NEW YORK STATE | Office for People With Developmental Disabilities

TECHNICAL PROPOSAL
ATTACHMENTS 11 – 13

RFP OPD-2025-43
Family Support Services

Complete each form in this package as your Technical Proposal submission and upload to SFS. Please upload this package of attachments as 1 PDF attachment for your Technical Proposal.

These forms can be completed and signed electronically. Boxes will expand in Word to allow necessary space for responses.

This Word document must be converted to non-fillable PDF prior to submitting/uploading to SFS.

ATTACHMENT 11

TECHNICAL PROPOSAL RESPONSE

BIDDER: _____

Please complete the project identifying information below.

LOCAL COUNCIL: _____ **REGION:** _____

PRIORITY NEED: _____

FORM INSTRUCTIONS

Please complete and submit this form as your Technical Proposal Response. While additional data may be presented, the sections below should be completed. The proposal should present a level of detail sufficient to assure OPWDD of the information's accuracy.

In the event that a Bidder is pursuing more than one Priority Need and/or in multiple regions, the Bidder must clearly identify these areas correlating to each Priority Need and submit a separate proposal (including Administrative Proposal consisting of all identified attachments, Technical Proposal Response, Work Plan Summary, and Budget Proposal) for **each** proposed program and/or Region.

Per Section 5 of the RFP, the purpose of the Technical Proposal is to establish the qualifications, competence, and capacity of the Bidder to perform the services contained in the RFP. The Technical Proposal must demonstrate that the Bidder and their staff will be able to provide the services described in this RFP.

Per Section 5.1 of the RFP, Implementation Plan, the Bidder should describe approach and strategy to fulfill the needs in this RFP. The Technical Proposal Response should describe what needs will be met by the proposed service/support and how.

Bidders are required to submit their Technical Proposal on Attachment 11: Technical Proposal Response.

5.1.1. STATEMENT OF NEED
The Bidder's proposal must effectively address only one (1) RFP Priority Need for the counties specified. If a specific population or target group is the focus of the service/support, the Bidder should identify this group and have demonstrated experience with supporting this group documented within the proposal.

5.1.2. PURPOSE
The Bidder should be clear in the proposal about the population to be served, what eligibility criteria will be in effect, and identify how the needs of the families/individuals will be addressed. The proposal should also demonstrate inclusivity in meeting the needs of eligible individuals from backgrounds that are culturally, ethnically, and geographically diverse, ensure accessibility, and provide opportunities to support individuals who are underserved and/or from hard-to-reach communities.

5.1.3. INPUTS
The proposal should adequately and reasonably identify the resources (e.g.: staff, time, materials/equipment, etc.) needed to address identified priority/priorities.

5.1.4. OUTPUTS
The proposed number of people served/units should be reasonable and appropriate to address the identified need(s).

5.1.5. OUTCOMES
The proposed outcome(s) should be clearly defined, with the Bidder providing explanation in how the outcome(s) will be objectively measured. The Bidder should describe how the evaluation process will ensure that the outcomes are being met.

5.1.6. MANAGEMENT OF PRIOR CONTRACTS
Is the Bidder a current FSS provider? ☐ Yes ☐ No If yes, has the Bidder reduced or terminated any previous FSS contracts since 2019? ☐ Yes ☐ No If yes, the Bidder should provide a brief explanation regarding the contract reduction/termination and the Bidder's plan to avoid future re-occurrence.

ATTACHMENT 12

Work Plan Summary

Per Section 5.2 of the RFP, Bidders must submit a high-level work plan as part of their bid. See Section 2 of the RFP for additional information. The work plan will be used to guide both project execution and project control.

Bidders are required to submit their Work Plan on Attachment 12: Work Plan Summary.

5.2.1. A brief description of who will be served (families/individuals who will participate in the program)

5.2.2. Identification of the service being offered, the needs which will be addressed by this service, and when the service would begin to be offered post contract execution

5.2.3. Description of what outcomes and impacts are committed to being achieved

5.2.4. Identification of the lead or point person for this project

5.2.5. Stakeholder feedback and input – as available

ATTACHMENT 13

Diversity Practices Questionnaire

Bidder Name: _____ **Date:** _____

Diversity practices are the efforts of contractors to include New York State-certified Minority and Women-owned Business Enterprises ("MWBEs") in their business practices. Diversity practices may include past, present, or future actions and policies, and include activities of contractors on contracts with non-government entities and governmental units other than the State Assessing the diversity practices of contractors enables contractors to engage in meaningful, capacity-building collaborations with MWBEs. OPWDD has determined, pursuant to New York State Executive Law Article 15-A, that the assessment of the diversity practices of Bidders to this procurement is practical, feasible, and appropriate. Accordingly, Bidders are required to provide responses the space provided below each of the following eight (8) questions as part of their technical proposal.

Q1. Does your organization have a Chief Diversity Officer or other individual who is tasked with supplier diversity initiatives? If yes, provide the name, title, description of duties, and evidence of initiatives performed by this individual or individuals.
Q2. What percentage of your organization's gross revenues (from your prior fiscal year) was paid to New York State certified minority and/or women-owned business enterprises as subcontractors, suppliers, joint-ventures, partners, or other similar arrangement for the provision of goods or services to your organization's clients or customers?
Q3. What percentage of your organization's overhead (i.e. those expenditures that are not directly related to the provision of goods or services to your organization's clients or customers) or noncontract-related expenses (from your prior fiscal year) was paid to New York State certified minority and women-owned business enterprises as suppliers/contractors?
Q4. Does your organization provide technical training to minority- and women-owned business enterprises? If yes, provide a description of such training which should include, but not be limited to, the date the program was initiated, the names and the number of minority- and women-owned business enterprises participating in such training, the number of years such training has been offered and the number of hours per year for which such training occurs.
Q5. Is your organization participating in a government approved minority- and women-owned business enterprise mentor-protégé program? If yes, identify the governmental mentoring program in which your organization participates and provide evidence demonstrating the extent of your organization's commitment to the governmental mentoring program.
Q6. Does your organization include specific quantitative goals for the utilization of minority- and women-owned business enterprises in its non-government procurements? If yes, provide a description of such non-government procurements (including time period, goal, scope and dollar amount) and indicate the percentage of the goals that were attained.
Q7. Does your organization have a formal minority- and women-owned business enterprise supplier diversity program? If yes, provide documentation of program activities and a copy of policy or program materials.

Q8. Does your organization plan to enter into partnering or subcontracting agreements with New York State certified minority- and women-owned business enterprises if selected as the successful respondent? If yes, complete the "MWBE Utilization Plan" available at https://opwdd.ny.gov/procurement-opportunities/mwbe-utilization-plan-form.