



Office of Children and Family Services

ANDREW M. CUOMO
Governor

SHEILA J. POOLE
Acting Commissioner

Request for Proposals for Training Services
Open-Competitive Procurement

Solicitation # - 1501 – Q&As

Issued: August 12, 2015

Commissioners Training Project

Office of Children and Family Services
Bureau of Training and Development
52 Washington Street
Rensselaer, New York 12144

1Q. Is there any standardized training curricula being used currently? If so, is it available for review?

1A. The Leadership Training deliverable is developed each year based upon the vendor's analysis and research of changes in State and Federal requirements, current trends in the Human Services field, best practices, etc. Hence there is no standardized curriculum. Likewise, the New Commissioner's training is customized based upon the trainee's county structure and the specific content and skills needs of the individual. The current vendor has developed a survey instrument to assess individual need prior to the development of the customized training.

2Q. Are consultant trainers already identified and available?

2A. OCFS will rely upon the awarded vendor to identify qualified consultant trainers. OCFS and OTDA will have the final decision on selected consultant trainers and topics.

3Q. What constitutes an experienced commissioner trainer (i.e., using other seasoned commissioners)?

3A. OCFS deems five years of executive leadership (Commissioner, Deputy Commissioner) to be a minimum qualification; however, vendors may submit resumes with other analogous experience for consideration.

4Q. Approximately how many staff members does the target population described as Local Social Service District Commissioners and administrators include?

4A. A rough estimate of this target population is up to 350, however during 2014 there were 195 trainees for the Leadership Training deliverable and eight (8) new Commissioners trained under Deliverable #2.

5Q. What staff titles in the local districts are considered administrators? For example, would child support coordinators be considered administrators for the purposes of this RFP?

5A. Eligible titles vary among local social services districts. In general, this population is comprised of Commissioners, Deputy Commissioners, and Director level staff. Trainees are nominated at the county level. If there are questionable nominations, the vendor should contact the Bureau of Training and Development for guidance.

- 6Q. Is this a project that has been in existence for a number of years and is routinely going out to bid, or is this a new project? And if it has been in existence, who currently holds the contract?**
- 6A. The Commissioners Training Project is an existing training initiative that is routinely bid on a five year cycle. The current vendor is the New York Public Welfare Association.