

OCFS Temporary Statewide Medical Staffing Services (Non-OGS)

Response to Temporary Services Request

Instructions for OCFS Vendors:

Please be sure to include all necessary information related to the title being requested. Attach additional sheets with more detailed information, if necessary.

Issue Date:	
Response Due Date & Time:	
Facility Address of Service Location	

Below are additional details pertaining to this canvass.

*Please note that the dates and times entered may be adjusted.

1. All hours will be straight pay. There will be no additional amount paid for overtime, holidays worked, weekends worked, or shift differential pay.
2. Contractors may only respond to titles which have been awarded on the OCFS Temporary Services Contract.
3. Please note that the pay rate is expressly considered the hourly rate paid to the assigned staff performing services. This does not include any payments made to the assigned staff for meals, lodging, travel, etc. If the bidder pay rate for the assigned staff surpasses the *OCFS Not to Exceed Pay Rate*, then the bid will not be accepted..
4. Documentation of required licensing credentials and 50 states background check must be provided before services are rendered for any staff utilized via this contract.

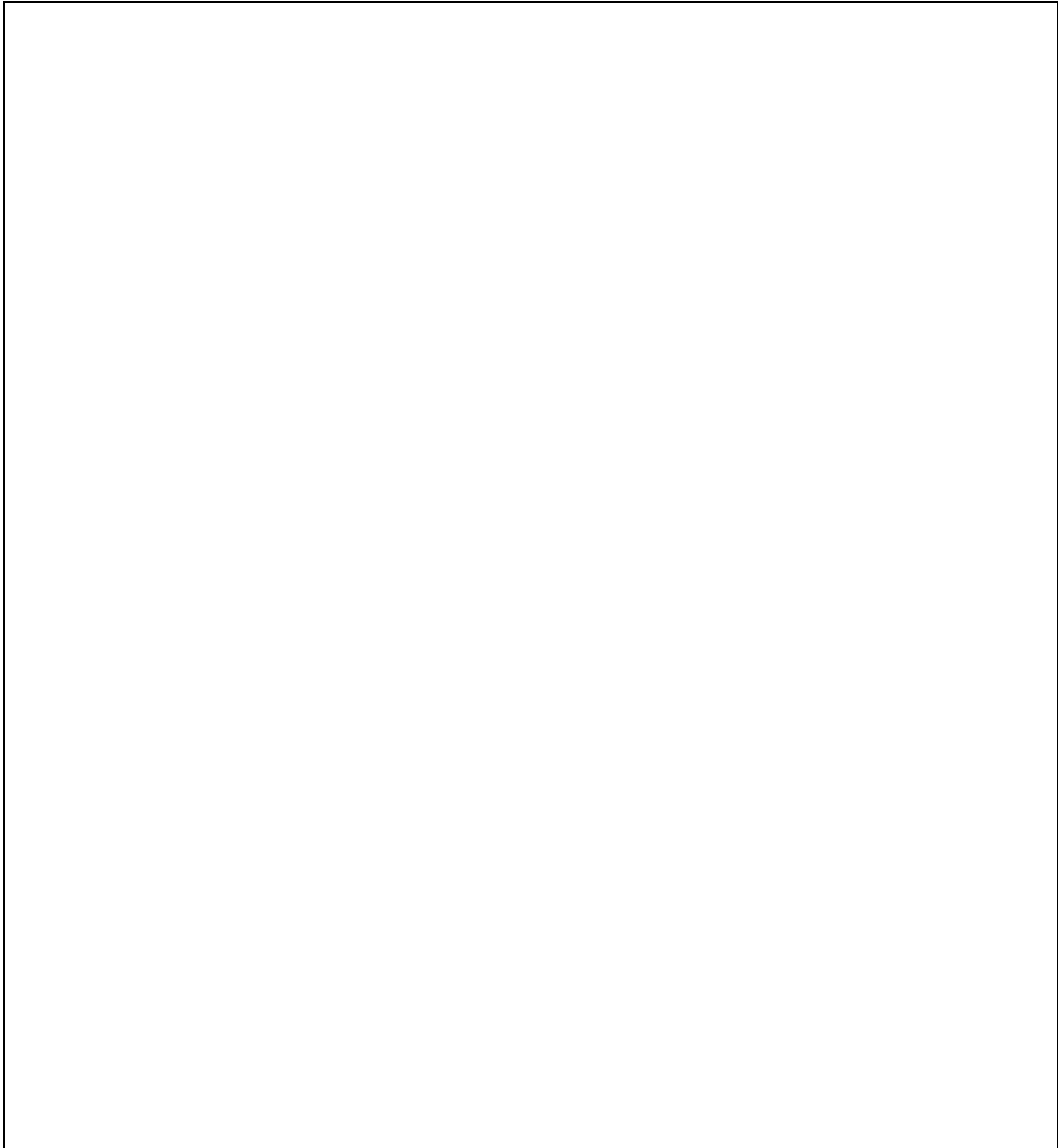
Title and Item Number of Position	Estimated Start Date for Services	Estimated End Date for Services	Shift Days/Times	OCFS Not to Exceed Pay Rate	Bidder's Staff Pay Rate

Resumes Required: Yes No

Copy of Licenses Required: Yes No

Additional Skill Level, Experience or Other Requirements: This should include as much information as possible; attach additional sheets if necessary. The following should be included:

- Job Description

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed job description. The box occupies most of the page's vertical space below the list item.

Confidentiality and Required Awardee, Contractor, Employee and Volunteer Background Checks

OCFS is responsible for maintaining the safety of the youth served by OCFS programs.

Confidentiality - New York State law requires that any client identifiable information be kept confidential. Any awardee, or contractor, employee or volunteer of the awardee, who will be provided with confidential information of recipients served by the awardee must complete and sign form OCFS-4715, [Confidentiality Non-Disclosure Agreement](#). This form must be completed before the start date of the contract and before any such awardee, contractor, employee, or volunteer is permitted access to youth served by an awardee or to any financial or client identifiable information concerning such youth. For additional information see **Appendix A-1, Section 7 Confidentiality and Protection of Human Subjects**, located at the link to a standard contract listed in IFB Section 4.27.

Required Awardee, Contractor, Employee, and Volunteer Background Checks - Any awardee, or contractor, employee, or volunteer of the awardee, who will have the potential for regular and substantial contact with youth in care or receiving residential services must be subject to background screening prior to hire or utilization in a position paid through this award. The screening must include a review of individuals' backgrounds through the following three (3) services: New York State Justice Center for the Protection of Persons with Special Needs Staff Exclusion List (SEL), New York Statewide Central Register of Child Abuse and Maltreatment (SCR); and a criminal history background check via a vendor that will submit information to both the division of criminal justice services and the federal bureau of investigation. Additional information regarding all three (3) services will be provided upon the grant of an award. Please note that the grant of an award may be negatively impacted if background checks reveal that an individual proposed to provide services is on the SEL, is the subject of any indicated reports of child abuse and maltreatment or has convictions for one or more prior criminal offenses. Awardees are responsible for notifying OCFS if a background check reveals that a contractor, employee or volunteer of the awardee proposed to provide services has a criminal history. Any criminal history revealed as a result of such screening will be evaluated by OCFS pursuant to Correction Law Article 23-A, section 752 on a case-by-case basis taking into consideration the duties of the position and those factors set forth in Correction Law Article 23-A, section 753. OCFS will evaluate the results of the screening in accordance with Correction Law Article 23-A and notify the awardee of its determination. The awardee shall be responsible for the cost associated with any required background screens of the individuals identified in this section.

Please forward all required information to:

OCFS Contact Name and Title: _____

OCFS E-mail: _____

OCFS Phone Number: _____