

Bidder's Notice: 12/29/2023

New York State
Office of Children and Family Services
Audit and Quality Control

INVITATION FOR BIDS

IFB # 1160

Grant Compliance Review Services Child Care Stabilization 1.0 Monitoring (Reissue)

This notice is being issued to focus attention on important information regarding IFB # 1160 Grant Compliance Review Services - Child Care Stabilization 1.0 Monitoring (Reissue).

- The IFB minimum requirements are more specific. **See bold emphasis below.**
- A non-disclosure agreement is required.
- Audit documentation access and storage specifications have been modified.
- Delivery description has been modified.

If your organization bid on the previous IFB that was withdrawn, please ensure new forms and document attachments specific to this IFB are completed and submitted in your bid proposal. Do not resubmit your old documents.

Minimum Requirements

Per IFB **Section 3.1 Eligible Bidders**, offerers must:

- Have the capacity and agree to conduct grant compliance reviews statewide, including conducting reviews on-site if electronic document submission is not possible.
- Have **at least 10** employees and **identifies at least 1 physical office** location in NYS that can be used for this project.
- Have **at least 3 years** of relevant experience conducting compliance reviews with human service agencies and/or nonprofit agencies.
- **Agree to utilize an OCFS-provided system and secure storage location for use while conducting grant compliance reviews.**
- Have a secure means of electronically **accessing and viewing** providers' supporting documentation.
- Have staff who possess the ability to communicate with providers in other languages and/or have experience working with a professional translation service to provide the languages identified in IFB Section 3.2, Product/Service Specifications, item 1.

Non-Disclosure Agreement

Addition to IFB **Section 3.2 Product/Service Specifications, item 5:**

Contractor staff will be required to complete and sign the [OCFS-4715 Confidentiality Non-Disclosure Agreement](#) in accordance with Section 4.24 of this IFB and must make reasonable efforts to safeguard all provider data.

Audit Documentation

Modification to IFB **Section 3.2 Product/Service Specifications, item 4:**

For providers unable to electronically submit their documentation, the contractor will have to work with the provider to determine a different method for submitting their documents, which may include through the mail or on-site reviews, if directed by OCFS. Staff may need to conduct the reviews on-site and would need to either be physically located near the provider or be able to travel. conducted by the contractor, if needed. OCFS and the contractor must ensure that confidential material is destroyed only by authorized and trained personnel, whether in-house or contracted, using methods outlined by the [New York State Information Technology Standard for Sanitation/Secure Disposal](#).

Delivery Description

Modification to IFB **Section 3.3 Delivery:**

Childcare providers are located throughout New York State and all documentation will need to be provided electronically or in hardcopy through the mail if possible. If submission of document requests is not possible via electronic or hardcopy means, the contractor may need to travel and conduct reviews on-site.