

Title: Discretionary Opportunity (DISC) # 1174
Comprehensive Statewide Needs Assessment (CSNA)

Agency: Children & Family Services, NYS Office of
Bureau of Contract Management

Contract Number: TBD

Contract Term: Nine months beginning no earlier than 8/1/2024 and no later than
9/1/2024

Date of Issue: May 10, 2024

Due Date/Time: June 10, 2024 by 5:00 PM Eastern Time

Location: Statewide

Counties: All NYS Counties

Background

The New York State Office of Children & Family Services (OCFS) announces a discretionary funding opportunity for qualified entities that can conduct a Comprehensive Statewide Needs Assessment (CSNA) for the New York State Commission for the Blind (NYSCB).

NYSCB provides vocational rehabilitation (VR) services to about 4,500 participants with blindness and visual impairment through seven district offices located throughout New York State. Federal Rehabilitation Services Administration (RSA) regulations require that a CSNA be conducted every three years. The results and recommendations from this assessment are incorporated into the annual plan submitted by NYSCB to the RSA.

Please see the **Eligibility Criteria** section for additional information.

This advertisement is public notice that OCFS is seeking to contract with an organization to conduct a CSNA for NYSCB which will involve an evaluation of NYSCB case management data, along with primary data collection through surveys and focus groups. The awarded contractor's provision of statewide and regional office-level data to NYSCB through the CSNA will facilitate comprehensive planning and policy development and lead to identification of specific areas in need of improvement within services and supports, program practices, and policies. The contractor will work in close consultation with NYSCB staff and the NY State Rehabilitation Council to ensure the accuracy and high quality of the CSNA white paper/policy brief. Please see the **Activities/Work to be Performed** section for additional information.

The purpose of this Discretionary Opportunity announcement is to invite any eligible and interested entities who believe they can satisfy the needs of this program to inform OCFS by a Letter of Interest (LOI). To be considered responsive, your organization's LOI must be received no later than the deadline specified on the first page of this announcement. OCFS intends to select one contractor based on the criteria outlined in this announcement. Please see the **How to Apply** section for additional information and submission requirements.

This opportunity is authorized under [Section 163 of State Finance Law](#) as a Discretionary Purchase. OCFS intends to contract pursuant to its discretionary purchasing authority under State Finance Law Section 163(6), which authorizes purchases without a formal competitive process in

certain circumstances. This funding opportunity is limited to purchases up to the Discretionary Buying Threshold from respondent organizations qualified as:

- NYS certified Minority and/or Women-owned Business Enterprises (MWBE)
- NYS certified Service-Disabled Veteran-Owned Businesses (SDVOB)
- NYS Small Business Enterprises (SBE)

NYS-certified MWBE and SDVOB are qualified pursuant to [Article 15-A of State Executive Law](#) and [Article 3 of Veterans' Services Law](#). In accordance with [Section 160\(8\) of State Finance Law](#) and [Article 4-B of Economic Development Law](#), SBE are defined as a small business concern domiciled in New York State, independently owned and operated, not dominant in its field, and employs 100 or less persons.

Primary respondents that are certified and/or qualify as a SBE, MWBE or SDVOB should complete, sign, and submit **Attachment 2 – Affirmation of Business Status** provided with this solicitation.

Activities/Work to be Performed

The awarded contractor will:

Conduct a CSNA for NYSCB to identify areas in need of improvement in services and supports, program practices, and policies as related to the provision of VR services to NYSCB participants, consisting of the following five research studies:

1. Secondary Analysis of NYSCB Case Management System Dataset
2. The vocational rehabilitation needs of individuals with the most significant disabilities, including their need for supported employment services
3. The vocational rehabilitation needs of individuals with disabilities, who have been unserved or underserved by the VR program
4. Survey of NYSCB District Offices on Successful Closures
5. Fiscal Forecasting for Needs Assessment (Pre-ETS)

Study #1

Secondary Analysis of NYSCB Case Management System Dataset

The contractor will be provided limited access to the NYSCB VR case management system for purposes of extracting the required data. The data set will provide three years of data and include such data variables as: participant's year of birth, first three digits of participant's residential zip code, secondary diagnosis (if available), education level attained, individual plan for employment (IPE) goal, and services.

Study #1 Requirements:

- Examine the factors related to successful case closures for NYSCB participants. These factors may include individual demographic characteristics including secondary disabilities and functional limitations as well as the mix of services received.
- Focus on understanding the impact of participation in supported employment and postsecondary education for NYSCB participants.

- Focus on studying sub-groups such as transition-aged youth, young adults, and those receiving public benefits (e.g., Supplemental Security Income/Social Security Disability Insurance (SSI/SSDI)).
- Based on the available information for costs of services, examine cost-effectiveness of supported employment and postsecondary education services.

Study #2

The vocational rehabilitation needs of individuals with the most significant disabilities, including their need for supported employment services

An “individual with the most significant disability” is defined as an individual who meets the criteria for having a significant disability and has serious limitations in three or more functional capacities in terms of an employment outcome. Over an extended time (nine months or more), the individual requires multiple vocational rehabilitation and intensive supported employment services to perform and sustain competitive work.

Study #2 Requirements:

- Evaluate how many participants with the most significant disabilities are served.
- What is the breakdown of the disabilities?
- What are the demographics of this population?
- Include information about services provided.

Study #3

The vocational rehabilitation needs of individuals with disabilities, who have been unserved or underserved by the VR program

Traditionally certain demographic groups have been underrepresented in VR programs. This includes individuals belonging to racial/ethnic minorities, youth involved in the juvenile justice system, vulnerable youth such as the homeless, youth in foster care, immigrants, those identifying as LGBTQ, individuals with mental health disabilities and those receiving public assistance such as SSI/SSDI, Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), and U.S. Department of Housing and Urban Development (HUD) assistance.

Study #3 Requirements:

- Identify the needs of New Yorkers with disabilities who have been historically marginalized and unserved or underserved (i.e., individuals from racial and ethnic minority groups, individuals living in poverty, youth in foster care).
- Highlight areas that NYSCB can increase outreach.
- What are the demographics of this population?
- Services currently being provided?

Study #4

Survey of NYSCB District Offices on Successful Closures

The Contractor will conduct a survey of all NYSCB personnel, which includes approximately 60 staff members, across seven district offices. They will use online survey tools to understand staff perspective on some of the observed trends in successful participant closures. Successful closure means a participant has completed the Vocational Rehabilitation process and has been stable in their employment for 90 days or longer. The purpose of this evaluation is to determine what factor(s) may have contributed to the participants' successful closure from the VR program. It will also seek to determine the level of engagement from NYSCB participants, a factor which can contribute to successful closures.

The contractor will also review the "Study #1 - Secondary analysis of NYSCB case management system dataset" and provide additional explanations regarding possible reasons for successful closures. This survey will also explore NYSCB personnel's collaboration with other providers of rehabilitation services for people with disabilities in NYS.

NYSCB anticipates that information obtained from the survey will consist of both qualitative and quantitative information. The questions used in the personnel survey will be a mix of open- and closed-ended questions, which may include but are not limited to the following topics regarding participants:

- Individual attributes
- Barriers
- Collaboration with external partners and other state agencies
- Participation with schools/school meetings
- Relationship with their NYSCB counselors
- How often was contact made between counselor and participant?
- Relationships with their family, others
- Benefits (SSI/SSDI)-do they affect participant decisions, etc.
- Did participants receive job placement services?
- Does the participant's level of education have an impact?
- Did participants receive numerous services or just a few?
- How engaged was the participant in creating their IPE?
- Did the participant receive Assistive Technology Center (ATC) services?
- Do participants have established skills or are they new to adaptive equipment and software?
- Ability of participant to disclose an impairment to an employer? Ask for accommodations?
- Participant work history
- Motivation level of the participant (i.e., actively meeting with service providers, returning calls, etc.)
- Other disabilities participants have that may be affecting employment (mental health, traumatic brain injury, etc.)
- What transportation issues do participants experience?

Note: the final list of questions will be developed in consultation with the chosen contractor.

Please Note: Any survey platform used by the contractor, including electronic documents or online formats, must be 508 compliant and should utilize multiple formats to optimize accessibility.

Study #5

Fiscal Forecasting for Pre-Employment Transition Services (Pre-ETS)

NYSCB is required to determine the VR needs of students with disabilities, age 14-22 (up until their 23rd birthday). In addition, NYSCB is looking at the extent to which these services provided are coordinated with transition services under Individuals with Disabilities Education Act (IDEA) or 504 Plan. The IDEA and/or 504 Plan ensure a child with a disability is provided with accommodations that will support their academic success.

NYSCB's Pre-ETS are available to both eligible and potentially eligible students with disabilities (age 14-22) in NYS. This data will allow NYSCB to accurately forecast the funding reserves necessary to ensure Pre-ETS are available to all students that need them.

The contractor must research and determine the VR service needs of students with disabilities age 14-22 (up until their 23rd birthday), including but not limited to:

- (1) The need for pre-employment transition services or other transition services; and
- (2) An assessment of the needs of individuals with disabilities for transition services and pre-employment transition services, and the extent to which such services provided under this part are coordinated with transition services provided under the IDEA (20 U.S.C. 1400 et seq.) in order to meet the needs of individuals with disabilities.

The contractor will be required to show NYSCB the methodology used to:

- Identify students with disabilities, age 14-22.
- Determine the amount of funds necessary to make the required Pre-ETS available statewide to all eligible and potentially eligible students with disabilities (age 14-22).
- Show funds remaining to provide additional authorized activities.

The contractor will need to obtain the information required to complete this evaluation. NYSCB is aware that some of this information can be obtained from the New York State Education Department (NYSED) and the NYS Resource Center (NYSRC) however, these two resources are considered a starting point for the data. The contractor will need to include the number of students with disabilities receiving services under both IDEA and 504 Plans. It is also important to note that NYSCB provides services to children (under the state-funded children's program) and many of them will be determined eligible for vocational rehabilitation services in the future.

Outcomes and Evaluation

Prior to the commencement of the five research studies, the contractor must provide the following to NYSCB for review and approval:

- Completed confidentiality forms.
- Research plan.
- Draft of survey instruments.

Note: The contractor must implement all revisions to the final research plan and survey instruments as requested by NYSCB.

At the appropriate time during and/or upon completion of the five research studies, the contractor will:

- Submit the preliminary analysis of survey results to NYSCB for review.
- Present the final analysis of the surveys, incorporating any feedback provided by NYSCB staff, to NYSCB and any other entities designated by NYSCB.
- Submit the final white paper/policy brief to NYSCB and provide revision support until the end of the contract term.

White Paper/Policy Brief

The contractor will develop one white paper/policy brief, summarizing their analysis of the five research studies. A draft version of the briefing is to be submitted to NYSCB by December 15, 2024, and the finalized version, incorporating NYSCB requested revisions, must be submitted to NYSCB no later than January 31, 2025.

The contractor will ensure all draft reports and other written deliverables are subject to careful and complete editing by the contractor's editors and proofreaders before submitting them to NYSCB for review and approval. The contractor will be expected to provide ongoing revision support until the end of the contract term. Revisions are not expected after NYSCB approval of the finalized white paper/policy brief, but there may be extenuating circumstances that require minor revisions. Please keep this in mind when determining your total bid price.

Security and Confidentiality of Data

The contractor agrees to sign a contract which contains the following conditions and procedures for disclosure of data relating to the NYSCB CSNA:

1. Contractor will perform all work and obtain necessary data through a specific contact designated by NYSCB.
2. Except as otherwise provided in this Agreement, Contractor agrees it will not disclose any information that could reasonably be used to identify a particular individual and will ensure that no research assistant or other person working on the Project for the Contractor discloses any information that could reasonably be used to identify a particular individual. For purposes of this Agreement, disclosure shall include releasing individual record data, or aggregated data that has less than five data elements per cell, or for which the data elements per cell comprise 100% of the subject population. Please see **Attachment 4 – NYSCB Confidentiality Agreement** for additional information.
3. Access to the data disclosed by NYSCB shall be granted only to the Contractor's designated Researcher and any research assistants or other persons working directly with and under the control of the Contractor's designated Researcher on research related to the referenced Project.
4. Contractor must obtain a completed [OCFS-4715 Confidentiality Non-Disclosure Agreement](#) from the Contractor's designated Researcher, all research assistants, and any other persons with access to the data.
5. Contractor agrees to implement reasonable technical and physical security measures to ensure the confidentiality, integrity, and availability of the data. Please see **Attachment 4 – NYSCB Confidentiality Agreement** for additional information.

6. The data disclosed pursuant to this Agreement shall only be used by the Contractor's designated Researcher, research assistants, and any other persons working on the Project, for purposes related to the Project for the benefit of NYSCB referenced in this Agreement or in any subsequent amendments to the Contract or this Agreement. The data may not be used for any other research purposes without the express prior written approval of NYSCB/OCFS.

7. Any personally identifiable data received from NYSCB under this Agreement must be destroyed by Contractor as soon as practicable upon termination or expiration of this agreement, or when such data is no longer needed for the NYSCB Needs Assessment Project. If this agreement is terminated by NYSCB due to a breach by the Contractor of security and protection of confidentiality of the data, then Contractor must destroy all personally identifiable data within 48 hours of receipt of the notice of termination. Contractor will provide NYSCB with written confirmation that the data has been destroyed. However, to the extent that data received from NYSCB has been aggregated or merged into a database or data compilation and is no longer personally identifiable, such non-personally identifiable aggregated or merged data need not be destroyed. Please see **Attachment 4 – NYSCB Confidentiality Agreement** for additional information.

8. Contractor shall indemnify and hold harmless NYSCB/OCFS, and their officers and employees, from claims, suits, actions, damages, and costs of every nature arising out of any violation by Contractor of the terms of this Agreement.

Ownership

- All surveys remain the property of NYSCB, used only for NYSCB purposes and will be turned over in entirety to the designated NYSCB representative at the conclusion of the contract.
- Data remains the property of NYSCB, used only for NYSCB purposes, and will be turned over to NYSCB as instructed by its designated representative.
- Reports created by contractor pursuant to the contract resulting from this solicitation are the property of NYSCB.

Eligibility Criteria

Applicants who meet the following mandatory requirements are eligible to apply:

- Provide an **Attachment 1 – Letter of Interest** that describes and demonstrates your organization's understanding, willingness, and ability to meet the requirements and provide all services outlined above in the **Background** and **Activities/Work to be Performed** sections of this announcement and include a total bid price for the entire scope of your proposed project.
- No later than the start of the contract, your organization must meet the staff qualifications of:
 - 1) The funded organization must employ a program supervisor who has at least three years' experience working with vocational rehabilitation (VR) agencies; **AND**
 - 2) The funded organization must employ a program supervisor who has completed at least one CSNA for a state-level VR agency.
- Provide a completed and signed **Attachment 2 - Affirmation of Business Status** indicating your organization is one or more of the following:

1) A New York State Minority- or Woman-owned Business Enterprise (MWBE) certified pursuant to Article 15-A of the New York State Executive Law. **Note:** Eligible MWBE-certified organizations are listed in the NYS Directory of Certified Firms located at the following website: <https://ny.newnycontracts.com/>.

2) A New York State Certified Service-Disabled Veteran-Owned Business (SDVOB) certified pursuant to Article 17-B of the New York State Executive Law. **Note:** Eligible SDVOB-certified organizations are listed in the NYS Directory of Certified Service-Disabled Veteran Owned Business located at the following website: <https://online.ogs.ny.gov/SDVOB/search>.

3) A Small Business Enterprise (SBE) domiciled in New York State as defined and clarified by New York State Empire State Development – Small Business Division.

- Provide a completed **Attachment 3 – References** with three professional references, one of which must have been received within the past 12 months.
- Agree to abide by the terms of the **Attachment 4 – NYSCB Confidentiality Agreement**, if selected to receive an award.
- Provide a **total bid price** for the entire scope of your proposed project.
- Be eligible to do business with New York State.

Funding Details

Funding for this project is contingent upon the availability of funds in the state and/or federal budgets. Under Section 163(6) of State Finance Law as a Discretionary Purchase, there is a not-to-exceed threshold of \$750,000. NYSCB anticipates awarding one contract as a result of this solicitation.

Please note that funding availability for this project is limited, and prospective applicants are encouraged to keep their proposed costs as low as possible to remain competitive when compared to other applicants during the selection process.

Project Payment Schedule

NYSCB will issue payment upon receipt of invoices for completed deliverables, deemed to be acceptable by OCFS. Deliverables considered “accepted by NYSCB” for payment purposes are deliverables which are approved by NYSCB and incorporate NYSCB’s comments and recommendations to the extent feasible.

- Presentation to, and approval by, NYSCB, of a detailed plan for analysis and survey instrument for each of the five research studies will equate to 10% of total bid price for each research study (50% of total bid price maximum);
- Receipt and approval by NYSCB of a final comprehensive white paper, incorporating NYSCB comments and recommendations will equate to 40% of total bid price.
- Presentation of the findings identified in the white paper to the NYSCB State Rehabilitation Council (SRC) will equate to 10% of total bid price.

Term of Contract

The contract awarded in response to this solicitation will be for a term of **nine months**. **The start date is anticipated to be no earlier than 8/1/2024 and no later than 9/1/2024.** OCFS reserves

the right to extend the contract end date if additional time is required to complete deliverables. Funding is anticipated to be available for the contract term. Contractors may not begin providing services before the contract start date; OCFS has no obligation to pay for services rendered before the New York State Office of the State Comptroller and the Office of the Attorney General approve the contract.

How to Apply

To be considered eligible, interested parties must complete and submit all required documents to this solicitation in conformance with the format and content requirements set forth herein. A response that does not provide all the information requested may be subject to rejection. The response should contain sufficient information to assure OCFS of its accuracy. The information provided should, wherever possible, provide verification that your organization meets the requirements indicated in the **Eligibility Criteria** section of this announcement.

The following documents are **required** to be completed and provided by each applicant:

- **Attachment 1 – Letter of Interest**
- **Attachment 2 – Affirmation of Business Status**
- **Attachment 3 – References**

Refer to the **Eligibility Criteria** section of this announcement for detailed information regarding how to complete these required documents. **Omissions in the information provided in response to any of the requirements will not be resolved in the proposer's favor.**

Additionally, the following documents should be provided at the time of application:

- [OCFS-2647, EO 177 Certification](#)
- [OCFS-4821, CMS User Authorization](#)
- **An organizational chart** that depicts the individual(s) responsible for this project and where they are located within the organization's structure.

Applicants must submit these documents via email to funding@ocfs.ny.gov no later than the deadline specified on the first page of this announcement.

The subject line of the email submission of your response should include the following information: **DISC 1174 Comprehensive Statewide Needs Assessment**. Additionally, please clearly identify the vendor's name in the body of the email and in the file names of attached documents to ensure your submission is processed efficiently. **Early submissions are encouraged as late responses may be subject to rejection.**

Please limit your Letter of Interest to a maximum of **40** page(s), Arial 12-point font, single line spacing and one-inch margins. Please see **Attachment 1 –Letter of Interest**, provided for your reference.

Email delivery or read receipts are recommended. OCFS will provide a confirmation email that the submission has been received. Bidders are responsible for contacting OCFS prior to the deadline if confirmation has not been received. OCFS will not be liable for any costs incurred by interested parties in the preparation of documents submitted in response to this solicitation. Vendors may modify or withdraw, in writing, the content of any submission at any time prior to the due date and time specified on page one of this announcement.

Questions

Questions should be submitted via email to funding@ocfs.ny.gov prior to the due date and time specified on the first page of this announcement. The subject line should include the following information: **DISC 1174 Comprehensive Statewide Needs Assessment**. Please submit your question(s) with adequate time for response. OCFS recommends allowing at least five business days. **Late questions may not be addressed.**

Under the requirement of the Procurement Lobbying Act all communications regarding advertised projects are to be channeled only through the primary contact identified herein.

Evaluation Process

An internal review by OCFS will evaluate LOIs submitted in response to this announcement. This announcement is not a guarantee or promise of funding. Available funding to support this initiative will be limited to the amount(s) appropriated in the enacted budget for this purpose and will be awarded to one interested organization who is deemed to meet the eligibility requirements and has been selected for funding.

OCFS may require additional information from an organization prior to deciding whether the interested organization is eligible and can supply the requested services. Additional information requested by OCFS must be provided within five business days from request.

Selection criteria used to identify the successful vendor may include, but is not limited to the following: responsiveness of the narrative provided in your LOI regarding meeting the requirements of this announcement, budget amount requested, staff credentials, reference check results, etc.

Upon selection, OCFS will notify eligible organizations of their status and the proposed award amount (if any) and request a work plan and budget with justifications as well as other completed documents necessary to develop a contract.

OCFS Reserved Rights

OCFS reserves the right to withdraw, amend or postpone this solicitation, without notice, and without liability, to any applicant, or other party, and may exercise these rights at any time. In addition, OCFS reserves the right to:

- place a monetary cap on the funding amount made in each contract award;
- change any of the schedule dates stated in the solicitation;
- make an award under this solicitation in whole or in part;
- disqualify any applicant whose conduct and/or response fails to conform to the requirements of this solicitation;
- reject any response if, in the sole discretion of OCFS, it determines the applicant is not a responsible vendor;
- request all applicants who submitted responses to present supplemental information clarifying their proposals either in writing or by formal presentation;
- direct all organizations who submitted responses to prepare modifications addressing solicitation amendments;
- make funding decisions that maximize compliance with and address the outcomes identified in this solicitation;
- fund only one portion, or selected activities, of the selected applicant's response and/or adopt all or part of the selected applicant's response based on federal and state requirements;

- eliminate any solicitation requirements unmet by all applicants, upon notice to all parties that submitted responses;
- waive procedural technicalities, or modify minor irregularities, in responses received, after notification to the applicant involved;
- correct any arithmetic errors in any proposal, or make typographical corrections to responses, with the concurrence of the applicant;
- negotiate with the eligible applicant(s) prior to contract award;
- require that all responses be held valid for a minimum of 180 days from the closing date for receipt of applications, unless otherwise expressly provided for in writing;
- fund any or all of the responses received in response to this solicitation. However, issuance of this solicitation does not commit OCFS to fund any proposals. OCFS can reject any proposals submitted;
- use the responses submitted in response to this solicitation as part of an approved contract. At the time of contract development, awardees may be asked to provide additional budget and program information for the final contract;
- utilize any and all ideas submitted in the responses received where an award is ultimately made;
- make inquiries of third parties, including but not limited to applicant's references, regarding the applicant's experience or other matters deemed relevant by OCFS. By submitting a response to this solicitation, the applicant gives its consent to any inquiry made by OCFS;
- where applicable, require contractors to participate in a formal evaluation of the program to be developed by OCFS. Contractors may be required to collect data for these purposes. The evaluation design will maintain participants' confidentiality and recognize practical constraints of collecting this kind of information;
- when applicable, consider statewide distribution and regional distribution within New York City, including borough distribution methodology, in evaluating proposals; and
- reject any extraneous terms, alternate activities/work to be performed, added conditions, or exceptions stated by applicants within their response. This includes, but is not limited to, proposed changes to the standard terms and conditions of the resulting contract(s).

Contract Documents

The applicant must review the contract terms and conditions of the contract template provided below.

By submitting a response to this solicitation, the respondent agrees with all terms and conditions of the State of New York Master Contract for Grants Standard Terms and Conditions and/or Standard Clauses for all OCFS Contracts. Please review the sample contract templates provided here: <https://ocfs.ny.gov/main/contracts/samples.php>.

The contract documents consist of the following:

1. Face Page
2. OCFS Agreement
3. Signatory Page
4. Appendix A
5. Appendix A-1 (Standard Clauses for all OCFS Contracts)
6. Appendix A3 (Federal language, when applicable)
7. Appendix B: Budget and Instructions
8. Appendix C: Payment and Reporting Schedule
9. Appendix D: Work Plan
10. Appendix HIPPA (when applicable)

11. Appendix MWBE Minority- and Women-owned Business Enterprises
12. Appendix E (Notice of Grant Award, if federally funded)
13. Appendix X

In addition, the following documents will be required prior to contracting:

- [Vendor Responsibility Questionnaire](#) (if applicable)
- [Proof of Workers Compensation Insurance](#) (if applicable)
- [Proof of Disability Benefits Coverage](#) (if applicable)
- [ST-220-TD, Contractor Certification](#) (if applicable, for reference only)
- [ST-220-CA, Contractor Certification to Covered Agency](#) (if applicable)
- [Attachment A-3, Federal Assurance and Certifications](#) (if applicable)
- [OCFS-4822, Procurement Lobbying Act – Offerer Certification Form](#) (if applicable)
- [OCFS-4631, MWBE Utilization Plan Form](#) (if applicable)
- [OCFS-4629, Project Staffing Plan Form](#)
- [OCFS-3460, Equal Employment Opportunity \(EEO\) Policy Statement](#)
- [OCFS-2647, EO 177 Certification](#)
- [OCFS-4821, CMS User Authorization](#)
- **Attachment 4 - NYSCB Confidentiality Agreement** (see attachments)

Statement on Diversity

OCFS is committed to identifying, addressing, and reducing disproportionality and to eliminating racial and ethnic disparities in our systems of care and custody. Authentic partnerships and joint decision-making with families and communities promote social justice and race equity to address disproportionality and disparities in the provision of services to children and families. OCFS strongly encourages qualified minority-owned, women-owned, and veteran-owned businesses to submit a Letter of Interest in response to this announcement.

Contact Information

Primary contact:

Director of Contracts
Office of Children & Family Services
52 Washington Street
Room 202S – Procurement Unit
Rensselaer, NY 12144
funding@ocfs.ny.gov

Submit to contact:

Director of Contracts
Office of Children & Family Services
52 Washington Street
Room 202S – Procurement Unit
Rensselaer, NY 12144
funding@ocfs.ny.gov

Attachments

Please see the following attachments to this announcement, which are available on the New York State Contract Reporter website at <https://www.nyscr.ny.gov> or the OCFS website at <https://ocfs.ny.gov/main/contracts/funding/>.

Attachment 1 – Letter of Interest*

Attachment 2 – Affirmation of Business Status*

Attachment 3 – References*

Attachment 4 – NYSCB Confidentiality Agreement (for reference only)

* Attachments marked with an asterisk must be completed and included with your bid proposal.