



**Office of Children  
and Family Services**

# **Request for Proposals (RFP) #1011**

**Kinship Caregiver Program**

**Bidder's Conference**

**February 3, 2020**

# Purpose

The purpose of today's webinar is to provide an overview of the core requirements in this RFP.

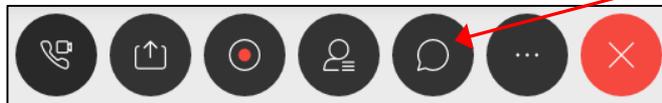


## Audio

If you have not already done so, please follow the instructions from the meeting notice in the RFP. This will provide you with the steps to join the audio portion of the training.

## Post All Questions in the Chat Box

Throughout this webinar, please submit questions via the chat box at the bottom of the window.



Responses to all questions asked during the webinar will be provided at a later date and will be formally posted per **Section 1.4 Submission of Written Questions** of the RFP.

## Submit Questions after the Webinar

Submit all inquiries concerning this procurement to the Director of Contracts by the deadline specified in RFP **Section 1.2 Calendar of Events**:

1. Email (preferred method): [RFP@ocfs.ny.gov](mailto:RFP@ocfs.ny.gov)
2. Hard Copy:

Director of Contracts  
**RFP# 1011 Kinship Caregiver Program**  
Office of Children and Family Services  
52 Washington Street  
Room 202S – RFP Unit  
Rensselaer, NY 12144



# Bidder's Notice



## Bidder's Notice – Please be aware of the following:

This notice is being issued to focus attention on important information regarding the Kinship Caregiver Program RFP # 1011.

- Caregivers with legal guardianship or kinship foster care placements **are not eligible** to be served under this grant opportunity. Applicant's workplans must acknowledge this requirement. See RFP **Sections 2.3 Purpose and Funding Availability and 4.1 Desired Outcomes and Program Requirements** for more information.
- Kinship Caregiver programs must provide required services to kinship families in at least two (2) or more counties of NYS and only provide services to kinship families that reside in the counties that they propose to serve. For the purpose of awards made from this Request for Proposals, OCFS will view each NYC borough as a county.



## Bidder's Notice – Please be aware of the following (cont.):

If awarded a contract under this RFP, programs **must** provide all of the following:

- ✓ case management and referral services
- ✓ separate support groups for adults
- ✓ separate support groups for children
- ✓ education
- ✓ family engagement
- ✓ maintenance and family preservation services



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**Any agency that is unable to provide all of the services would be precluded from qualifying for this grant.**



NEW  
YORK  
STATE

Office of Children  
and Family Services

## Bidder's Notice – Please be aware of the following (cont.):

- The program model must include the components of both types of service delivery: Case Management Services for Families and Support Services. Applicant's proposals should demonstrate how the applicant's program intends to provide case management services for kinship families and supportive services for kinship families including information, referral and advocacy.
- Agencies applying for funding through this procurement are not required to obtain and/or submit letters of support from local county department of social services.
- A program's primary site address will be used to assign the program to one of the OCFS regions as identified in RFP Section 6.2. "Counties Listed by OCFS Regions."



## Bidder's Notice – Please be aware of the following (cont.):

- RFP # 1011 provides up to \$150,000 per contract year for all funded programs. See RFP **Section 2.3 Purpose and Funding Availability** for more information.
- A ***Participant Satisfaction Survey*** (Attachment 4) to assess program performance and participant satisfaction with service delivery is a requirement of programs funded under this procurement. See RFP **Section 4.1 Desired Outcomes and Program Requirements** for more information.
- Monthly home visits and/or in-person visits may occur in a location other than the kinship family's home. In-person visits must take place separate from support group attendance. See RFP **Section 4.1 Desired Outcomes and Program Requirements** for more information.





# Minimum Qualifications

## RFP Section 3.1: Minimum Qualifications

The proposal must meet all of the requirements outlined in RFP **Section 3.1: Minimum Qualifications** to be considered for funding.



Bidders must meet the requirements to submit a proposal in accordance with RFP **Section 3.1 Minimum Qualifications** and **Section 3.2 Prequalification Process**.



Bidders who do not meet these requirements will be disqualified from further review and consideration.



## RFP Section 3.1: Minimum Qualifications (cont.)

- 1. The applicant must be a not-for-profit organization or voluntary agency.**
  - Government entities are not eligible to apply. The definition of Government entities includes, but is not limited to, local departments of social services (LDSS) and other local government entities, State agencies and American Indian tribes that have entered into a state tribal agreement with OCFS in accordance with Section 39(2) of the Social Services Law.
- 2. The applicant must agree to provide required services to kinship families in at least two (2) or more counties of NYS and only provide services to kinship families that reside in the counties that they propose to serve.**
  - For the purpose of awards made from this RFP, OCFS will view each NYC borough as a county.



## RFP Section 3.1: Minimum Qualifications (cont.)

3. The applicant **must** complete and submit ***Attachment 5 – Case Management Attestation Form*** certifying a minimum of two (2) years' experience providing case management services that support the safety, permanency and well-being of children and families in New York State.
- The attestation form (Attachment 5) must be submitted in the “Pre-Submission Uploads” section of the online application in the NYS Grants Gateway.



## RFP Section 3.1: Minimum Qualifications (cont.)

### 4. The applicant must be prequalified, if not exempt, in the NYS Grants Gateway on the application deadline.

- Refer to RFP Section **3.2 Prequalification Process** for instructions regarding the prequalification process.
- Expedited prequalification is available:
  - Email [rfp@ocfs.ny.gov](mailto:rfp@ocfs.ny.gov) with your request.
  - Include the name of your organization, your Grants Gateway Document Vault (GDV) number, and your organization's FEIN or SFS Vendor identification number (located in your Grants Gateway organization information page).
  - You must budget sufficient time to obtain your prequalification. Please start this process as early as possible!



# Desired Outcomes and Program Requirements



# RFP Section 4.1: Desired Outcomes and Program Requirements - Highlights (not all inclusive)

## I. Case Management and Referral

- Applicants must offer case management services to every open case.
- Applicants' case managers must have monthly home visits and/or in-person contact with all of their kinship families.
- These contacts will ideally occur in the kinship home; however, at the request of the kinship family, may take place in a community setting.

**Note:** Support group meetings do not fulfill the monthly home visits and/or in-person contact requirement



## RFP Section 4.1: Desired Outcomes and Program Requirements - Highlights (not all inclusive)

### Case management includes the following processes:

- ✓ intake
- ✓ assessment of needs
- ✓ service planning
- ✓ reassessment
- ✓ case conferencing
- ✓ crisis intervention
- ✓ service plan implementation
- ✓ service coordination
- ✓ monitoring and follow-up

Examples of case management services include, but are not limited to: information and referral services; attendance at family court dates; educational advocacy services; facilitating appointments with social services, medical health providers, and mental health services.



# RFP Section 4.1: Desired Outcomes and Program Requirements - Highlights (cont.)

## II. Support Groups

- Applicant's staff must conduct a minimum of one (1) support group a month for caregivers in each county served by the kinship caregiver program.
  - Programs must allocate funds for providing peer-to-peer support groups, including training for peer support group leaders.
  - Support groups should be designed with consideration for the transportation needs of caregivers and childcare.
  - Support groups for children in the kinship family must be offered; however, biological children would not be counted in performance outcomes.



# RFP Section 4.1: Desired Outcomes and Program Requirements - Highlights (cont.)

## III. Education

- Applicant's program must offer at least three (3) community education sessions per contract quarter in each county served by the kinship caregiver program, specific to kinship arrangements.
- Education sessions must include curriculums such as Parenting a Second Time Around (PASTA), and other topics relevant to kinship care as approved by OCFS.



# RFP Section 4.1: Desired Outcomes and Program Requirements - Highlights (cont.)

## IV. Family Engagement

- Applicant's program must offer at least three (3) family engagement activities per contract quarter in each county served by the kinship caregiver program to support and enhance family engagement, and create strong family interactions.
- Applicant's staff must administer a satisfaction survey to caregivers and kinship children over the age of 14, to determine participant satisfaction, prior to case closure. Feedback from these surveys will be used by OCFS and kinship caregiver programs to advise of on-going needs of families and to be used for possible program enhancements or modifications.



# RFP Section 4.1: Desired Outcomes and Program Requirements

## - Highlights (cont.)

### V. Maintenance and Family Preservation

- Applicant's program must provide services to kinship families in at least two (2) or more counties of NYS and only provide services to kinship families that reside in the counties the applicant proposes to serve.
- Applicant's program must have flexible hours of operation during the week including afterschool, evening, and/or weekend hours to ensure that services are available for working families.
- Applicant's program must have intervention strategies and services and must be trauma-informed.



# RFP Section 4.1: Desired Outcomes and Program Requirements - Highlights (cont.)

## V. Maintenance and Family Preservation (cont.)

- Applicant's program must offer support for families in crisis or be able to make referrals to such services.
  - Crisis intervention is when experienced, professional social workers engage with the family to provide immediate support, help defuse stressful situations, and develop longer range, problem-solving techniques.
- Applicant's program must have the capacity to provide respite outings as needed to include any child in the eligible family, and which are supervised by Applicant's staff. These outings should relieve the primary caretaker(s) from at least one (1) hour of supervision of any child residing in their home and may include, but are not limited to, activities such as bowling, movies, outdoor recreation, and library time.



# RFP Section 4.1: Desired Outcomes and Program Requirements Highlights (cont.)

## V. Maintenance and Family Preservation (cont.)

- Applicant's staff must conduct and document a follow up interaction with the kinship family six (6) months post case closure to ensure the child(ren) has/have been safely maintained in the home or has/have returned to parent(s).



# Term of Contract



## RFP Section 2.4: Term of Contract

- The contract(s) awarded in response to this RFP will be for five years. The anticipated start date is **September 1, 2020**, and the anticipated end date is **August 31, 2025**.
- Funding is currently anticipated to be available for the first year of the contract; the award of a multi-year contract does not guarantee that funding will be available for subsequent years.
- Contractors may not begin to provide services prior to the contract start date; OCFS has no obligation to pay for services rendered prior to that time.
- Payments cannot be made prior to the formal execution of a contract and approval by the Office of the State Comptroller (OSC).



# Proposed Budget

## RFP Section 5.2: Proposed Budget



For state-funded awards, the total administrative costs shall not exceed fifteen percent (15%) of the total grant award (RFP Section 5.2.B ).

- Administrative costs cannot be directly allocated to program services but are required by the organization in order to function and run programming.
- These costs may include but are not limited to:
  - central office costs (staff, rent, phone, IT support, etc.).
  - accounting services.
  - legal services.



# MWBE/SDVOB Requirements



## MWBE/SDVOB Requirements

In compliance with Article 15-A and 17-B of the New York State Executive Law, and for the purpose of this solicitation, Contractors are required to spend a minimum of thirty percent (30%) of their overall discretionary budget through New York State-certified Minority or Women-Owned Business Enterprises (MWBEs); at a minimum 15% with a MBE and 15% with a WBE; and six (6%) percent of their overall discretionary budget through Service Disabled Veteran Owned Businesses (SDVOBs).

- All budget items must be for purchases during the contract period that are in direct support of services related to the project; or for contractual/consultant services to be rendered during the contract period that directly support the project.
- Note: The budget submitted with this proposal must be for one 12-month contract period (see RFP **Section 5.2 Proposed Budget**)



# MWBE/SDVOB Requirements (cont.)

Minority and Women  
Owned Business  
Enterprises (MWBE)

Service Disabled  
Veteran Owned  
Businesses (SDVOB)

Equal Employment  
Opportunity (EEO)

- Complete proposal and contract requirements (see RFP **Section 7.10** and **Section 7.11**).
- Submit required forms:
  - Listed in RFP **Section 8.0 Contract Documents**.
  - Forms are located on the OCFS Forms for Contracts and Grants page located at: <https://ocfs.ny.gov/main/bcm/>.
  - Complete and submit with your proposal.

1.

Find required forms:  
At the bottom of the OCFS home page, under the **Additional Information** section, click the Contracts, Grants & RFPs link



## Contracts, Grants and RFPs

Procurement awards, Contract Management System, forms, approved utilization plans and waivers.

2.

From the Menu on the left, click the **Forms** link on the left side of the page.

Menu
<a href="#">Contracts, Grants, and RFPs Home</a>
<a href="#">Legislative Grants</a>
<a href="#">Requests for Proposals (RFPs)</a>
<a href="#">Procurement Awards</a>
<a href="#">Contract Management System</a>
<a href="#">CMS Login</a>
<a href="#">Forms</a>



## MWBE/SDVOB Requirements (cont.)

Submit required forms (also listed in RFP **Section 8.0 Contract Documents**), listed below, with your MWBE proposal:

- [OCFS-4629 -Project Staffing Plan Form](#)
- [OCFS-3460 Minority and Women-Owned Business Enterprises \(MWBE\),](#)
- [OCFS-4631-M/WBE Utilization Plan Form](#)

If you are requesting a waiver from the goal set for this procurement, you should submit:

- [Waiver Request Form](#); and
- Justification with supporting documentation of good faith efforts.



## MWBE/SDVOB Requirements (cont.)

### Use of MWBEs and SDVOBs for Discretionary Non-Personal Services (NPS) Purchases

Develop the NPS budget for submission with the proposal. Identify discretionary purchases that are subject to the MWBE and SDVOB goals. The following NPS budget categories are considered discretionary and subject to goals, based on the Contract Compliance Unit's review of the submitted budget:

NPS Budget Categories That Are Subject to Goals	MWBE/SDVOB Goal – All
<b>Contractual/Consultant</b>	<p data-bbox="434 572 954 645"><b>Discretionary expenses in Non-Personal Services budget categories listed on the left are subject to goal setting, except for the following:</b></p> <p data-bbox="434 674 967 748">* Travel expenses are Non-discretionary – exempt, but Discretionary Transportation e.g. chartering of buses, etc., is subject to goal setting.</p> <p data-bbox="434 777 722 798">** Non-discretionary - exempt</p>
<b>Travel*</b>	
<b>Equipment</b>	
<b>Supplies</b>	
<b>Other Expenses</b>	
<b>a. Space/Property (Own)**</b>	
<b>b. Utilities**</b>	
<b>c. Operating Expenses</b>	
<b>d. Printing Services</b>	
<b>e. Other Expenses/Miscellaneous</b>	

If the organization is unable to utilize MBE/WBE/SDVOB for an eligible budget category:

- Include enough detail in the applicable Budget Narrative section(s) to show why that spending category line should not be considered discretionary and counted toward the goal (e.g. There are no M/WBE vendors for this commodity/service in our area. We have established contracts with vendor xxx for this commodity/service, etc...).
- Be prepared to provide the Contract Compliance Unit further details/ explanations, justification, and documented proof of good faith efforts if chosen for an award under this procurement.



# Deadline – Submission of Proposals



# Deadline for Submission of Proposals



**Date: Friday, February 28, 2020**



**Time: 4:00 p.m. Eastern Time**

- All RFP # 1011 Kinship Caregiver Program proposals must be submitted by the **Deadline for Submission of Proposals** in **RFP Section 1.2 Calendar of Events**.
- Please review **RFP Section 5.5 Proposal Submittal Process** for additional information and instructions.
- Start the process early! <https://grantsgateway.ny.gov>





## The Deadline is the Deadline

- OCFS highly recommends that proposals are submitted well in advance of the deadline.
- Waiting until the last day to submit is not recommended!
- Technical issues, incorrect system user roles, or incomplete proposals are not valid justification for late submissions!



## Reminder



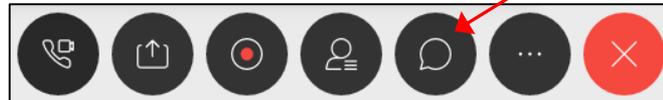
- Missing and/or not meeting any of the requirements listed in **RFP Section 3.1 Minimum Qualifications** is grounds for disqualification!
- The Bidder's Notice draws attention to important information.
- Please review the Bidder's Notice carefully!

# QUESTIONS



Please submit your questions via the chat box at the bottom of the window. The chat box will remain open for submission of questions for the next five minutes.

Click the icon at the bottom of the window to open the chat box.



## No questions now?

### You may still submit inquiries after the webinar.

Submit all inquiries concerning this procurement to the Director of Contracts by the deadline specified in RFP **Section 1.2 Calendar of Events**.

1. Email (preferred method): [RFP@ocfs.ny.gov](mailto:RFP@ocfs.ny.gov)
2. Hard Copy:

Director of Contracts  
**RFP# 1011 Kinship Caregiver Program**  
Office of Children and Family Services  
52 Washington Street  
Room 202S – RFP Unit  
Rensselaer, NY 12144



# Comprehensive Responses to Written Questions



## Find and review the responses at:

- New York State Grants Gateway System solicitation announcement (<https://grantsgateway.ny.gov>)
- OCFS Website (<http://ocfs.ny.gov/main/bcm/rfp.asp>)
- Contract Reporter website at (<https://www.nyscr.ny.gov>)

Published on or about the date specified in **Section 1.2 Calendar of Events** of the RFP.



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