



**Office of
Victim Services**

**REQUEST FOR PROPOSALS
for a Training and Technical Assistance Provider**

**Training & Technical Assistance
Request Program (TTARP)**

Kathy Hochul, Governor

Elizabeth Cronin, Director

RFP Release Date: Tuesday, January 18, 2022

Proposal Due Date: Tuesday, February 22, 2022 by End of Day

Designated Contact:

Rachel Gentile (518) 485-0637

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***** LATE SUBMISSIONS WILL NOT BE ACCEPTED*****

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www.ovs.ny.gov/soc

1. INTRODUCTION

1.1 Introductory Overview

The New York State Office of Victim Services (OVS) is focused on assisting Victim Assistance Programs (VAPs) to navigate the challenges before them, particularly during the continuing COVID-19 Pandemic, that have altered the delivery of services while operating under significant financial and administrative stressors.

OVS' mission is to provide compensation to victims of crime, their families, and other eligible individuals in a timely, efficient, and compassionate manner; fund direct services to victims of crime and their families through a network of programs across New York State; and advocate for the rights and benefits of all victims of crime.

To fulfill its mission, and recognizing that VAPs face funding, programmatic, and administrative stressors, OVS seeks proposals to continue the Training and Technical Assistance Request Program (TTARP) project which will provide free training services to OVS-funded VAPs to assist them in running their programs more efficiently and effectively, ultimately increasing their capacity to help victims of crime across New York State.

1.2 Designated Contact

Rachel Gentile, Program Outreach Specialist 2 at the New York State Office of Victim Services, has been designated as the contact for this solicitation and may be reached by email or phone.

Rachel Gentile, Program Outreach Specialist 2
NYS Office of Victim Services
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Albany, New York 12210
Voice: 1-518-485-0637
Email: Rachel.Gentile@ovs.ny.gov

1.3 Key Events

The Table below outlines the tentative schedule for important action dates.

Action	Date
RFP Release Date:	Tuesday, January 18, 2022
Deadline for Submission of Questions:	Tuesday, February 1, 2022
Response to Questions:	Tuesday, February 8, 2022
Proposal Due Date:	Tuesday, February 22, 2022 by End of Day

1.4 Glossary of Terms

“Administering Agency” shall mean the NYS Office of Victim Services.

“Bidder” or **“Offerer”** shall mean any organization submitting a proposal to the State pursuant to this solicitation.

“Director” shall mean the Director of the NYS Office of Victim Services or duly authorized representative.

“Evaluators” shall mean the individual(s) who reviews proposals for NYS OVS funding.

“NYS” shall mean New York State.

“OVS” shall mean the New York State Office of Victim Services.

“Proposal” shall mean any submission in response to this solicitation.

“Request for Proposal”, **“RFP”**, or **“Solicitation”** shall mean this document.

The **“State”** shall mean The People of the State of New York, which shall also mean the New York State Office of Victim Services.

“TTARP” shall refer to the OVS Training & Technical Assistance Request Program.

“VAP” shall mean Victim Assistance Program.

“Vendor” shall mean the selected and contracted organization responsible for TTARP.

“VOCA” shall mean the Federal Victims of Crime Act.

2. SCOPE OF WORK

2.1 Introduction

OVS funds more than 200 VAPs across New York State. VAPs consist of both large and small non-profit organizations, local and state government organizations, and municipalities. Contracts with these community-based programs fund services to victims of crime in every county in the State, as well as the five boroughs of New York City. Awards to VAPs primarily support staffing costs with current contracts funding thousands of full-time equivalent service professionals and volunteers.

The pandemic has exacerbated the challenges victim service providers face. As part of its ongoing commitment to helping VAPs provide the best service to victims of crime across the State, OVS is continuing TTARP which began in 2018. To date, TTARP has provided virtual and in-person support through hundreds of trainings across the State. Given the ever-evolving landscape of victim services – from who needs the services, how services are provided, what services are needed, responding to victims' needs during a national crisis and how to help staff negotiate through the sensitive and difficult work they do – training is now more important than ever, for all levels of staff.

TTARP is a customized, no-cost training, coaching, and technical assistance pairing service for OVS-funded VAPs. Under this program, the selected Bidder will offer a selection of customizable training topics and modalities that OVS can offer to VAPs on a pre-scheduled and as-requested basis. OVS then matches a specialized trainer(s) with OVS-funded programs to deliver a wide-range of custom-tailored trainings. TTARP allows OVS-funded VAPs the ability to request custom training and technical assistance from an online catalog or custom request form. After an OVS review for basic eligibility, the selected Bidder is then matched with the VAP for follow-up and the execution of approved training and/or technical assistance requests. For requests in which the selected vendor is not a subject matter expert, the use of a subcontractor will be permissible with prior written authorization from OVS.

This RFP seeks an organization to coordinate and provide the training, coaching, and technical assistance OVS offers VAPs under TTARP. The successful vendor must:

- develop a custom training, coaching, and technical assistance catalog of services inclusive of both the soft and hard skills necessary to run a successful VAP, informed by results from the [2020 OVS Training Needs Assessment](#) and key stakeholder feedback;
- conduct comprehensive program outreach and recruitment;
- provide customized training opportunities for VAPs through multiple methods of delivery (in-person, web-based, phone, etc.) and style (hands-on, coaching, large-scale, small-scale, etc.); and
- offer a minimum of 6 live webinar trainings (topics to be determined) per contract year.

The successful Bidder will be responsible for the set-up, hosting, evaluation gathering, and data reporting for all training sessions offered through TTARP. In addition, the successful Bidder will be required to conduct continuous quality improvement reviews, program evaluation, and provide monthly status updates and budget reporting to OVS.

Each proposal responding to this RFP must describe how the Bidder will meet the unique needs of VAPs through parameters and funding established in this document.

2.2 TTARP Project Objectives

The objective of the TTARP Project is to increase the overall capacity of VAPs to successfully serve victims of crime in NYS and to assist programs with operating efficiently and effectively by providing specific and targeted training, coaching, and technical assistance.

Key Performance Indicators (KPI) include:

1. **Number of VAPs Trained:** The number of OVS-funded VAPs and individuals who make use of this program. A key component of a successful TTARP project will be not only the overall number of programs and individuals served, but also the **unique** number of programs and individuals served. While TTARP is an open, ad hoc training available to all OVS-funded VAPs, OVS is particularly interested in encouraging use by a wide range of programs, reflecting the diverse population funded. For the purposes of this RFP, a successful bidder will focus on not only the overall number of programs and people trained, but specific emphasis to be placed on encouraging use by programs and individuals who may not have used this service before.
2. **Training Evaluations:** The response of individuals to the quality, usefulness, knowledge gained, and intent to use knowledge in their daily practice of webinars, trainings, coaching, and technical assistance delivered.
3. **Administrative Capacity:** The ability to successfully track, schedule, and administer trainings.
4. **Flexibility:** The ability to adjust, customize, and tailor service delivery to VAPs as needed. Given the current state of the COVID-19 Pandemic, a successful Bidder will provide services both in person and remotely and be flexible in working to achieve the best outcome for each VAP's specific needs, with health and safety measures taken when necessary.

2.3 TTARP Project Components

TTARP will help OVS-funded VAPs obtain training, coaching, and technical assistance to enhance their ability to help victims of crime across New York State. TTARP should result in an improvement in the given project topic (i.e.: improved knowledge in the topic area, increased skills in the topic area, etc.) as evaluated by participants on a project-by-project basis.

The six major components of TTARP are:

1. **Development** of a catalog of training and coaching topics, informed by results from the [2020 OVS Training Needs Assessment](#) as well as other key stakeholder input, which will aim to help VAPs run their programs more efficiently and effectively, thereby improving their ability to help victims of crime across New York State.
2. **Outreach** to OVS-funded VAPs to encourage participation in the program. Focus should be on reaching the depth and breadth of VAPs, encouraging those who may not have used the service before to engage with the program.
3. **Ongoing project implementation** tailored to each VAP's specific requirements. Each training will require the Bidder to work with the requesting VAP to identify exact training needs, including refinement of topic, timeframe, length, modality, and scope of training session(s). Trainings should be developed and implemented in a timely manner, and the Bidder is responsible for tracking the progress of, and evaluation of all sessions.

Given the ongoing COVID-19 Pandemic, a successful bidder should have the ability to

travel to programs and/or provide virtual trainings, with health and safety considerations.

4. **Webinars** The selected Bidder will also propose and deliver a minimum of six (6) webinars per calendar year, aimed toward a wider audience.
5. **Evaluation and reporting** of all programming to OVS. As part of their participation in this free training opportunity, participants are required to complete a brief evaluation survey. The selected Bidder will be responsible for developing, soliciting, and reporting on these surveys to OVS. The selected Bidder will be responsible for identifying trends as appropriate and actions to address any issues this process identifies.
6. **Final Report:** A comprehensive summary, report, and presentation of project outputs, including survey results, program usage data, and key learnings and recommendations for future iterations of this project.

A successful Bidder will be required to develop, make available (electronically), and print (as required) all training materials and complimenting resources including, but not limited to, slide decks, surveys, training materials, etc. for all training sessions.

Additionally, a successful Bidder will be required to engage with and solicit feedback from OVS and OVS stakeholders in the planning and development stages of executing this project. This may include but not be limited to the OVS Advisory Council, Statewide coalitions, or Internal Workgroups.

Logistical and scheduling expectations and requirements for vendors to consider when preparing responses to this RFP should include:

1. Recurring, monthly project updates (virtual).
2. Travel to and from providers across New York State (VAPs will have the option to request virtual or in-person trainings when soliciting trainings).
3. Required software/licenses: virtual meeting software, virtual webinar software, survey response software, etc.
4. Final Report including:
 - a. a summary of all trainings conducted;
 - b. demographic information for participation in trainings; and
 - c. key learnings and recommendations on future updates and improvements for this project.

Each proposal must describe how the Bidder can meet the unique needs of VAPs based on the [OVS 2020 Training Needs Assessment](#) using a variety of delivery methods through the parameters and funding described throughout this RFP.

2.4 Funding & Project Period

OVS seeks proposals to provide services detailed herein for one (1) contract with an estimated term of **March 1, 2022 through September 30, 2024**. Funding is contingent on federal approvals and the contract is subject to approval by the Attorney General and State Comptroller. **Additional information is detailed in [Section 5.2 Method of Award](#).**

2.5 Minimum Eligibility Requirements

Eligible bidders must have **documented experience** providing training, coaching, and technical assistance to victim service provider organizations. To be selected as the TTARP Provider, bidders should demonstrate **extensive knowledge** of community-based organizational leadership and communication needs (as supported by years of service to organizations, documented training outcomes, etc.) with **particular sensitivity to cultural competence** and the demands unique to victim service provider organizations and the populations they serve. If not located within New York State, bidders must have the ability to travel to in-person training sessions as required.

While bidders may propose subcontracting components of this project, it is required that the primary bidder serves as the project manager and will be responsible for the management and organization of work completed in partnership with any subcontractor(s). Please note, OVS may require additional documentation related to prospective subcontractor(s) before awarding a final contract.

2.6 Desired Eligibility Experience

As outlined in [Section 2.1 Introduction](#), a primary component of TTARP is to provide training, coaching, and technical assistance to community based, OVS funded, VAPs. OVS may rate proposals who demonstrate desired experience in addition to the previously mentioned requirements in [Section 2.5 Minimum Eligibility Requirements](#) higher.

Any desired experience should be documented utilizing the [Attachment 13: Desired Experience Questionnaire](#). When the primary bidder does not possess any or all desired experience, OVS encourages the use of subcontracting. Bidders should include descriptions of subcontracting proposal(s) within [Attachment 13: Desired Experience Questionnaire](#) and any other relevant components of the Technical or Cost Proposal requirements.

Desired experience may include, but not be limited to:

- background or experience in working with non-profit organizations, particularly those who serve victims of crime;
- cultural competency, with particular sensitivity to people who work with victims of crime; and/or
- other potentially relevant and desirable experience.

3. SUBMITTING YOUR PROPOSAL

3.1 Proposal Requirements

To be eligible, Bidders are required to submit all completed required documents in conformance with the format and content requirements indicated in the following sections. Proposals should consist of three (3) distinct and separate parts: (1) **Administrative Proposal**, (2) **Technical Proposal**, and (3) **Cost Proposal**. Please submit 3 separate emails when submitting your proposal.

To expedite review of the proposals, Bidders are requested to submit proposals in separate Administrative, Technical, and Cost packages. The separation of information will facilitate the review of the materials by evaluators.

Evaluations of the Administrative, Technical, and Costs Proposals received in response to this RFP will be conducted separately. Bidders are therefore cautioned not to include information not applicable

to each specific submission. For example: do not include cost information in the technical proposal, and vice versa.

OVS will **not** be responsible for expenses incurred in the preparation and submission of the Administrative, Technical, and Cost Proposals.

3.2 Proposal Requirement One (1): Administrative Proposal

The Administrative Proposal must contain all items listed below. Materials should follow prescribed formats and in the same order as requested. All responses to the RFP may be subject to accuracy verifications.

1. Administrative Requirements:

- [RFP TTARP Project Complete Submission Checklist](#)
- [Mandatory Minimum Requirements](#) (Signature Required)
- [Non-collusive Bidding Certification](#) (Signature Required)
- [MacBride Fair Employment Principles](#) (Signature Required)
- [Vendor Responsibility Questionnaire](#) (Signature Required or Proof of Online Certification)
- [Offerer's Certification of Compliance with State Finance Law §139-k\(5\)](#) (Signature Required)
- [Offerer's Disclosure of Prior Non-Responsibility Determinations](#) (Signature Required)
- [Offerer's Affirmation of Understanding of an Agreement Pursuant to State Finance Law §139-j\(3\) and §139-i\(6\)\(b\)](#) (Signature Required)
- [Proof of Workers Compensation & Disability Insurance](#)*
- [Substitute W-9 Form](#)*
- [ST-220TD](#) &/or [ST-220CA](#)* (Signature Required)

2. Standard Clauses:

- [Appendix A: Standard Clauses for New York State Contracts](#)
- [Appendix E: Federal Award Letter Special Conditions](#)
- [Appendix D: General Conditions](#)
- [Appendix F: MWBE Certification](#) (Signature Required)
- [Appendix G: SDVOB Certification](#)
- [Appendix H: EO 177 Certification](#) (Signature Required)

*Forms are only necessary in certain circumstances. See Attachment 1: [RFP TTARP Project Complete Submission Checklist](#) for more information.

3.3 Proposal Requirement Two (2): Technical Proposal

The Technical Proposal must include and demonstrate the qualifications, competence, and the capacity of the Bidder, staff, and any subcontractors (if applicable) to be selected to provide services related to the services described in this RFP. A Technical Proposal that is incomplete may be eliminated from consideration. Materials should follow prescribed formats. All responses to the RFP may be subject to accuracy verifications. Please provide information in the order requested.

While additional data and relevant information may be presented, the following must be included. Proposals should contain sufficient information to assure OVS of its accuracy.

Pricing information contained in the Cost Proposal cannot be included in the Administrative Proposal Documents or the Technical Proposal Documents and vice versa.

A. Organizational Capacity:

Organizational Capacity must include the following components:

- Description of Bidder’s minimum eligibility requirements – including any documentation of evidence of minimum eligibility requirements as detailed in [Section 2.5 Minimum Eligibility Requirements](#).
 - Description of Bidder’s experience providing professional training, coaching, and technical assistance to organizations throughout New York State.
 - Description of Bidder’s experience providing training via multiple modalities and the ability to tailor training to each requestor’s unique needs.
 - Description of Bidder’s experience and/or knowledge of victim services and victim service organizations.
 - Description of Bidder’s experience providing culturally competent and responsive training.
 - Description of Bidder’s capacity to plan and host webinars on various victim service-related topics.
 - Description of Bidder’s capacity to meet travel requirements as needed throughout the course of the contract period.

B. Work Plan:

Work Plans must include a detailed and comprehensive proposal of services to be delivered as the content developer, outreach and recruitment coordinator, trainer, and evaluator for TTARP. Key components of this work plan include:

- Project Narrative – a description of proposed services, including how these services will be managed throughout the course of the contract period.
- Timeline of key project deliverables.
- Detailed Project Description – A preliminary list of training catalog topics, including a brief (2-4 sentence) description of the same. A preliminary recommendation for webinar topics for Year 1. A successful bidder will highlight topics relevant to community-based victim services organizations and their leadership. This section should also indicate how the selected Bidder will conduct and measure the effectiveness of TTARP and program outreach efforts to ensure VAPs make use of this training resource.
- Demonstrated capacity to fulfil all requirements as outlined in this RFP

An example work plan is provided in [Attachment 12: Work Plan Sample](#).

C. Desired Eligibility Experience Questionnaire:

The [Desired Experience Questionnaire](#) is required, even if Bidder does not possess desired experience as described in [Section 2.6 Desired Eligibility Experience](#).

This questionnaire should be completed in full, with supporting evidence for any questions answered as “Yes” including how desired experience may be maximized for the purpose of achieving the goals and objectives of the TTARP Project.

D. Resumes, CVs, and References:

Resumes and/or CVs should be included for each anticipated TTARP Project participant.

3.4 Proposal Requirement Three (3): Cost Proposal

The Cost Proposal must include a completed [Attachment 14: Cost Proposal Template](#). The Cost Proposal should follow template formats. This template contains two (2) tabs for completion. **Please be sure to complete both tabs: A. Cost Proposal and B. Budget Narrative.** Bidders may add additional rows and/or columns as needed. All responses to the RFP may be subject to accuracy verifications. Please provide information in the order requested.

While completing the Cost Proposal, the Bidder must provide a **Budget Narrative** that describes the itemized details of the development, coordination, and delivery of TTARP. Bidders should ensure that sufficient details are provided and that the budget is reasonable and appropriate, and services follow funding restrictions and limitations noted elsewhere in this RFP. Bidders should include any supporting documentation as needed. The budget narrative should support the cost proposal, and all efforts must be VOCA allowable.

Cost Proposals must be submitted separately. Cost information cannot be included in the Administrative Proposal Documents or the Technical Proposal Documents, and vice versa.

3.5 Proposal Submission

Proposals must be submitted via email as outlined below:

1. Proposals must be submitted by end of date on **Tuesday, February 22, 2022.**
2. Proposals must be submitted in three separate, clearly labeled emails:
 - (1) the Administrative Proposal,
 - (2) the Technical Proposal, and
 - (3) the Cost Proposal.

They must be submitted via separate PDF file (1 file per email) to OVSOutreach@ovs.ny.gov **and** Rachel.Gentile@ovs.ny.gov using the Subject Line:

“RFP TTARP (1. Administrative Proposal) (2. Technical Proposal) or (3. Cost Proposal) – YOUR ORGANIZATION NAME”

Example: RFP TTARP (1. Administrative Proposal) – SAMPLE ORGANIZATION NAME

NOTE: You should request confirmation that your proposal was received.

Submission of proposals in a manner other than described in these instructions (e.g., mail, fax) will not be accepted. Any receipt of proposals after the date, even if not the fault of the Bidder, shall be considered late and will be rejected.

3.6 Request for Proposals Questions

All questions and requests for clarification with regard to this RFP must be submitted via email by the end of day on **Tuesday, February 1, 2022** to: OVSO outreach@ovs.ny.gov using the Subject Line:

“RFP TTARP Question”

A list of questions about the RFP which are received from potential Bidders, answers to those questions, as well as any changes, additions, or deletions to the RFP, will be posted at www.ovs.ny.gov/soc under *Open Procurement* by end of day on **Tuesday, February 8, 2022**.

Bidders are urged to check the [OVS State Operations Contracts Webpage](#) frequently during this bid submission period for notices of any changes, additions, deletions, or updates regarding the RFP.

4. EVALUATION AND SELECTION PROCESS

4.1 Proposal Evaluation

Each Proposal Requirement (Administrative, Technical, and Cost) will first be examined in a proper and timely manner to assess for completeness and conformance with requirements as described beginning in [Section 3.1 Proposal Requirements](#) through [3.4 Proposal Requirement Three \(3\): Cost Proposal](#) including all required signed documents, forms, and attachments as required.

Each Proposal Requirement will then be evaluated and scored based upon the criteria set forth in this section.

Evaluations will be conducted in an impartial matter. An evaluation committee comprised of OVS staff will review and evaluate all proposals. Committee members will be assigned to evaluate each proposal requirement. Cost Proposals will be evaluated separately from Technical Proposals as described in the sections below.

Any proposals that are materially deficient in meeting the submission requirements or have omitted material documents may be rejected.

Proposals should consist of three (3) distinct and **separate** parts: (1) Administrative Proposal, (2) Technical Proposal, and (3) Cost Proposal.

To expedite review of the proposals, Bidders are requested to submit proposals in separate Administrative, Technical, and Cost packages. The separation of information will facilitate the review of the materials by evaluators.

All proposals will be evaluated for best value to the State.

4.2 Evaluation Categories, Proposal Requirement One (1): Administrative Proposal Evaluation

The Administrative Proposal Evaluation is conducted as a completeness review.

Successful Bidders will provide all administrative requirements in the order and format detailed in [Section 3.2 Proposal Requirement One \(1\): Administrative Proposal](#).

Administrative Proposals are evaluated on completeness and accurateness of the requirements described in [Section 3.2 Proposal Requirement One \(1\): Administrative Proposal](#).

In the event an Administrative Proposal is incomplete, OVS reserves the right to request additional information as deemed necessary to more fully evaluate a proposal. Failure to provide requested information or documents may result in a rejected proposal. Materials should follow prescribed formats and in the same order as requested.

4.3 Evaluation Categories, Proposal Requirement Two (2): Technical Proposal Evaluation

The Technical evaluation is 70% (up to 70 points) of the final score.

Successful Bidders will provide all technical proposal requirements in the order and format detailed in [Section 3.3 Proposal Requirement Two \(2\): Technical Proposal](#).

a. Organizational Capacity:

The Organizational Capacity submission must include the required elements as outlined in [Section 3.3 Proposal Requirement Two \(2\): Technical Proposal](#).

Successful Bidders will provide a clear description of their experience providing training, coaching, and technical assistance to non-profit organizations within New York State, including experience and/or knowledge of services to victims of crime (documented experience required). Bidders should demonstrate their record of providing these services and should clearly indicate their knowledge and experience in the field of victim services and the specific challenges faced by non-profit, community-based organizations.

b. Work Plan:

The Work Plan submission must include the required elements as outlined in [Section 3.3 Proposal Requirement Two \(2\): Technical Proposal](#).

Successful Bidders will provide a detailed, clear, and comprehensive description of the proposal of services to be delivered as the primary Bidder (and subcontractor, if applicable) seeking to manage and conduct the TTARP Project.

Successful Bidders will provide the following elements in their work plan:

- project narrative;
- timeline outlining key project deliverables;
- detailed description of plan to encourage and increase engagement with unique VAPs; and
- detailed description of how the Bidder proposes to provide deliverables.

Among these elements, work plans should describe the Bidder's methods for achieving the goals and objectives of the TTARP Project through conducting outreach; engagement; evaluations; and completion of individual and group trainings both in person and virtually, in a variety of manners (full day, half day, 1:1, group settings, short term and ongoing, etc.).

A successful Bidder will highlight topics relevant to VAPs in New York State. See [Attachment 12: Work Plan Sample](#) for guidance. This section will clearly state how services and activities will address the challenges outlined in the RFP Introduction and how the Bidder will meet the objectives of the TTARP Project within the parameters and funding described in this RFP.

c. Desired Eligibility Experience Questionnaire:

Stronger Bidders will comprehensively complete the required [Attachment 13: Desired Experience Questionnaire](#) to describe and document evidence of any desired eligibility experience and provide any additional information on how additional experience will be

utilized to achieve the goals and objectives of the TTARP Project. Bidders who do not possess desired experience will not be disqualified, however, Bidders who document evidence of desired experience in the Questionnaire may receive a higher score.

d. Resumes, CVs, and References

Successful Bidders will include a resume/CV for each TTARP participant and will indicate their capacity to handle this long-term and varied training project, with clear methods for achieving the goals outlined in the project Work Plan.

Technical Proposals are evaluated on completeness and accurateness of the requirements described in [Section 3.3 Proposal Requirement Two \(2\): Technical Proposal](#). Any Proposals that are materially deficient in meeting the submission requirements or have omitted material documents may be rejected.

4.4 Evaluation Categories, Proposal Requirement Three (3): Cost Proposal Evaluation

The Cost Proposal evaluation is 30% (up to 30 points) of the final score.

Successful Bidders will provide all cost proposal requirements in the order and format detailed in [Section 3.4 Proposal Requirement Three \(3\): Cost Proposal](#).

a. Budget

A detailed budget for the entire project period must be provided in the format prescribed in [Attachment 14: Cost Proposal Template](#). Successful Bidders will submit a cost proposal that is reasonable and appropriate for the services proposed. This RFP will support, at a minimum, project director/coordinator/manager salary expenses, expenses related to the development and delivery of training topics and sessions, use of support staff, reasonable supplies and materials, appropriate travel costs, and use of subcontractors. Any additional line items must be fully justified in the Budget Narrative and support the overall completion of the TTARP Project as described throughout this RFP.

Additional rows and/or columns in the template may be added as necessary.

b. Budget Narrative

A detailed Budget Narrative must be provided in the format prescribed in [Attachment 14: Cost Proposal Template](#). Successful Bidders will submit a narrative that provides a thorough and clear description of the proposed budget and budget line items. Narratives should be appropriate, well-supported, and justified. Successful Bidders will provide a Budget Narrative that tells a story that aligns with the proposed budget.

Supporting documentation should be attached as necessary.

Costs Proposals are evaluated on completeness and accurateness of the requirements described in [Section 3.4 Proposal Requirement Three \(3\): Cost Proposal](#). Any Proposals that are materially deficient in meeting the submission requirements or have omitted material documents may be rejected.

4.5 Tie Breaker

In the event of a tied score, the proposal with the higher score for the “Technical Evaluation” criteria will prevail. If a tie persists, the Director, or their designee shall make the final determination.

4.6 Notification of Award

After the evaluation, all Bidders will be notified of the selected bidder and OVS will enter into contract negotiations with the successful bidder. Public announcements or news releases pertaining to any contract resulting from this solicitation shall not be made without prior written approval from the administering agency.

5. GENERAL CONDITIONS & CONTRACT REQUIREMENTS

5.1 Administering Agency

OVS is the administering agency for the State of New York for this procurement.

5.2 Method of Award

This is a single award solicitation.

Each response will be evaluated based on the information submitted by the Bidder by utilizing the evaluation methodology as described throughout [Section 4. EVALUATION AND SELECTION PROCESS](#).

Upon determination of the best value Proposal, a State Operations Contract Agreement will be completed for the selected Bidder. This contract will be executed and forwarded for all necessary signatures and State approvals. Upon final approval, a fully executed copy will be mailed to the successful bidder.

Funding is contingent on availability of sufficient funding, federal approvals, and the contract is subject to approval by the Attorney General and State Comptroller. Available funding for this project may not exceed \$495,000.

5.3 Term of Contract

This contract will be effective March 1, 2022 through September 30, 2024.

5.4 Non-Collusive Bidding

Each bidder shall submit, as part of the proposal, a completed copy of the Non-Collusive Bidding Certification. This will certify that, to the best of the bidder's knowledge and belief:

- The prices in the bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices, with any other bidder or with any competitor.
- Unless otherwise required by law, the prices which have been quoted in the bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder, directly or indirectly, to any other bidder or to any competitor prior to completion of selection process.
- No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

A bid shall not be considered for award nor shall any award be made where the above conditions have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where the above conditions have not been complied with,

the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the State, public department, or agency to which the bid is made, or their designee, determine that such disclosure was not made for the purpose of restricting competition. (Section 139-d of the State Finance Law).

The fact that a bidder has published price lists, rates, or tariffs covering items or services being procured, has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or has sold the same items to other customers at the same prices being bid, does not constitute a disclosure within the meaning stated above.

5.5 RFP Documents

OVS will make no allowance or concession to bidders for any alleged misunderstanding or deception because of quantity, character, or other conditions. The proposed budget is to cover the cost of furnishing all of the services specified in the RFP to the satisfaction of OVS and the performance of all work set forth in the specifications.

5.6 Save Harmless Clause

The selected bidder agrees and stipulates that it will assume all risks of liability in the performance of services to be provided under this proposal and that it will be solely responsible and liable for damages resulting from all accidents and injuries to person(s) or property. The selected bidder agrees to indemnify, keep and hold harmless the State of New York, its officers and employees for any and all claims for injury or damage to persons or property, arising out of the service to be performed under this proposal, including negligence, active or passive, or wrongful or improper conduct of the selected bidder, its agents or employees.

5.7 Liability

OVS shall not be held liable for any costs incurred by any party for work performed in the preparation of and production of any proposal or for any work performed prior to the formal execution of a contract.

5.8 Reserved Rights

OVS reserves the right to:

1. Reject any or all proposals received in response to this RFP and to reissue a modified version of this RFP.
2. Amend RFP specifications to correct errors or oversights, or to supply additional information as it becomes available.
3. Direct the bidder to submit proposal modifications addressing subsequent RFP amendments issued as per #2 above.
4. Make typographical corrections to proposals, with the concurrence of the bidder.

5. Correct computational errors with the written concurrence of the bidder.
6. Change any of the scheduled dates stated herein.
7. Eliminate any mandatory specification that cannot be complied with by any of the prospective bidders.
8. Waive or modify minor irregularities in proposals received.
9. Request additional information as deemed necessary to more fully evaluate a proposal.

5.9 Mandatory Contract Provisions

OVS requires the following:

1. The bidder will read Appendix A (Standard Clauses for New York State Contracts), which will be incorporated as part of the contract without revision.
2. All outstanding tax liabilities, if any, against the bidder in favor of the State of New York must be satisfied prior to contract execution or a payment schedule for their speedy satisfaction.
3. The bidder must maintain adequate records as prescribed by OVS to substantiate all claims for payment and must make those records available in New York State for examination and copying.
4. The first step of dispute resolution will be through conference between OVS and the Contractor. Unresolved disputes will be decided by the Director of OVS, or their designee, before either party pursues any legal remedy. If the Contractor pursues any legal or equitable remedy outside OVS, the Contractor will continue to perform work at the direction of OVS until such proceedings may be concluded and will continue to be paid, less an amount attributable to the disputed work.
5. Contract disputes that go to litigation must be pursued in a court of competent jurisdiction of the State of New York. New York law will govern the dispute and venue must be laid in Albany County, New York.
6. The contract will not be effective until it is approved by the Office of the State Comptroller.
7. The provisions of this RFP and of all attachments, and the Contractor's Response, will be made a part of the contract, as though separately and fully stated therein.
8. Article XI-A of the State Finance Law ("prompt payment" legislation) regulates the procedures for making contract payments.
9. The laws of the State of New York shall be the law which shall govern the interpretation or application of any of the terms or conditions of this proposal or subsequent contract.
10. The State of New York retains the right to cancel this contract without reason, provided that the contractor is given sixty (60) days' notice of its intent to cancel. This provision should not be understood as waiving the State's right to terminate the contract to stop work immediately for unsatisfactory work but is supplementary to that provision.

The New York State Office of Victim Services reserves the right to terminate this contract in the event it is found that the certification filed by the Bidder in accordance with New York State

Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, the New York State Office of Victim Services may exercise its termination right by providing written notification to the Bidder in accordance with the written notification terms of this contract.

The Office of Victim Services cannot pay cancellation charges.

5.10 Special Conditions

By accepting an award from OVS under this RFP, the recipient agrees to comply with all of the special conditions outlined in appendices.

5.11 Freedom of Information

All proposals submitted and all related Agreements and reports may be subject to disclosure under the Freedom of Information Law.

5.12 Debriefing Procedures

Pursuant to Section 163(9) (c) of the State Finance Law, any non-awarded bidder may request a debriefing regarding the reasons that the proposal submitted by the bidder was not selected for award. Requests for a debriefing must be made within fifteen (15) calendar days of written notification by OVS that the proposal submitted by the bidder was not selected for award.

Requests for a debrief must be submitted to rachel.gentile@ovs.ny.gov.

5.13 Protest Procedures

Bidders who receive a notice of non-award may protest the award decision by filing a protest with OVS. All protests must be filed within ten (10) business days of receipt of a debriefing, or ten (10) business days of receipt of the notice of non-award, whichever is later. The protest letter must be submitted to Rachel.Gentile@ovs.ny.gov. Please include the title of this solicitation in your correspondence.

OVS will review and consider the merits of the protest and will decide whether the protest is approved or denied. The bidder will be provided with written notification of the review decision within seven (7) business days of receipt of the protest. The original protest and decision will be filed with the Office of the State Comptroller (OSC) when the contract procurement record is submitted for approval and OVS will advise OSC that a protest was filed.

6. ATTACHMENTS AND APPENDICES

The following appendices are included in the subsequent sections and are available via hyperlink or can be found at www.ovs.ny.gov/soc. All attachments and appendices are listed in the order they should be received in for each proposal requirement (Administrative Proposal, Technical Proposal, and Cost Proposal).

6.1 ADMINISTRATIVE PROPOSAL

Attachment 1: [RFP TTARP Project Complete Submission Checklist](#)

Attachment 2: [Mandatory Minimum Requirements Certification](#)

Attachment 3: [Non-Collusive Bidding Certification](#)

Attachment 4: [MacBride Fair Employment Principles Form](#)

Attachment 5: [Vendor Responsibility Questionnaire](#)

Attachment 6: [Offerer's Certification of Compliance with State Finance Law §139-k \(5\)](#)

Attachment 7: [Offerer's Disclosure of Prior Non-Responsibility Determinations](#)

Attachment 8: [Offerer's Affirmation of Understanding of and Agreement Pursuant to State Finance Law §139-j \(3\) and §139-j \(6\) \(b\)](#)

Attachment 9: [Proof of Workers Compensation and Disability Insurance](#)

Attachment 10: [Substitute W-9 Form](#)

Attachment 11: [ST-220TD](#) &/or [ST-220CA](#)

Appendix A: [Standard Clauses for New York State Contracts](#)

Appendix E: [Federal Award Letter Special Conditions](#)

Appendix D: [General Conditions](#)

Appendix F: [MWBE Certification](#)

Appendix G: [SDVOB Requirements](#)

Appendix H: [EO 177 Certification](#)

6.2 TECHNICAL PROPOSAL

Attachment 12: [Work Plan Sample](#)

Attachment 13: [Desired Experience Questionnaire](#)

6.3 COST PROPOSAL

Attachment 14: [Cost Proposal Template](#)