



**Office of Temporary
and Disability Assistance**

Nutrition Navigators Direct Services

Request for Proposals

Table of Contents

Topic	Page
Introduction	3
SFS Registration and Prequalification Requirements	3
Procurement Schedule	4
Federal Authority	4
Summary of RFP	5
Eligible Applicants	5
General Information	5
Service Strategy	7
Reimbursable Expenses	9
Collaboration and Training Requirements	10
Contract Information	11
Application Format and Criteria	16
Terms and Conditions Governing this RFP	18
Required Uploads	19

I. Introduction

The Food and Nutrition Policy Bureau of the New York State Office of Temporary and Disability Assistance (OTDA), issues this Request for Proposals (RFP) to solicit applications from eligible grant applicants to administer Supplemental Nutrition Assistance Program (SNAP) outreach through the Nutrition Navigators-Direct Services Program (Nutrition Navigators-DS). Selected applicants will be supported by a SNAP Outreach NY Technical Assistance (Nutrition Navigators-TA) provider to ensure federal regulations and State requirements are being met. Applicants may apply for both RFPs.

OTDA anticipates distributing up to 60% of allocated State General Funds related to SNAP Outreach, proportionately to all selected Nutrition Navigators-DS applicant organizations. The State General Fund can be used as an allowable source to drawdown an equal share of federal SNAP outreach funds. Budgets can also be increased through use of additional allowable local contributions which are discussed in more details in Part VII on page 6 of this RFP.

If selected, the proposal and all parts submitted in response to this RFP may become part of the contract with OTDA, subject to approval by the New York State Attorney General (AG) and the Office of the New York State Comptroller (OSC). At the time of contract development, the awardees may be required to submit revised budgets, program information, and any revised forms and documents for the final contract. The successful awardee will be required to apply through the Statewide Financial System (SFS) and submit all final contract documents, narratives, and budgets in the SFS.

II. SFS Registration and Prequalification Requirements

Pursuant to the New York State Division of Budget Bulletin H-1032 (revised), dated January 19, 2025, New York State has instituted key reform initiatives to the grant contract process, which require not-for-profits to register in the SFS and complete the Vendor Prequalification process for proposals to be evaluated. Information on these initiatives can be found [Grants Management Vendor Information](#).

Below is a summary of steps that must be completed to meet registration and prequalification requirements. Additional information on prequalification can be found on the [Grants Management website](#).

Eligible applicants are strongly encouraged to begin the registration process as soon as possible to participate in this opportunity.

Complete instructions on how to register are located [Register Your Organization in SFS | Grants Management](#).

In addition to the support resources available to SFS users on the [SFS website](#) in the SFS Coach Training section, such as manuals, videos, FAQs, and job aids, SFS provides live help desk support. Help desk support is available 8:00am-5:00pm, Monday through Friday. Applicants may contact the help desk by:

- Phone: (518) 457-7737 or (877) 737-4185
- Email: helpdesk@sfs.ny.gov

Not-for-profit organizations must prequalify to do business with New York State agencies before they can compete for State grants. The process allows not-for-profit organizations to address questions and concerns prior to entering a competitive bid process. Not-for-profit organizations are strongly encouraged to begin the prequalification process as soon as possible.

To become prequalified, a not-for-profit organization must first register in SFS. Once registered, not-for-profit organizations complete an online prequalification application. This includes completing a series of forms by answering basic questions regarding the organization and uploading key organizational documents. Complete instructions on how to prequalify can be found [at Grants Management: Get Prequalified](#).

Grant proposals received from not-for-profit applicants that are not prequalified in SFS and/or proposals sent outside of the SFS will not be evaluated. Such proposals will be disqualified from further consideration.

III. Procurement Schedule

OTDA reserves the right to change any of the scheduled dates in this RFP. Below are important target dates for this RFP.

- Release date of the Request for Proposals: January 23, 2026
- Deadline for written questions: by 5:00pm, February 11, 2026
- Response to written questions: February 27, 2026
- Application due date: by 2:00pm, April 3, 2026
- Anticipated notification of awards: July 8, 2026
- Anticipated start date: October 1, 2026

Questions and Answers Regarding this RFP

Prospective applicants may submit questions via email to Rebecca Jones at Rebecca.Jones@otda.ny.gov. Questions must be submitted no later than 5:00 pm, February 11, 2026.

Questions and answers will be posted on OTDA's website on the [Contracts and Grant Opportunities page](#) by February 27, 2026.

Proposal Submittal

Applications must be submitted electronically via the [Statewide Financial System Vendor Portal](#) by 2:00 pm, April 3, 2026. Applicants are strongly encouraged to complete the electronic application submission process several days before the application due date to allow enough time to enter submissions and ensure the application is error-free and successfully submitted. Once the deadline has passed, the SFS will no longer accept applications.

Note: Applications will not be accepted outside of the SFS.

IV. Federal Authority

State agencies administering SNAP have the option to conduct program outreach to inform low-income households about the availability, eligibility requirements, applications, and the benefits of SNAP (Section 11(e) (1) (A) of the Food and Nutrition Act of 2008, as amended). SNAP outreach can also correct myths and

stigma about SNAP and enable potentially eligible people to make an informed decision about whether to apply.

V. Summary of RFP

The purpose of the Nutrition Navigators-DS RFP is to secure the services of eligible organizations to develop and implement innovative ways to connect potentially eligible individuals with SNAP benefits in areas of the State that are underserved. This RFP seeks outreach to geographic areas of the State that have not previously been served with SNAP outreach activities or which are underserved. Additionally, some categories of low-income people who are eligible for SNAP do not participate and thus forgo nutrition assistance that could stretch their food dollars at the grocery store. The goals of SNAP outreach are to help people make an informed decision about whether to apply for the program, and ultimately to increase participation by eligible non-participating individuals and families. The target populations for this RFP focus primarily on reaching the newly unemployed, working poor, elderly, non-citizens, college students, and those who do not apply for the program because they believe they are ineligible and/or likely to receive only a small monthly allotment.

VI. Eligible Applicants

Organizations eligible to apply under this initiative are limited to nonprofit organizations and must be 501(C)(3), tax-exempt organizations incorporated for a purpose sufficiently broad enough to include providing services or other assistance to economically and/or socially disadvantaged individuals and families. To be eligible to apply, organizations must be located in New York State, have a non-profit status, be compliant with the requirements of the NYS Attorney General, Charities Bureau, and have their vendor responsibility profile available on the NYS Office of the State Comptroller Vendrep system at <https://www.osc.state.ny.us/state-vendors/vendrep/vendrep-system>. All non-profits are subject to the prequalification requirement as described in Section II: SFS Registration and Prequalification Requirements.

Note: Applicants can apply to and be selected for both the Nutrition Navigators-Direct Services and Nutrition Navigators-Technical Assistance RFPs.

VII. General Information

The following information describes the contract term, availability of funds, and funding structure.

Contract Term

It is expected that contracts from this Request for Proposals will have five program years.

- Year 1: October 1, 2026, through September 30, 2027
- Year 2: October 1, 2027, through September 30, 2028
- Year 3: October 1, 2028, through September 30, 2029
- Year 4: October 1, 2029, through September 30, 2030
- Year 5: October 1, 2030, through September 30, 2031

The contract term includes all five program years and will operate from October 1, 2026, through September 30, 2031. Funding for the initial and any subsequent years

is contingent on the continued availability of state appropriation authority, Federal Outreach funding, required local source funding, and satisfactory performance. Satisfactory performance includes the following:

- Timely submission of vouchers on a quarterly and annual basis
- Timely submissions of annual reports
- Compliance with MWBE requirements
- Reimbursement of at least 60% of the annual budget for services and expenses

Availability of Funds

Applicants' annual budgets must be \$50,000 minimum. The outreach program is a reimbursement program, not a match program. As such, to be reimbursed, provider agencies must demonstrate they have funding in place to support 75% of their full annual budgeted expenses at the start of each program year. To demonstrate that funding is in place, applicants must complete the Local Funding Agreement, which is an attestation to the availability of funds. Funding must come from allowable funding sources, which are described below.

Funding Structure

As described, the Nutrition Navigators program is a reimbursement program in which selected agencies must have funding in place to support 75% of their full annual budgeted expenses at the start of each program year, and no advances are allowed with this funding. The funding must come from allowable sources. Allowable sources include:

- State General Fund from an enacted State Fiscal Year budget that is appropriated for grants to community-based organizations for nutrition outreach in areas where a significant percentage or number of those potentially eligible for food assistance programs are not participating in such programs. State General Fund may fluctuate annually, is dependent on annual legislative action, and is not guaranteed in any given year. OTDA anticipates allocating 60% of the State General Funds supporting the Nutrition Navigators Direct Services organizations. Each organization will be eligible for up to 25% of their total budget. OTDA reserves the right to increase or decrease the amount of State General Funds supporting the Nutrition Navigators DS organizations based on the actual value of State General Funds and other sources.
- Local funding sources, which may include:
 - Cash donations from non-federal third parties such as charitable foundations
 - Local tax levy dollars such as those provided by the New York City Council Discretionary Funds, that are received by a not-for-profit
 - In-kind contributions from government/public entities (property or services that benefit the program without charge).
- Local funding sources **cannot** include:
 - Federal Funds without prior approval from Food and Nutrition Services (FNS) and OTDA
 - Support services such as childcare or transportation
 - Any funds otherwise used to match federal funds or permit the receipt of federal funds
 - Private cash donations from an individual

- In-kind contributions from entities that are not governmental/public
- Bank Loans

Selected provider agencies may use any combination of allowable funding sources to demonstrate they have funding in place to support 75% of their full annual budgeted expenses. The following State and federal reimbursement are available:

- State General Fund: 100% of the awarded State General Fund value;
- Federal Outreach Funds: 25% of the total gross expenses.

For example, Applicant A is selected to provide services with a total annual budget of \$1,000,000. The applicant demonstrates \$750,000 in available funding at the start of the program year. Applicant A's funding sources include:

- \$100,000 in State General Fund
- \$650,000 in other allowable local sources

Applicant A claims \$1,000,000 in total gross expenses within the program year. The reimbursement will include:

- \$100,000 in State General Fund
- \$250,000 in Federal outreach funds

The total reimbursement for Applicant A would be \$350,000.

Selected provider agencies must complete a Local Funding Attestation during contract negotiations of each of the five program years.

VIII. Service Strategy

Food insecurity, where there is limited or uncertain availability of food for an active, healthy life, is strongly associated with income, and many American households experience food insecurity at times during the year, meaning that their access to adequate food is limited by lack of money and other material resources to produce or obtain food. Food insecurity increases the risk for poor nutrition, especially among children and older adults, increasing the risk for major health and developmental concerns.

SNAP is the nation's first line of defense against hunger and food insecurity. SNAP benefits are intended to increase the access of eligible low-income households to food and a nutritious diet, thereby improving food security, health, and well-being. However, both the State and Federal governments have determined that special outreach efforts are needed for the SNAP to ensure that all eligible individuals and households are aware of the availability of SNAP to reduce food insecurity and hunger so they can make an informed decision about applying for and accessing program benefits.

A note on consortiums:

- Consortiums are permitted with up to 4 nonprofit subcontractors providing direct services under one prime contractor
- Prime contractors cannot be a subcontractor under another direct services contract
- Subcontractors cannot have their own prime contract
- Subcontractors can only subcontract under one prime contract

Allowable Activities

The following activities are allowable under the Nutrition Navigators-DS program.

- Pre-screening for Supplemental Nutrition Assistance Program (SNAP) benefits utilizing the pre-screening tool maintained by the Nutrition Navigators-TA provider.
- Application assistance through providing support in completing the application and delivering the application to your local social services district(s).
- Assistance in understanding and obtaining required application verification documents using the checklist created and maintained by the Nutrition Navigators-TA provider or another OTDA approved tool.
- Indirect outreach through distribution of materials at the employers of low-wage workers, and other locations where low-income people gather, including but not limited to, farmers markets, churches, and community centers.
- Setting up an exhibit or booth at a community event or farmers markets.
- Delivering SNAP informational presentations with community organizations that serve low-income people.
- Local toll-free outreach line to provide SNAP information to potential clients.
- Development of printed educational/informational materials for potential recipients.
- Use or customization of the United States Department of Agriculture (USDA) or OTDA SNAP Outreach materials.
- Translation of materials in languages other than English that are spoken in high-need areas within the communities served.
- Bilingual staff to support potential applicants in need of information and assistance with SNAP.
- Program access activities, such as appointment reminder calls and discussions about recertification requirements.

Applicants must plan to implement at minimum, two of the above services.

Other Allowable Activities

The above allowable activities are reimbursable with federal funding. The activities below can be added to outreach funding; however, they are not eligible for federal reimbursement.

- Acting as an authorized representative for a SNAP recipient. An authorized representative may be designated to apply, recertify, and/or use the SNAP Electronic Benefits (EBT) card to purchase food on behalf of the SNAP applicant/recipient.
- Provide transportation to or from the local social services district or the provision of Metro Cards, tokens, vouchers, or similar items for the transportation of clients. For example, a transit agency could donate bus vouchers for use by

potential SNAP applicants to travel back and forth to the local social services district.

- State General Fund, to the extent available, may be used to conduct nutrition outreach for other federally funded programs other than SNAP, including but not limited to:
 - Special Supplemental Program for Women, Infants, and Children (WIC)
 - School Meals
 - Summer Meals
 - Child and Adult Care Food Program (CACFP)
 - Summer Electronic Benefits Transfer (S-EBT)

Unallowable Activities

Federal reimbursement funding may not be used for:

- Radio, television, or billboard advertisements that are designed to promote SNAP benefits and enrollment
- Agreements with foreign governments to promote SNAP
- Lobbying efforts at the Federal, State, or local level
- Interference during a certification interview or at other times to advocate on behalf of specific applicants or recipients, however outreach workers may be present to provide support or help explain complex terminology
- Recruitment of individuals to participate in SNAP. Recruitment is defined as an activity designed to persuade an individual who has made an informed decision not to apply for SNAP benefits to change their decision
- Nutrition education such as food demonstrations, healthy eating initiatives, and physical movement activities
- Meals or refreshments for staff meetings.

IX. Reimbursable Expenses

For selected applicants to be reimbursed, expenditures must be reasonable, necessary, and allowable expenses as described below.

Reasonable

- Provide a program benefit and purpose
- Are in proportion with other program costs for the function
- Have a priority relative to other demands
- Are what a prudent person would incur in like circumstances

Necessary

- Needed to carry out essential functions as defined by the contract
- Cannot be avoided without adverse impact on program operations
- Do not duplicate existing efforts.
- Are the net cost after applicable credits or discounts

Allowable Expenses

- Salaries and benefits of personnel involved in program outreach and administrative support
- Pro-rated costs of shared office equipment, supplies, postage
- Development and production of outreach materials when no other existing materials exist

- Pro-rated costs associated with lease, mortgage, or rental costs
- Pro-rated costs associated with maintenance expenses
- Charges for approved in-state travel for the purpose of fulfilling approved outreach services

All expenses must meet State and Federal guidelines for the purposes of State and Federal reimbursement related to allowable expenses.

Up to 15% of the grant award may be used for Administrative Costs, unless more is pre-approved by OTDA. Administrative Costs are the reasonable, necessary and allowable costs associated with overall program management and administration which are not directly related to the provision of program services. Administrative Costs can be both Direct Costs and Indirect Costs. Direct Costs are for activities that benefit one specific program or objective and can be identified to one specific contract. Indirect Costs are for activities that benefit more than one program or objective and, therefore, cannot be identified to only one specific contract. Indirect Costs are generally organization-wide costs and classified under functional categories such as general maintenance and operation costs, general office and administrative costs, or general overhead. Both Direct and Indirect Administrative Costs can incorporate an array of personnel (staffing) and non-personnel costs, where such costs are not directly related to the provision of program services. Examples of Administrative Costs can include, but are not limited to, human resources, legal support, accounting services, public relations, office support, information technology, audit services, postage, office supplies, etc. While Indirect Administrative Costs do not need to be itemized, all Direct Administrative Costs must be itemized.

Contractors may use an Indirect Cost Rate (ICR) approved by a federal agency. For contracts funded by State funds only an ICR approved by the City of New York may be used. In all instances, documentation of such approval must be provided. Contractors that do not have an approved ICR can use a de minimis rate of up to 15%. The ICR must be applied against the value of the total budgeted Direct Costs, including both Direct Program Costs and Direct Administrative Costs, to calculate the maximum value of allowable Indirect Administrative Costs, and such value must still be within the overall 15% limit on Administrative Costs. Contractors must ensure that no costs are budgeted or claimed as both Direct Costs and as Indirect Costs. OTDA retains the right to audit to ensure that all costs are being accounted for appropriately.

X. Collaboration and Training Requirements

The following collaboration and training requirements must be adhered to as needed:

Collaboration Requirements

- Selected applicants must collaborate with local social services districts in which their participants reside for the purposes of application and/or recertification submission and any other relevant program information.
- Selected applicants will be required to engage with the selected Nutrition Navigators-Technical Assistance provider for the purposes of engaging in training, use of prescreening tool, reporting requirements, and other necessary technical assistance activities as required.

Training Requirements

- Participation in Civil Rights training is required on an annual basis. This training will be offered by the Technical Assistance provider on a semi-annual basis. All program staff who directly interact with the SNAP population must participate in the Civil Rights training.
- SNAP policy training is required at least once during a program cycle for program staff who directly interact with the SNAP population. SNAP policy training will be offered at minimum twice annually by the Technical Assistance provider to offer flexibility in attendance and account for new program staff.
- Attendance at annual start-up meetings and other statewide meetings.

XI. Contract Information

This section contains information on claims, record retention, program monitoring, State Plan requirements, use of the SNAP logo, and Minority and Women Owned Business Enterprises (MWBE).

Claims for Payment

Selected applicants will be required to submit claims for payments on a quarterly basis. It is recommended that there be one claim per quarter. Training on submission of claims and expenses documentation, including required books, records, documents, timeframes and other evidence pertaining to documentation of Direct Services expenses incurred will be provided within the first quarter of Period One. Selected applicants are required to use the SFS to submit claims. Payment for all claims will be made upon 100% satisfactory completion and approval by OTDA and the Office of the State Comptroller (OSC). Claims for payment with incomplete information or inadequate documentation will be disallowed.

Record Retention

All records pertaining to awards made under this opportunity including financial audits, budgets, plans/drafts, supporting documents, statistical records, etc. must be retained for a period of at least six years following the end of the contract cycle. In the event any claim, audit, litigation, or State/Federal investigation of the retention period, the records must be retained and made available as needed. OTDA shall have access to any records relevant to the project, including books, documents, photographs, and correspondence necessary to make audit, examinations, transcripts, and excerpts. If OTDA determines that such records possess long-term historic value, they must be transferred to OTDA.

Program Monitoring

Selected applicants for Nutrition Navigators Direct Services will be monitored by OTDA on a regular basis throughout the contract cycle. Monitoring may include scheduled or unscheduled observational site visits, management evaluations, as well

as regular telephone and email contact. The goal of monitoring enables OTDA to ensure the terms of contracts are being met. In addition, monitoring allows OTDA to provide technical assistance, where necessary, to assist selected applicants in meeting terms of the contract. Selected applicants will receive notification of management evaluations. Following a management evaluation, selected applicants will receive a management evaluation report summarizing observations of operations, any modification requests, and corrective action should State or Federal requirements be unmet.

In addition, the Food and Nutrition Services (FNS) of the United States Department of Agriculture monitors OTDA operations of SNAP outreach. Should FNS be conducting a review that includes an analysis of a direct services provider, the provider will be expected to engage in the review as needed. This may include but is not limited to, completion of questionnaires, participation in interviews, documentation requests and a site visit. Selected applicants will be notified in advance of an FNS review.

State Planning Requirements

OTDA is required to submit an annual State Outreach Plan to FNS for approval. This Plan is due to FNS no later than August 15 annually. OTDA will establish plan due dates which must be adhered to by all selected applicants. Should a selected applicant fail to meet the due date, their project may be removed from the State Plan.

The Plan process also includes amendments. Amendments must be submitted to FNS for approval 30-days prior to planned implementation. Final amendments are due to FNS no later than July 1 of the program period. Amendments are necessary when significant changes to programming are needed. Significant changes include:

- Major changes in components (e.g. adding, deleting, or modifying a component)
- Significant changes in State policy (e.g. major State changes to outreach rules)
- Requests for additional federal reimbursement
- Changes in location of approved activities

Failure to submit a project amendment timely, may result in a disallowance of activities.

Use of the SNAP Logo

The SNAP logo must be used by those administering SNAP and by selected applicants for the purpose of SNAP outreach. Examples include brochures, letters, websites, presentations, handouts, flyers, business cards, and reinforcement items. The FNS has developed a [SNAP Logo](#) guidance tool for additional information.

Note: All materials must be submitted to OTDA for review and approval prior to use. Please allow two weeks for OTDA to review materials and provide feedback.

Minority and Women Owned Business Enterprises (MWBE)

New York State is working harder than ever to make this State the gateway to attract and grow Minority and Women-Owned Business Enterprises. As such, most New York

State contracts are subject to MWBE requirements. All budgeted items, except staff salaries, fringe, rent, and utilities, are subject to MWBE requirements.

Pursuant to New York State Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules and Regulations OTDA is required to promote opportunities for the maximum feasible participation of New York State-certified Minority and Women-owned Business Enterprises (“MWBEs”) and the employment of minority group members and women in the performance of OTDA contracts and grants.

Participation Opportunities for MWBEs

For purposes of this solicitation, OTDA hereby establishes an overall 30% M/WBE participation goal, and specific participation goals for both New York State-certified Minority-owned Business Enterprises (“MBE”) and New York State-certified Women-owned Business Enterprises (“WBE”) will be assessed based on the nonprofit’s discretionary spending budget and participation opportunities therein. A contractor (“Contractor”) on any contract resulting from this procurement (“Contract”) must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors and suppliers in the performance of the Contract. To that end, by submitting a response to this RFP, the applicant agrees that OTDA may withhold payment pursuant to any Contract awarded as a result of this RFP pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>. For guidance on how OTDA will evaluate a Contractor’s “good faith efforts,” refer to 5 NYCRR § 142.8.

The applicant understands that only sums paid to MWBEs for the performance of a commercially useful function, as that term is defined in 5 NYCRR § 140.1, may be applied towards the achievement of the applicable MWBE participation goal. Any portion of a contract with an MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be 25 percent of the total value of the contract with the MWBE.

In accordance with 5 NYCRR § 142.13, the applicant further acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in a Contract resulting from this RFP, such finding constitutes a breach of contract and OTDA may withhold payment as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals; and (2) all sums actually paid to MWBEs for work performed or materials supplied under the Contract.

By submitting an application, applicant agrees to demonstrate its good faith efforts to achieve the applicable MWBE participation goals by submitting evidence thereof through the New York State Contract System (“NYSCS”), which can be viewed at <https://ny.newnycontracts.com>, provided, however, an applicant may arrange to provide such evidence via a non-electronic method by contacting the Contract’s program manager at OTDA.

Additionally, applicants will be required to submit the following documents and information as evidence of compliance with the foregoing:

- An MWBE Utilization Plan with their application. Any modifications or changes to an accepted MWBE Utilization Plan after the Contract award and during the term of the

Contract must be reported on a revised MWBE Utilization Plan and submitted to OTDA for review and approval.

OTDA will review the submitted MWBE Utilization Plan and advise the applicant of OTDA acceptance or issue a notice of deficiency within 30 days of receipt.

- If a notice of deficiency is issued, the applicant will be required to respond to the notice of deficiency within seven (7) business days of receipt by submitting to the OTDA a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by OTDA to be inadequate, OTDA shall notify the applicant and direct the applicant to submit, within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

OTDA may disqualify an applicant as being non-responsive under the following circumstances:

- If an applicant fails to submit an MWBE Utilization Plan;
- If an applicant fails to submit a written remedy to a notice of deficiency;
- If an applicant fails to submit a request for waiver; or
- If OTDA determines that the applicant has failed to document good faith efforts.

The successful applicant will be required to attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the Contract. Requests for a partial or total waiver of established goal requirements made subsequent to Contract Award may be made at any time during the term of the Contract to OTDA but must be made no later than prior to the submission of a request for final payment on the Contract.

The successful applicant will be required to submit a quarterly M/WBE Contractor Compliance & Payment Report to OTDA, by the 8th day following each end of quarter over the term of the Contract documenting the progress made toward achievement of the MWBE goals of the Contract.

Equal Employment Opportunity Requirements

By submission of an application in response to this solicitation, the applicant agrees with all of the terms and conditions of [Appendix A – Standard Clauses for All New York State Contracts including Clause 12 - Equal Employment Opportunities for Minorities and Women OR Authority equivalent to Appendix A]. The applicant is required to ensure that it and any subcontractors awarded a subcontract for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the applicant, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

The applicant will be required to submit a Minority and Women-owned Business Enterprise and Equal Employment Opportunity Policy Statement, Form OTDA-4970, to OTDA with its application.

If awarded a Contract, applicant shall submit a Workforce Utilization Report, Form OTDA-4971, and shall require each of its Subcontractors to submit a Workforce Utilization Report, in such format as shall be required by OTDA on a QUARTERLY basis during the term of the Contract.

Further, pursuant to Article 15 of the Executive Law (the “Human Rights Law”), all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

Participation Opportunities for New York State Certified Service-Disabled Veteran-Owned Businesses

Article 3 of the New York State Veterans’ Services Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Businesses (“SDVOBs”), thereby further integrating such businesses into New York State’s economy. The OTDA recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of OTDA contracts.

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in New York State, Bidders/Contractors are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the Contract. Such participation may be as subcontractors or suppliers, as protégés, or in other partnering or supporting roles.

For purposes of this procurement, OTDA conducted a comprehensive search and determined that the Contract does not offer sufficient opportunities to set specific goals for participation by SDVOBs as subcontractors, service providers and suppliers to the Contractor. Nevertheless, the Bidder/Contractor is encouraged to make good faith efforts to promote and assist in the participation of SDVOBs on the Contract for the provision of services and materials. The directory of New York State Certified SDVOBs can be viewed at: <https://ogs.ny.gov/veterans/>.

Applicants are encouraged to contact the Office of General Services’ Division of Service-Disabled Veteran’s Business Development at 518-474-2015 or VeteransDevelopment@ogs.ny.gov to discuss methods of maximizing participation by SDVOBs on the Contract.

XII. Application Format and Criteria

This section provides information on the application format for the Nutrition Navigators Direct Services RFP.

Application Format

Applications will consist of three parts: a response to application questions, a project description, and completion of a budget. All applications are evaluated on the same basis, and all components of the application must be completed. OTDA will establish a Review Committee, to evaluate applications. Applicants should not assume that reviewers are familiar with SNAP outreach, the applicant agency, or the programs they operate. Additionally, applicants are reminded that this is a competitive process. Applicants who have been previously selected to operate a direct services outreach program are not guaranteed to be selected.

Evaluation Criteria

The evaluation criteria will be based on completion of the three parts of the application.

Responses to Application Questions (40 Points)

The application will include a series of 14 questions. The maximum points an applicant can receive in this part of the application is 40. Each section listed below will have a total of five points and will focus on the following:

- Applicant experience serving low-income New Yorkers
- Applicant experience conducting nutrition outreach activities
- Methods for conducting outreach activities
- Service areas
- Progress monitoring
- Sustainability
- Collaborative efforts
- Performance with prior OTDA outreach contract

Project Description (40 Points)

The project description must be uploaded to the SFS application using the Project Description form, which can be found in the Event Comments and Attachments section of the SFS. The project description is worth a total of 40 points and must include:

- A thorough description of the activities and services expected to be implemented
- A budget narrative explaining each of the budget components.

Budget (20 Points)

The budget section of the application is worth 20 points. The budget will be examined to determine the extent to which expense projections are reasonable, necessary and allowable for service delivery. All costs must be consistent with the scope of services described in the submitted proposal. Only use whole dollar amounts for the funds requested.

Budgets are line-item and have distinct sections, which are defined below. The budget will contain a format in which applicant agencies must enter total expenses for each of the budgeted items. This is different from previous Outreach budgets in which applicants were required to submit a budget that included a grant and a match column.

Section B-1: Personal Services

- a. Salary: the annual salaries of the staff that will be working on the project and the corresponding Full-time Equivalent (FTE) value for direct program services tasks allocated to the project. The budget narrative must include the titles, roles of the staff positions, and the percent time charged to the program. **Note: Any salary for administrative functions should be captured in Section B-2 (g): Other.**
- b. Fringe: includes any social security, workers' compensation, unemployment insurance, disability insurance and other insurance programs the applicant organization provides, and the narrative shall explain the calculation of fringe benefits associated with the staff salaries. The rate for salary fringe is capped each State Fiscal Year for federal funds. The current rules can be found in the Office of State Comptroller's Guide to Financial Operations. If budgeted fringe benefits represent an exception to standard policy, please explain the basis. **NOTE: Fringe benefits for administrative positions should be captured in Section B-2 (g): Other.**

Section B-2: Non-Personal

- a. Contractual: includes institutions, individuals, or organizations external to the contractor that have entered into an agreement with the contractor to provide any services outlined in or associated with the contract which are directly related to the provision of program services, and whose services are to be funded under the contract. All such agreements are to be by bona fide written contracts, and a copy of each must be included in the application package. If details are not known, include a brief narrative of each contracted service to be provided, indicating the organization/individual selected, projected budget, and anticipated outcomes. All subcontractors receiving \$50,000 or more will be required to have a prequalified document vault in the State Financial System and a current vendor responsibility questionnaire on the OSC VendRep system. All subcontracts of \$100,000 or more are subject to review and approval by New York State.
- b. Travel: are travel costs associated with service delivery or training which are directly related to the provision of program services. All costs must be budgeted in line with standard agency travel policy or NYS Comptroller guidelines. Travel costs are reimbursed at State rates published by the NYS OSC and only travel costs for personnel listed under staff salaries are reimbursable. Consultant or sub-contractor's travel expenses must be included in the Contracted Services. Any exceptional staff travel costs must be justified in the budget narrative. Out-of-state travel costs are allowed but must be pre-approved by OTDA and FNS.

- c. Equipment: includes the reasonable cost of necessary tangible property, having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit, which is required to operate the program and is directly related to the provision of program services and may be either purchased or rented, whichever is more economical. An inventory of all equipment purchased must be kept including depreciation schedule when necessary. Justification for any exceptional equipment purchases and/or rental costs must be provided in the Budget Narrative. All equipment purchases exceeding \$5,000 require three written estimates and prior approval from OTDA.
- d. Space/Property Rent: includes pro-rated necessary and cost reasonable real estate rental required for the operation of the program and directly related to the provision of program services. Justification for any exceptional space costs must be provided in the Budget Narrative. A rental agreement must be included as part of an awarded contract. Space justification must include the cost per square foot, and only the square foot being used by the Outreach staff by FTE can be charged to the program.
- e. Space/Property Own: includes pro-rated necessary and cost reasonable real estate mortgage and property taxes required for the operation of the program and directly related to the provision of program services. Justification for any exceptional space costs must be provided in the Budget Narrative. A mortgage statement and tax bill must be included as part of an awarded contract. Space justification must include the cost per square foot, and only the square foot being used by the Outreach staff by FTE can be charged to the program.
- f. Utilities: includes pro-rated necessary and cost reasonable utilities costs required for the operation of the program and is directly related to the provision of program services. Justification for any exceptional utilities' costs must be provided in the Budget Narrative. Utility justification must include the cost per Outreach staff by FTE charged to the program.
- g. Operating: includes operating expenses, such as cell phones, printing, office supplies, outreach materials, and other itemized expenses that fall outside of the categories listed above and which are directly related to the provision of program services.
- h. Other expenses which are directly related to the provision of program services.
- i. Administrative costs: costs associated with overall program management and administration which are not directly related to the provision of program services. Guidance on administrative costs is provided in Section IX of this RFP.

XIII. Terms and Conditions Governing this RFP

The following documents are imperative to New York State Contracting Laws and should be reviewed prior to applying for this program:

- Appendix A: Standard Clauses for New York State Contracts
- Attachment A-1: Agency Specific Terms and Conditions

- Attachment A-2: Program Specific Terms and Conditions
- Attachment A-3: Nutrition Navigators Direct Services Details
- Appendix Z: MWBE participation requirements for all NYS Office of Temporary and Disability Assistance Grants

These documents can be found in the Event Comments and Attachments Section of the SFS. They can also be found on the [Procurement/Bid Opportunities | OTDA](#) under the procurement title.

XIV. Required Uploads

Required uploads can be found in the Event Comments and Attachments Section of the SFS. A brief description of each of the uploads can be found below:

- **MWBE Goal Requirements Certification of Good Faith Efforts:** This form must be signed, certifying agreement to document good faith efforts to provide meaningful participation by New York State certified MWBE subcontractors or suppliers/vendors in the performance of this contract.
- **Staffing Plan:** The staffing plan must be completed based on the composition of staff working on the project. Enter the numbers or count in the corresponding boxes and add up the totals in each column. This form is for diversity research purposes only and has no bearing on MWBE participation requirements or overall participation goals.
- **MWBE EEO Policy Statement:** This is an acknowledgement that New York State is an Equal Opportunity employer, and by extension, it expects all vendors, contractors, and subcontractors that hold contracts with New York State to ensure the same standard of equal opportunity in Nutrition Navigator Direct Services practices.
- **MWBE Utilization Plan:** This form must be submitted with any bid, application, or proposed negotiated contract or within a reasonable time thereafter, but prior to contract award. The Utilization Plan must contain a detailed description of the supplies or services to be provided by each certified MWBE under the contract.
- **MWBE Subcontractor and Supplier Letter of Intent:** This form must be submitted with any bid, or application, or proposed negotiated contract or within a reasonable time thereafter, but prior to contract award. This form serves as an agreement with the vendors that will provide supplies or services under an approved contract. Letters of intent must be submitted for each MWBE listed on the MWBE Utilization Plan.
- **Subcontractor and Supplier Identification Form:** This form for OTDA For-Profit and Nonprofit procurements (IFB/RFP/Contract Reporter \$50,000 or more) was created for applicants to complete as part of the bid solicitation. The form requires applicants for each new procurement (IFB/RFP/Contract Reporter Purchases \$50,000 or more) to list all subcontractors and the requested information for each that is in place to provide the goods and services required by that contract. This form was created to provide OTDA with a list of all subcontractors and key information, including the dollar value of the subcontracts over the contract cycle, to assist OTDA in assessing the discretionary portion of each contract and overall compliance with NYS/OTDA M/WBE requirements.

- **Nutrition Navigators Direct Services Project Description:** This form is required for all Direct Services applicants. This form is not required by those only applying for Technical Assistance. This form summarizes important details of the application and the Direct Service activities for which funding is being requested.
- **Offeror's Acknowledgement of Understanding of Post Employment:** Attestation form that acknowledges provisions of NYS Public Officer's Law.
- **Offeror's Assurance of No Conflict of Interest or Detrimental Effect:** Attestation form acknowledging specific provisions of State Public Officer's Law.
- **Non-Collusive Bidding Certification:** Attestation of conformance with State Finance Law related to non-collusive bidding.
- **EO 177 Certification:** Certifies conformance with Executive Order 177 and non-discrimination practices.
- **Sexual Harassment Prevention Certification:** Attestation of conformance with State Finance Law regarding policies for sexual harassment prevention in the workplace and provision of annual sexual harassment training to all its employees.
- **Gender-Based Violence and the Workplace Certification:** New York State Finance Law §139-M requires bidders on competitive state procurements to certify that they have a written policy addressing gender-based violence and the workplace.
- **Applicant Questionnaire:** Go to the Event Comments and Attachments section of this Bid Event, download the SFS Nutrition Navigators DS Questionnaire word doc. Answer all questions on the word document. Upload all required material as instructed on the questionnaire. Submit the questionnaire as a PDF to this Question once complete.
- **Local Funding Agreement:** The Local Funding Agreement is an attestation that identifies the local sources of funding the applicant has available to outlay at the start of the contract term to cover 75% of the project budget.