive email notification from the Grants Gateway system.

Once your Prequalification Application has been approved, you will receive a Grants Gateway notification that you are now prequalified to do business with New York State.

- Check the status of your Document Vault on a regular basis to ensure that none of your documents expire prior to the application due date.

Three of a not-for-profit's essential financial documents – the IRS990, Financial Statement and Charities Bureau filing – expire on an annual basis. If these documents expire, the not-for-profit's prequalification status expires as well, and it will not be eligible for state grant funding until its documentation is updated and approved, and prequalified

status is reinstated.

Please do not delay in beginning and completing the prequalification process. The State reserves 5 days to review submitted Prequalification Applications. Prequalification Applications submitted to the State for review less than 5 days prior to the application deadline may not be considered. Applicants should not assume that their Prequalification information will be reviewed if they do not adhere to this timeframe.

C. HOW TO SUBMIT A PROPOSAL

Listed below are some general guidelines for navigating the Consolidated Funding Application system. For more information, please reference the [2021 CFA Application Manual](#):

- Register with the [Consolidated Funding Application system](#) and then activate your account.
- To find the Enough is Enough Training and Technical Assistance Center Application, login to the Consolidated Funding Application system and select “program list.” Scroll to The Enough is Enough Training and Technical Assistance Center option and select “add.” Then select “proceed to next page.”
- Complete each tab of the application. You have the ability to navigate forward and backward through the application using the navigator at the top of every screen. To complete each tab:
 - o For Programs: Answer the two Threshold Questions and click “Save and Proceed with Application.”
 - o For Location: Complete the “Project Location” by selecting the region(s) within which your organization is located and click “Save and Proceed with Application.” – this is only for the system’s purposes and will not affect scoring.
 - o For Documents: Upload all required and optional documents as requested and click “Save and Proceed with Application.” If an attachment question requires more than one document, you must create a single PDF or JPG file that contains all the required documents or a ZIP file that contains the required documents. More information is available on [how to create PDFs from other documents](#) and [how to create ZIP files](#).
 - o For Questionnaire: Complete all questions in the questionnaire and click “Save and Proceed with Application.” Note: this tab includes a certification section to verify your information by entering your name in the box.

- o For Project Funding: Enter the amount for Total Project Cost and amount of funding being requested from each program on your application. After completing the required fields, click “Save and Proceed with Application.”
 - o For Review: Select the region(s) within which your organization is located and click “Save and Proceed with Application”– this is only for the system’s purposes and will not affect scoring.
- If you do not complete the application in one session, it will appear as an in progress application when you login to the Consolidated Funding Application system.
 - You will not be able to submit an application without completing all required fields. The Consolidated Funding Application system will alert you to any incomplete fields at the review tab before allowing you to submit the application.

Applicants are advised to submit their applications as early as possible, to avoid risks of ineligibility resulting from unanticipated delays or other computer problems. Proposals will not be accepted via fax, e-mail, hard copy or hand delivery.

D. ADDITIONAL HELPFUL LINKS

If you are not familiar with the Consolidated Funding Application system, there are many resources available to help you understand how to apply:

- Please visit the [Consolidated Funding Application Website](#).
 - o Refer to the [CFA Application Manual](#).
- For assistance or technical questions regarding the Consolidated Funding Application system, email Cfa-tech@ny.gov.

If you are not familiar with the Grants Gateway, there are many resources available to help you understand how to register and prequalify:

- Please visit the [Grants Management website](#):
 - o Refer to the [Prequalification FAQ document for detail requirement and information](#).
 - o Refer to the [Vendor User Manual](#) for more detailed information.
- The Grants Management Team offers regular live webinars for anyone who is interested in additional information about the Grants Gateway, the Prequalification process, or submitting online applications. Follow the [Live](#)

[Webinar section under Grants Management website.](#)

- Grants Gateway Videos (includes a document vault tutorial and an application tutorial):

- [Video for Grant Applications](#)

- For assistance or technical questions regarding the Grants Gateway:

Grants Gateway Help Desk

Phone: 518-474-5595 or

Email: grantsgateway@its.ny.gov

E. PRE-BID WEBINAR & QUESTIONS

A Pre-Bid webinar for eligible applicants will be held to review this Solicitation. Although attending the Pre-Bid webinar is not mandatory, it is highly encouraged. The Pre-Bid webinar **will be held on the date and time specified in the Important Dates section of this RFP.**

To register for the webinar, eligible applicants must:

1. Go to:
<https://meetny.webex.com/meetny/onstage/g.php?MTID=e08ec696498270100ca36f8632aea1261>.
2. Register for the meeting.

After registration is completed, you will receive a confirmation email with instructions for joining the meeting.

For technical assistance:

1. Go to: <https://meetny.webex.com/meetny/mc>
2. On the left navigation bar, click "Support".

IMPORTANT NOTICE: This WebEx service includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. By joining this session, you automatically consent to such recordings. If you do not consent to the recording, discuss your concerns with the meeting host prior to the start of the recording or do not join the session. Please note that any such recordings may be subject to discovery in the event of litigation.

To avoid technical difficulties during the webinar, it is highly recommended that applicants test their WebEx connection prior to the webinar.

At the discretion of OPDV, materials may be provided prior to the Pre-Bid Webinar to the email address(es) submitted with registration. At the discretion of OPDV, inquiries submitted either at or prior to the Pre-Bid Webinar may be discussed by OPDV at the

Pre-Bid Webinar. However, any responses to inquiries made at the Pre-Bid webinar are not binding. Only the written responses in the official response to inquiries posted on the OPDV website shall be binding.

All questions about the requirements contained in this RFP must be submitted in writing via email by **the date specified in the Important Dates section of this RFP** to:

Email: opdvrfpinfo@opdv.ny.gov

Please type **Questions 2022-2025 EIE Training and Technical Assistance Center** in the Subject line.

OPDV is unable to answer specific questions regarding individual proposals but questions concerning the RFP generally are accepted. Applicants must cite the particular section of the RFP about which they have questions, if applicable. All clarification is to be resolved prior to the submission of a proposal. A list of questions about the RFP received from potential applicants, answers to those questions, as well as any changes, additions, or deletions to the RFP, will be noted on the [OPDV homepage](#).

III. APPROVAL AND NOTIFICATION OF AWARD

Applicants will be advised of award decisions by a letter of notification emailed to the contact person identified on the RFP Contact Form. Once a project is approved, contracts will then be negotiated.

In the event that OPDV and the successful applicant cannot execute a contract within the parameters specified by the grant, OPDV reserves the right to rescind the award and redistribute the funds at the discretion of the OPDV Executive Director.

A. DEBRIEFING

A debriefing is available to any entity that submitted a proposal or application in response to this RFP who is not successful in receiving an award. Applicants will be accorded fair and equal treatment with respect to an opportunity for a debriefing. A request for a debriefing must be submitted via email within 15 calendar days of being notified that an application was not selected for award.

The request for a debriefing must be submitted to:

Email: opdvrfpinfo@opdv.ny.gov

Please type **Request for Debriefing 2022-2025 EIE Training and Technical Assistance Center** in the Subject line.

The debriefing shall be scheduled to occur within 30 business days of the receipt of the written request by OPDV or as soon after that time as feasible. Debriefings may

be conducted in-person or via phone. The debriefing will be limited only to the subject application and will not include any discussion of other applications.

B. CONTRACT AWARD PROTEST PROCEDURE

The State of New York strives to assure a fair, open and competitive process to all vendors qualified to respond to this procurement. This section outlines the procedures for debriefing requests and formal protest and appeals of this procurement.

Definitions:

- “Interested party” shall mean a participant in the procurement process and those whose participation in the procurement process has been foreclosed by OPDV.
- “Contract award” shall mean a written determination from OPDV to an offerer, indicating that OPDV has accepted the offerer’s bid or offer.
- “Debriefing” is the practice whereby, upon request of a bidder, OPDV reviews with such bidder the reasons its bid was not selected for an award. OPDV views debriefing as a learning process so that the bidder will be better prepared to participate in future procurements.
- “Formal protest” shall mean a written challenge to an OPDV contract award.
- “Procurement” shall mean any method used to solicit or establish a contract (e.g., invitation for bid, RFP, single/sole source, etc.)
- “Protesting party” is the party who is filing a protest to the bid, contract award or other aspect of procurement.
- “Formal protest determination” shall mean the determination of a formal protest by OPDV’s Director of Finance and Administration or their designee.
- “Decision after appeal” shall mean the decision on the appeal of a formal protest by OPDV’s executive director or his or her designee.

Debriefing Request:

In accordance with section 163 of the NY State Finance Law, OPDV must, upon request, provide a debriefing to any unsuccessful offerer that responded to the RFP, regarding the reasons that the proposal or bid submitted by the unsuccessful offerer was not selected for an award.

- OPDV will provide notice in writing or electronically to all unsuccessful offerers that the offerer will not receive a funded award under the RFP. An unsuccessful offerer wanting a debriefing must request a debriefing in writing, within 15 calendar days of receipt of the notice from OPDV that the offerer's proposal did not result in an award.
- When OPDV receives a timely written request from the unsuccessful offerer, it will schedule the debriefing to occur within a reasonable period of time following the receipt of such request. Debriefings will be conducted in person, unless OPDV and the offerer mutually agree to utilize other means, including but not limited to telephone, videoconferencing, or other types of electronic communications.
- Such debriefing will include: (a) the reasons that the proposal, bid or offer submitted by the unsuccessful offerer was not selected for an award; (b) the

qualitative and quantitative analysis employed by OPDV in assessing the relative merits of the proposals, bids, or offers; (c) the application of the selection criteria to the unsuccessful offerer's proposal; and (d) when the debriefing is held after the final award, the reasons for the selection of the winning proposal, bid, or offer. The debriefing will also provide, to the extent practicable, general advice and guidance to the unsuccessful offerer concerning potential ways for their future proposals, bids, or offers to be more responsive.

Formal Protest and Appeal Procedure:

Any interested party who believes that they have been treated unfairly in the application, evaluation, bid award, or contract-award phases of the procurement may present a formal protest to OPDV and request administrative relief concerning such action.

- **Submission of Bid or Award Protests:** Formal protests concerning a pending contract award must be received within five business days after the protesting party knows or should have known of the facts that constitute the basis of the formal protest. OPDV will not accept formal protests concerning a contract award after the contract between OPDV and the offerer has been approved by the OSC. In addition, where a debriefing was requested, a bidder may file a protest within five business days from the debriefing (in addition to the original 10-day window from notice of award).

- **Review and Formal Protest Determination**

Formal protests must be filed with the OPDV director of finance and administration. Any protests filed with the OPDV program division responsible for the procurement will be forwarded to the director of finance and administration. Copies of all formal protests will be provided by the director of finance and administration to the OPDV general counsel and other necessary parties within OPDV, as determined by the director of finance and administration.

Formal protests shall be resolved through written correspondence; however, either the protesting party or OPDV may request a meeting to discuss a formal protest. Where further formal resolution is required, the program division responsible for the procurement may designate a state employee not involved in the procurement (designee) to determine and undertake the initial attempted resolution or settlement of any formal protest.

The OPDV program division responsible for the procurement will conduct a review of the records involved in the formal protest and provide a memorandum to the director of finance & administration or the director's designee summarizing the facts, an analysis of the substance of the protest, and a preliminary recommendation, including: (a) an evaluation of the findings and recommendations, (b) the materials presented by the protesting party and/or any materials required of or submitted by other bidders, (c) the results of any consultation with the OPDV General Counsel, and (d) a draft response to the formal protest.

The OPDV Director of Finance and Administration or their designee shall hear and make a formal protest determination on all formal protests. A copy of the formal protest determination, stating the reason(s) upon which it is based, and informing the protesting party of the right to appeal an unfavorable decision to the OPDV Executive Director, shall be sent to the protesting party or its agent within 30 business days of receiving the formal protest, except that upon notice to the protesting party, OPDV may extend such period. The formal protest determination will be recorded and included in the procurement record or otherwise forwarded to the OSC.

- **Appeal of Formal Protest Determination**

If the protesting party is not satisfied with the formal protest determination, the protesting party must submit a written notice of appeal to OPDV's Executive Director no more than 15 business days after the date the formal protest determination is sent to the protesting party.

The OPDV Executive Director or their designee shall review the formal protest documentation and make a decision on all appeals.

An appeal may not introduce new facts unless responding to facts or issues unknown to the protesting party before the formal protest determination.

- **Reservation of Rights and Responsibilities of OPDV**

OPDV reserves the right to waive or extend the time requirements for protest submissions, decisions, and appeals herein prescribed when, in its sole judgment, circumstances so warrant to serve the best interests of the state.

If OPDV determines that there are compelling circumstances, including the need to proceed immediately with contract award and development of final contracts in the best interests of the state, then these protest procedures may be suspended, and such determination shall be documented in the procurement record.

OPDV will consider all information relevant to the protest and may, at its discretion, suspend, modify, or cancel the protested procurement action, including solicitation of bids, or withdraw the recommendation of contract award before issuance of a formal protest decision.

Unless a determination is made to suspend, modify, or cancel the protested procurement action, or withdraw the recommendation of contract award, OPDV will continue procurement and contract award activity before the formal protest determination. Receiving a formal protest will not otherwise stop action on the procurement and award of the contract(s) or on development of final contracts.

The procurement record and awarded contract(s) will be forwarded to OSC, and a notice of the receipt of a formal protest and any appeal will be included in the procurement record. If a formal protest determination or a decision after appeal has been reached before transmittal of the procurement record and the contract(s) to OSC, a copy of the formal protest determination or decision after appeal will be included in the procurement record and with the contract(s).

If a formal protest determination or decision after appeal is made after the transmittal of the procurement record and contract(s) to OSC, but before OSC approval, a copy of the formal protest determination or decision after appeal will be forwarded to OSC when issued, along with a letter either: a) confirming the original OPDV recommendation for award(s), b) modifying the proposed award recommendation, or c) withdrawing the original award recommendation.

All records related to formal protests and appeals shall be retained for at least one year following resolution of the formal protest. All other records concerning the procurement shall be retained according to the applicable requirements for records retention.

- **Appeal to the Office of the State Comptroller:** If the protesting party is still not satisfied with the result of its protest after conclusion of the formal protest and appeal procedure described above, the protesting party may file a written appeal with the OSC within 10 business days of the date the protesting party received OPDV's protest determination. An appeal to the OSC's Bureau of Contracts must be in writing and must contain the specific factual and/or legal allegations setting forth the basis upon which the protesting party challenges the contract award by OPDV. Such appeal must be filed with the director of the Bureau of Contracts at the New York State Office of the State Comptroller, 110 State Street, 11th Floor, Albany, NY 12236.

IV. CONTRACTING

A. ADMINISTRATION OF CONTRACTS

Contract Approval

OPDV will negotiate and develop a grant contract with the successful applicants ("grantees"). The grant contract is subject to approval by the NYS Office of the Attorney General and the NYS Office of the State Comptroller before grant funding may be disbursed to reimburse project expenses. Until said approval has been received, the contract shall be of no force and effect.

Contract Period

OPDV will enter into a contract period as noted in this solicitation. OPDV reserves the right to modify the contract period in the best interest of the State.

Contract Activities

All grant-funded activities must have prior approval from OPDV and meet the guidelines established by the State of New York and federal government as applicable.

Contract Changes

Contracts resulting from this RFP may be executed, increased, terminated, renewed, decreased, extended, amended or renegotiated at the discretion of the Executive

Director of OPDV or their designee in light of a grantee's performance, changes in project conditions, or otherwise.

Records

The grantee will keep books, ledgers, receipts, and personnel time and effort records pertinent to the project and consistent with OPDV contractual provisions and mandate guidelines. In accordance with the standard contract provisions, grantee staff whose salaries are paid in whole or in part from grant funds shall maintain a time recording system that shows the time and effort devoted to the grant project.

Liability

Nothing in the contract between OPDV and the grantee shall impose liability on the State of New York for injury incurred during the performance of approved activities.

Payments

Payments to reimburse project expenses will be made pursuant to a schedule specified in the contract between the State of New York and the grant award recipient. Project expenses will be reimbursed for expenditures incurred during the contract period and made in compliance with the contract budget and compliance with the project work plan.

Reports

Provisions of the contract require submission of quarterly programmatic and fiscal reports. This reporting is the primary source of information on the progress of the contract. It is important that reporting thoroughly document project activities, progress on meeting objectives and measures, and accurate data that reflect spending, monitoring and evaluation, best practices, lessons learned and plans for sustainability.

The due dates for reports are listed below. **Program and fiscal reporting for the EIE Training and Technical Assistance Center contract is due on the last day of the month following the end of the reporting quarter. Both program and fiscal reporting must be complete and accurate before invoices will be approved for payment.**

Calendar Quarter	Program & Fiscal Report Due Date
May 1 – July 31	August 31
August 1- October 31	November 30
November 1 – January 31	February 28
February 1- April 30	May 31

The quarterly reports must be submitted electronically through the Grants Gateway. Independent of any reporting schedule, all grantees will be required to inform OPDV of any program issues that are significantly impacting program performance. Any provider/program funded under this RFP must comply with the requirements established by OPDV. The grantee agrees to submit any other reports considered relevant by OPDV.

Performance Review

The grantee's performance in all areas mentioned above, in addition to the services contracted for, will be monitored periodically by OPDV. Monitoring will take the form of site visits, written and telephone communication, and any other methods deemed necessary by OPDV to ascertain the quality of the grantee's activities.

Disposition of Allocations

OPDV reserves the right to reject applications or defer applications for future consideration based on insufficient information in the application, lack of accompanying documentation, inappropriateness of the project proposed, an organizational history of unsuccessful projects of a similar nature or a history of contract noncompliance.

Revocation of Funds

Funds awarded to an applicant who does not implement an approved project within the parameters specified by the grant may be revoked and redistributed at the discretion of the Executive Director of OPDV.

Standard Contract Provisions

Any contracts negotiated as a result of this RFP will be subject to the provisions of the standard clauses for all New York State grant contracts with OPDV.

B. STATERESERVED RIGHTS

OPDV reserves the right to:

- Reject any or all proposals received in response to the RFP;
- Withdraw the RFP at any time, at the agency's sole discretion;
- Make an award under the RFP in whole or in part;
- Disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of the RFP;
- Seek clarifications and revisions of proposals;
- Use proposal information obtained through site visits, management interviews and the State's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency's request for clarifying information in the course of evaluation and/or election under the RFP;
- Prior to the bid opening, amend the RFP specifications to correct errors or oversights, or to supply additional information, as it becomes available;
- Prior to the bid opening, direct bidders to submit proposal modifications

- addressing subsequent RFP amendments;
- Change any of the scheduled dates;
 - Eliminate any mandatory, non-material specifications that cannot be complied with by all prospective bidders;
 - Waive any requirements that are not material;
 - Negotiate with the successful bidder within the scope of the RFP in the best interests of the State;
 - Conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder;
 - Utilize any and all ideas submitted in the proposals received;
 - Maintain that, unless otherwise specified in the solicitation, every offer is firm and irrevocable for a period of 60 days from the bid opening; and,
 - Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offeror's proposal and/or to determine an offeror's compliance with the requirements of the solicitation.

C. USE OF SERVICE-DISABLED VETERAN-OWNED BUSINESS ENTERPRISES

Article 17-B of the Executive Law enacted in 2014 acknowledges that Service-Disabled Veteran-Owned Businesses (SDVOBs) strongly contribute to the economies of the State and the nation. As defenders of our nation and in recognition of their economic activity in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles. SDVOBs can be readily identified on the directory of certified businesses at <https://ogs.ny.gov/Veterans/>

D. MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES (M/WBE)

New York State Executive Law Article 15-A promotes opportunities for the participation of certified minority-and women-owned business enterprises (M/WBEs), as well as the employment of minority group members and women as subcontractors or suppliers in the performance of grant contracts. Information on the MWBE initiative can be found at <https://ny.newnycontracts.com/>

E. ADDITIONAL DOCUMENTS

- Sexual Harassment Prevention Certification Form
- 2022-2025 Enough is Enough Training and Technical Assistance RFP – Budget Instructions
- 2022-2025 Enough is Enough Training and Technical Assistance Expenditure Based Budget Forms
- 2022-2025 Enough is Enough Training and Technical Assistance RFP – Application Budget Overview Form