

**NYS Office of Victim Services
Request for Proposals
2021 Train-the-Trainer Course Provider**

**RFP SUBMISSION DOCUMENTS
COVERSHEET**

Proposal Requirements

- Organizational Capacity
- Budget & Budget Narrative
- Work Plan

Mandatory Minimum Requirements

- Mandatory Minimum Requirements Certification
(Signature Required)

Administrative Requirements

- Non-Collusive Bidding Certification
(Signature Required)
- MacBride Fair Employment Principles Form
(Signature Required)
- Vendor Responsibility Questionnaire
(Signature Required)
- 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 and Agreement Pursuant to State Finance Law §139-j (3) and §139-j (6) (b)
(Signature Required)
- Proof of Workers Compensation and Disability Insurance
(Contract Requirement)
- Substitute W-9 Form
(Return if Vendor ID is Needed - Signature Required)
- ST-220TD & ST-220CA
(ST-220CA Required for Contracts over \$100k - Signature Required)

Standard Clauses

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

Note: All *Standard Clauses* appendices are reference materials for executed contracts. Only documents that require signatures should be included with a bid submission.

**NYS Office of Victim Services
Request for Proposals
2021 Train-the-Trainer Course Provider**

MANDATORY MINIMUM REQUIREMENTS CERTIFICATION

As outlined in **Section 3.1 – Proposal Requirements**, a bidder must certify the following:

The bidder certifies that it meets all eligibility requirements and is able to comply with and will abide by the delivery or performance of all proposal requirements listed in **Section 2** and **Section 3** of this Request for Proposals.

Bidder's Name: _____

Bidder's Address (City, State, Zip Code):

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

**NYS Office of Victim Services
Request for Proposals
2021 Train-the-Trainer Course Provider**

**ADMINISTRATIVE REQUIREMENTS
(Document Hyperlinks)**

- [Non-Collusive Bidding Certification](#)
Contracts Valued Over **\$50,000**
(Signature Required)
- [MacBride Fair Employment Principles Form](#)
Contracts Valued Over **\$50,000**
(Signature Required)
- [Vendor Responsibility Questionnaire](#)
Contracts Valued Over **\$100,000**
(Signature Required or Proof of Online Certification)
- [Offerer's Affirmation of Understanding of and Agreement Pursuant to State Finance Law §139-j \(3\) and §139-j \(6\) \(b\)](#)
Contracts Valued Over **\$50,000**
(Signature Required – Pg. 1)
- [Offerer's Disclosure of Prior Non-Responsibility Determinations](#)
Contracts Valued Over **\$50,000**
(Signature Required – Pg. 3-4)
- [Offerer's Certification of Compliance with State Finance Law §139-k \(5\)](#)
Contracts Valued Over **\$50,000**
(Signature Required – Pg. 5)
- [Consultant Disclosure Form A](#)
Contracts for Consulting Services
(Signature Required)
- [Proof of Workers Compensation and Disability Insurance](#) *
- [ST-220TD](#) &/or [ST-220CA](#) *
Contracts Valued Over **\$100,000**
(Signature Required)
- [Substitute W-9 Form](#) *
For Contractors Who Need a Statewide Financial System Vendor ID
(Signature Required)

*Forms are only necessary in certain circumstances.

**NYS Office of Victim Services
Request for Proposals
2021 Train-the-Trainer Course Provider**

STANDARD CLAUSES
(Document Hyperlinks)

- [Appendix A: Standard Clauses for New York State Contracts](#)
All NYS Contracts
- [Appendix D: General Conditions](#)
All OVS Contracts
- [Appendix E: Federal Award Letter Special Conditions](#)
All OVS Contracts
- [Appendix F: MWBE Certification](#)
Contracts Valued Over \$25,000
(Signature Required)
- [Appendix G: SDVOB Certification](#)
Contracts Valued Over \$25,000
- [Appendix H: EO 177 Certification](#)
Contracts Valued Over \$25,000
(Signature Required)