

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
**REQUEST FOR BID**  
*(This is not an order)*  
**BID MUST BE MADE ON THIS SHEET**

Direct Inquiries and Return Bid to:  
Direct inquiries to [funding@ocfs.ny.gov](mailto:funding@ocfs.ny.gov), or mail to designee indicated in IFB Section 1.2. All bids must be submitted as indicated.

Bid Number: IFB 1171	Commodity Group:
<b>Bid Opening:</b> <b>Submission Deadline</b> Date:                9/17/2024 Time:                by 4:00 p.m. Eastern Time	Commodity/Service Name: Citizen Review Panels Coordination and Administration
Location: NYS Office of Children and Family Services (OCFS) 52 Washington Street, Rm 202 South, Rensselaer, NY 12144	

Price to include delivery to: (Describe exact location and method of delivery:

See IFB Section 3.0 Specifications.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agency's – Specification of item(s)/services required:  
See IFB document for full bid specifications. IFB Section 1.1 and Section 3.0 contain the full description of services to be performed.

The offerer meeting all the minimum requirements stated in the IFB, passing vendor responsibility review, and offering the lowest hourly rate will be awarded the contract for this position.

Bidders are expected to provide an annual bid rate for work to be performed, exclusive of travel. Offerer is not to include travel expenses in their bid price. A travel budget of \$6,500 will be added to all bids for estimated travel costs and included in the awarded contract to cover travel directed by OCFS.

Bid price must include all costs associated with providing and delivering the services as specified, including the salary paid to the Coordinator per calendar year, plus fringe, and including applicable licenses, insurance, administrative costs associated with locating, hiring, and providing staff to fulfill the services contained herein, for OCFS, customs, duties, charges, and ancillary costs, and be net F.O.B. destination.

Bidders Quotation and specific description of item(s)/services offered:  
There will be one award to provide required services for an anticipated 1,500 hours per year.

Annual Bid Rate: \$\_\_\_\_\_ per year

The maximum annual bid amount cannot exceed \$140,000. Any bid exceeding this amount will be disqualified from consideration.

A travel budget of \$6,500 will be added separately by OCFS to all bids for estimated travel costs and included in the awarded contract to cover travel directed by OCFS.

Please provide an email address for future communication related to this bid and for future notifications.

Email Address: \_\_\_\_\_

**NOTICE TO BIDDERS:**

Pursuant to Article XI of the State Finance Law and the Rules and Regulations of the Commissioner of General Services, sealed bids will be received at the above address for furnishing the item(s)/services in this Request for Bid. When submitting a bid, you must:

1. Prepare your bid on this form using ink or typewritten, or filled out on-line. Only one copy of the bid is required.
2. If your bid deviates from the specifications, indicate such fact and explain such deviations, attaching additional sheets, if necessary.
3. Sign the bid on the reverse side. By signing, you indicate full knowledge and acceptance of the General Specifications (9/83) and amendments thereto, and of the Request for Bid. The Bid must be completed in the name of the bidder (corporate or other) and must be fully and properly executed by an authorized person.
4. On the envelope containing the sealed bid, indicate the bid number and the bid opening date and hour.

**POLICY STATEMENT:** It is the policy of New York State to maximize the opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises, as bidders, subcontractors, and suppliers on its procurement contracts. The opportunity for full participation in our free enterprise system is essential to obtain social and economic equality and improve the functioning of the State economy. Accordingly, it is the policy of the New York State Office of Children and Family Services to foster and promote the development of New York State business enterprises, including those that are minority and women-owned.

The contractor, by bidding on this contract acknowledges an understanding of the policy herein stated. The contractor is encouraged to assist the State in the implementation of this policy by taking appropriate steps, in situations under his/her direct control, to utilize New York State supplies and sub-contractors, including minorities and women, in the completion of this procurement.

Information on the availability of New York State subcontractors and suppliers, including the Director of Certified Minority and Women-Owned Business Enterprises, is available from the NYS Department of Economic Development.

The Office of Children and Family Services recognizes the need to further promote the purchase and utilization of products with recycled and/or remanufactured content. Implementation of this initiative will further the objectives of Governor Cuomo's Executive Order No. 142 issued January 16, 1991 directing all State agencies to purchase, consistent with applicable law, recycled products made from secondary materials. In addition, the flexibility now afforded agencies is expected to further the goals of Chapter 70 of the Laws of 1988, New York States Solid Waste Management Act.

The contractor, by bidding on this contract, acknowledges his/her understanding of the policy herein stated. The contractor is encouraged to assist the State in the implementation of this policy by taking appropriate steps, in situations under his/her direct control, to utilize products with recycled and/or remanufactured content in the completion of this procurement.

**NON-COLLUSIVE BIDDING CERTIFICATION:** By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:

- (1) The prices of this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, or directly or indirectly, to any other bidder or to any competitor; and/
- (3) No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

**NONDISCRIMINATION IN NORTHERN IRELAND: MAC BRIDE FAIR EMPLOYMENT PRINCIPLES**

In accordance with Chapter 807, Laws of 1992, the bidder, by submission of this bid, certifies that it or any individual or legal entity in which the bidder holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership interest in the bidder, either: (answer Yes or No to one or both of the following, as applicable)

- 1. Have business operations in Northern Ireland:  Yes  No; If Yes,
- 2. Shall take lawful steps in good faith to conduct any business operations they have in Northern Ireland in accordance with the Mac Bride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of their compliance with such principles:  Yes  No;

**SIGNATURE:**

The undersigned (if a corporation) certifies that it is duly authorized to do business in the State of New York. The undersigned further attests that the specifications, OCFS General Specifications and Appendix A & C have been reviewed and agrees to be bound by the terms and conditions thereof.

Name of Bidder: \_\_\_\_\_ Employer's Federal ID No. \_\_\_\_\_

Address (Street): \_\_\_\_\_ Telephone (AC)/ Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Signature of Bidder:  X  \_\_\_\_\_ Printed Name of Signer: \_\_\_\_\_

Official Title: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_