

Attachment A1-B: Program-Specific Terms and Conditions

RFP # 1068 Permanency Resource Centers

The goal of Permanency Resource Centers (PRC) is to provide support and permanency to families who have adopted children, have legal custody or guardianship of children, and/or are providing kinship care without a legal order.

PRC programs must comply with the following requirements:

- Must meet prescribed performance targets and if not, utilize a Program Improvement Plan (PIP) developed by the Office of Children and Family Services (OCFS).
- Must utilize and complete on a timely basis all required OCFS forms including but not limited to intake, progress notes, participant satisfaction surveys, discharge summaries, quarterly and final reporting documents. NOTE: If a program is utilizing intake, progress notes, discharge summaries, and/or documents for service plan reviews created by their agency, the program must receive OCFS permission to use these documents in place of the official OCFS forms.
- Must supply OCFS with information for data collection and analysis, from service delivery to support measurable outcomes.
- Must participate in quarterly conference calls coordinated and scheduled by OCFS.
- Must participate in an annual conference or meeting coordinated and scheduled by OCFS.
- Must participate in trainings identified by OCFS that are trauma informed, inclusive, and support evidence-based services.
- Must participate in a minimum of one (1) yearly site visit with OCFS staff at the program location (or virtually as approved by OCFS).
- Must participate in a minimum of one (1) fiscal program desk review to be conducted by OCFS staff.
- Must comply with record retention requirements as identified in the Master Contract for Grants.

This contract incorporates by reference the solicitation provisions set forth in the request for proposal RFP #1068, inclusive of the questions and answers, applicants' proposal, and any/all amendments hereby referred to as "RFP." The vendor agrees to adhere to the provisions contained within the RFP with the same force and effect as if they were given in full text. The full text of a solicitation provision may be accessed electronically at this address: [Funding Opportunities | Contracts, Grants and RFPs | OCFS \(ny.gov\)](#).