

Request for Information (RFI)

New York State Office of Children and Family Services
Division of Juvenile Justice and Opportunities for Youth

RFI # 1148

CMSO Family Night Dinners with Venue

Issued: 8/2/2023

Responses Due: 8/25/2023 by 4:00 PM ET

Purpose

The New York State (NYS) Office of Children and Family Services (OCFS), Division of Juvenile Justice and Opportunities for Youth (DJJOY) and Community Multi-Services Offices (CMSOs), are seeking information and collecting input from interested parties regarding the opportunity for qualified entities to provide venues, coordination, and meals to host community-based Family Nights for OCFS-placed youth and their families.

DJJOY's goal in issuing this RFI is to collect information from organizations that can:

- provide a culturally diverse buffet style meal
- arrange for a safe and inviting venue
- communicate with OCFS DJJOY and CMSO staff relative to menu and venue
- host up to 40 people per Family Night Dinner (these numbers will vary slightly based on youth population in each region)
- coordinate Family Night Dinners with CMSO staff once a month for up to a total of 24 months

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY. This RFI is issued solely for information and planning purposes - it does not constitute a Request for Proposal (RFP) or an Invitation for Bid (IFB), or a promise to issue an RFP or an IFB. This RFI does not commit NYS OCFS or the DJJOY to contract for any supply or service whatsoever. Vendors are advised that OCFS will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future RFP or IFB, if any are issued.

Program Background & Proposed Collaboration of Services

DJJOY is responsible for the supervision and treatment of court-placed youth, from intake to facility programming and community service provision. DJJOY supports and monitors facility-based operations and programs, as well as community services and a range of community-based programs.

DJJOY is directly responsible for the operation, supervision, and management of nine residential facilities and the treatment programs and services provided within the facilities and CMSO programs. DJJOY has eight CMSOs and one satellite office responsible for the provision of services to youth and families from the first day of placement onward. CMSO staff provide a continuum of services and support to the family while a youth is in residential placement and when a youth is released to community supervision. CMSO case managers also provide case management support and community supervision for OCFS youth placed in voluntary agencies.

DJJOY must plan for the support and well-being of diverse youth, families, staff, and vendors. DJJOY is focused on engaging with youth and families in the community to ensure they feel safe, supported, and connected to the community providers available. In accordance with the agency's initiative to improve the juvenile justice system by increasing the involvement of parents and families, DJJOY endeavors to enhance their engagement with families and parents by offering monthly family night dinners. Family night dinners would be hosted by vendors in the community and would be a safe space that encourages family attendance and participation. These family night dinners would include a sit-down meal for youth, their families, and CMSO staff, with the hope that the gatherings will help to build rapport and trust and lead to better participation and involvement in aftercare programming.

OCFS is seeking to enhance its system delivery of supportive services to families of youth placed with OCFS in the community. This RFI is the first step in achieving the goal of contracting with a statewide network of vendors who have a desire to give back to their communities and to provide family engagement nights to youth, families, and OCFS CMSO staff in a safe, supportive environment that will best meet their needs.

Guidance to Respondents

DJJOY may use information obtained from responses to this RFI to make programmatic decisions and/or to develop a competitive procurement such as an RFP or IFB.

Any content that is proprietary and/or confidential must be clearly marked as such in the response. Failure to mark content as proprietary and/or confidential may result in its disclosure in the event a response is the subject of a Freedom of Information request under Public Officers Law Section 87. In any event, OCFS/DJJOY will determine, in its sole discretion, appropriate disclosure in response to any Freedom of Information Law request. All materials submitted by a respondent shall become the property of NYS OCFS and may or may not be returned to the respondent, at the sole discretion of NYS OCFS.

OCFS may issue announcements amending this RFI in response to questions. Any revisions to the RFI will be posted to the New York State Contract Reporter website (<http://www.nyscr.ny.gov>) and to the OCFS public website funding opportunities page (<https://ocfs.ny.gov/main/contracts/funding/>).

OCFS may communicate with any and all third parties, about this RFI or otherwise, during the pendency of this RFI and/or following the receipt and consideration of RFI responses. This may be through e-mail exchanges, phone discussions, meetings, demonstrations, and/or correspondence, and may be with an individual respondent, a subset of respondents, or all respondents. As RFI responses are reviewed, OCFS reserves the right to send follow-up clarification questions to respondents of further interest.

Requested Information

Please provide the following information electronically. You may provide the requested information as a completed attachment and/or in the body of an e-mail.

- 1) Contact Information:
 - a. Name of individual responding
 - b. Name of agency/organization
 - c. Mailing address
 - d. Email address
 - e. Phone number
- 2) Describe how your venue would meet the criteria set forth in this RFI. What is the maximum capacity of the venue? Where is the location of the venue (address)? Is the venue compliant with the federal accessibility guidelines and standards?
- 3) Please provide a brief (500 words or less) history of your background and your experience providing a menu and venue for an event of 40 participants or more. Please indicate whether you or your organization has ever received funding from OCFS or other public sources to provide any of the above services.
- 4) What is your experience providing a menu of culturally diverse buffet style meal options to 40 or more guests? How many years of experience do you have in this regard?
- 5) Describe proposed culturally diverse menu ideas that can be provided for OCFS DJJOY Family Night Dinners.
- 6) Describe ideas and/or recommendations on how this event can effectively encompass family engagement services that will be needed for the diverse range of the population OCFS serves.
- 7) Are you willing to work collaboratively with CMSO staff to invite, plan, and coordinate the monthly event details?

- 8) Do you have the ability to receive RSVP's from CMSO staff to plan for each event? Briefly describe your process.
- 9) Do you have any concerns or recommendations regarding this initiative? Please elaborate.

Questions

Questions regarding this RFI should be submitted via e-mail to the OCFS Procurement Unit at RFP@OCFS.NY.GOV prior to the due date and time noted above. Please submit your question with adequate time for response. OCFS recommends allowing at least five business days. Be sure to put “**RFI 1148 DJJOY CMSO Family Night Dinners with Venue**” in the subject line. Late questions may not be addressed. Questions should not contain proprietary or classified information.

Deadline for Responses

All respondents should respond to this RFI with the information requested in the section entitled “Requested Information” no later than the deadline indicated on the first page of this announcement. Responses to this RFI must be made via e-mail.

Method:	Send to:	Subject Line:
E-mail	RFP@OCFS.NY.GOV	RFI 1148 CMSO Family Night Dinners with Venue