

Responses to Questions for RFP # 1068
Permanency Resource Centers

Q1	This RFP for Permanency Resource Centers now encompasses services to Kinship families. Does NYS/OCFS intend to continue to support stand-alone local Kinship care programs beyond the current budget period (ending 8/31/24) through a separate grant opportunity, or does the state intend to fund local Kinship care support only through this PRC grant RFP 1068 after 8/31/24?
A1	Yes, OCFS intends to continue the support to local Kinship Caregiver programs through a separate grant opportunity as well.
Q2	We are one of the 14 local kinship programs in the state that was awarded the Kinship Caregiver grant in 2020 with OCFS. Should we apply for this newest RFP?
A2	Any program willing and able to establish a program meeting the requirements of this RFP are encouraged to apply.
Q3	If we were awarded with this newest RFP and have the current kinship grant until 8/31/24, how do we separate the new program if we have an existing program running example: budgets, staff, etc. Which grant would the \$ come out of?
A3	Applicants should take their current grant commitments into consideration, distinguish what budget items, % of staff time for each role, etc. are under current grants versus what will be required to fulfill the requirements of this RFP, and plan accordingly.
Q4	Where would an applicant upload "C. Attachment A-2, Federal Assurances and Certifications," which is referenced on Page 3 of the RFP as one of the "Forms Required To Be Submitted Into the 'Pre-Submission Uploads' Section of the Application." In the Pre-Submission Uploads section of the application, there doesn't appear to be a specific area to upload this form.
A4	This form is not applicable to this procurement and therefore does not need to be uploaded as part of your application. There is no designated upload field in the "pre-submission uploads" section for this reason.
Q5	How many awards will be made?
A5	The number of awards is subject to the total funding available, the amounts requested by the applications eligible for consideration, and the desire to maximize statewide coverage. Please refer to RFP Section 2.3 Purpose and Funding Availability and Section 6.2 Evaluation Process.
Q6	How many awards will be made in Region 6 - New York City?
A6	Please see A5 in this document.
Q7	Section 1.0 General Information/Calendar of Events – paragraph 1: Agencies must agree to provide services to families in a minimum of 4 counties – will OCFS be open to contracting with more than one agency to provide services in any one county?
A7	Yes, it is possible, however per RFP Section 6.2 Evaluation Process, "In the event two or more applicants propose serving one or more of the same counties, OCFS reserves the right to award the duplicative counties solely to the highest scoring applicant to avoid duplicative coverage".
Q8	Section 1.0 General Information/Calendar of Events – 1.6 Submission of Proposals – F. OCFS-4821, CMS User Authorization: AFFCNY already have active accounts with the NYS Vendor Rep CMS. Do we need to fill out the CMS form OCFS-4821? If we do not, then how do we indicate so and satisfy the required pre submission document upload? The pre-submission demands a document upload.
A8	It is recommended to complete and provide the OCFS-4821 if an organization is not registered in CMS, or if there are any CMS user updates with your organization. If neither of these situations are applicable, you may upload a document making this statement in lieu of completing and submitting form OCFS-4821.
Q9	Section 1.7 #25: Who would you consider a third party, besides the Local Department of Social Services?
A9	A 'third party' is any individual or entity other than OCFS and the applicant.

Responses to Questions for RFP # 1068
Permanency Resource Centers

Q10	Section 1.7 #26: What is the time commitment to participate in the “formal evaluation” of the program?
A10	This reserved right has not been invoked by OCFS, therefore there are no specific details that can be provided at this time. OCFS reserves the right to request that contractors receiving awards under this procurement participate in future evaluations of the program. This would be performed on an as-needed basis. If this was to occur sometime during the term of the contract, it would most likely be to determine if a program is successful and/or effective.
Q11	Section 1.7 #31: If OCFS rejects “any extraneous terms, alternate activities/work,” would we be allowed to resubmit our proposal with an adjusted budget?
A11	This reserved right is intended for applicants who propose to perform work that falls outside the scope of this RFP, or who include extraneous activities or conditions in their proposal that are not applicable or considered appropriate for this program. If a vendor is selected for award, it may be permissible for adjustments to be made to the budget during the contract development process.
Q12	Section 2.1 Paragraph 1: Does this funding replace existing OCFS funded Kinship- only programs who have current contracts through 8/31/24?
A12	No, see A1 in this document.
Q13	Section 2.1 Introduction/Description of Program Objectives and Background – paragraph 2: It is noted that the RFP may be funded in part through an appropriation for kinship services. 1.) If this happens, would it impact existing OCFS Kinship contracts that agencies currently have with counties? 2.) Wondering if agencies should plan to serve individuals from the counties where they currently have contracts for Kinship services in the Permanency Resource Center program?
A13	1.) No, see A1 of this document. 2.) Agencies are encouraged to work with and collaborate with the Local Department of Social Services to determine the counties to serve with this funding. Please refer to A3 in this document regarding separation of budgeting.
Q14	Section 2.1 Paragraph 2: “This RFP may also be funded in part through an appropriation for kinship services”. Can you please clarify this statement?
A14	This award may also be funded through an appropriation of funds in the NYS budget that are applicable to kinship services.
Q15	Section 2.1 paragraph 2: Does this require a separate proposal to be made under the Kinship appropriation?
A15	No, see A14 in this document.
Q16	Section 2.3 Purpose and Funding Availability, page 9: Program design must provide partnership with other area agencies and include collaboration with community members. Each program must be trauma-informed How do we prove that we are trauma-informed?
A16	One way to demonstrate these criteria is if the program has documentation to indicate staff have received trauma-informed training.
Q17	Section 2.3 Paragraph 2: Do the physical centers have to be post and mortar facilities in each designated county served or just within the primary county?
A17	The physical location only needs to be within the primary county.

Responses to Questions for RFP # 1068
Permanency Resource Centers

Q18	<p>Section 2.3 Purpose and Funding: The purpose of this RFP is to fund Permanency Resource Centers (PRCs) to build statewide services for post-adoption, post-guardianship, legal custodians, and kinship families. These PRCs will increase the state’s capacity to strengthen families by providing critical post-adoption, post-guardianship, and kinship services with programs designed based on the unique needs of adoptive, guardianship, and kinship families. The post-adoptive, post-guardianship, and kinship children served by these PRCs must be between the ages of 0-21. Kinship families include families caring for a child(ren) who has either</p> <ul style="list-style-type: none"> • formal custody (supplies the caretaker with a court-issued order detailing the custody agreement), or • informal care (child(ren) that is being cared for by someone who does not have legal custody or guardianship of the child(ren)). Kinship care refers to • grandparents, other relatives, and even family friends who are caring for children. <p>We currently operate a PRC funded through February 29, 2024 and a Kinship Caregivers program funded through August 31, 2024. Kinship was originally extended through 2/29/24; however, that was amended to August 31, 2024. This new RFP combines the original model of PRC and Kinship. How will this overlap be addressed? We would want to use our experienced Kinship staff in the new grant.</p>
A18	Please refer to A3 and A13 in this document.
Q19	<p>Section 2.3 (paragraph 2 and the one beginning in "The proposed program must be designed to") where it describes the purpose of the RFP and 4.1 (paragraphs 1-2) where it describes desired outcomes and requirements.: The items outlined in these sections duplicate the goals, outcomes, and requirements that are already met by local kinship programs for Kinship Families as defined in the RFP.</p> <ul style="list-style-type: none"> • Are these funds meant to replace the already established local kinship programs with Permanency Resource Centers, interrupting funding for those pre-existing programs? • Is the goal to use the funds to expand these established programs? • Is the plan for these programs to co-exist and work in tandem?
A19	Please refer to A1, A3, and A13 of this document.
Q20	<p>Section 2.3 paragraph 3: Do ‘informal’ kinship families have to provide any documentation to enroll in our PRC? Does a written KinGAP Agreement need to be on file?</p>
A20	Please refer to RFP Section 4.1 Desired Outcomes and Program Requirements for the participant eligibility and documentation requirements.
Q21	<p>Section 2.3 paragraph 7: Does OCFS have the “local child welfare strategies and priorities” for each County?</p>
A21	OCFS is not providing this information under this RFP. Applicants should obtain the information for each county the propose to serve.
Q22	<p>Section 2.3 Paragraph 8.1: Regarding the four-county requirement: Are the regions specific to the 6 OCFS regions, or may we select contiguous counties we can best serve?</p>
A22	Applicants may propose to serve any four counties, regardless of what OCFS-defined region they are located in. The primary project/site address will be used to determine which region your proposal is assigned to, regardless of what counties the application proposes to serve.

Responses to Questions for RFP # 1068
Permanency Resource Centers

Q23	Section 2.3 Paragraph 8.2: How will applications be reviewed when multiple agencies submitting for the funding potentially overlap while potentially having gaps in other contiguous counties?
A23	Please refer to RFP Section 6.2 Evaluation Process for additional information regarding the scoring and award process.
Q24	Section 2.4 paragraph 1: • What is the timeline to determine if funding will be available for subsequent years?
A24	Funding is based on the annual approval of the NYS fiscal budget, which typically occurs in the Spring. While OCFS anticipates there will be funding in subsequent years, this cannot be guaranteed.
Q25	Section 3.1 paragraph 1: Are volunteers subject to the same background check requirement as paid staff?
A25	Yes, if there is the “potential for regular and substantial contact with youth” - please refer to RFP Section 7.4.2 Criminal History Background Checks for more information.
Q26	Section 4.1 Partnerships with other NYS agencies (pages 15-16): Will OCFS provide contacts for the various statewide agencies such as the Department of Health and the State Education Department.? What kind of linkages or partnerships are being expected?
A26	No, specific contacts will not be provided by OCFS under this RFP. Contact information can typically be found on each state agency’s website. Regarding the type of linkages or partnerships expected of applicants, please refer to Section 4.1 of the RFP.
Q27	Section 4.1 Target population: What is the expected number served per county as well as per case manager?
A27	This is not predetermined by OCFS at this time. These numbers should be determined by the applicant based on county need, program capacity, etc. and should be indicated in the proposal.
Q28	p. 17, 4.1, I. Case Management and Referral – middle paragraph: What are the expectations around case manager’s responsibilities for transportation and childcare?
A28	These expectations should be based on the applicant agency’s policies and procedures and in accordance with any applicable local law.
Q29	Section 4.1 I. paragraph 2: If a school schedules a CSE meeting and our PRC attends via Zoom, is the requirement for OCFS prior approval still in effect?
A29	Not necessarily--OCFS should be informed if the program is looking to use virtual platforms for service delivery.
Q30	Page 17; Section 4.1 I. A. Program Staffing: • Program design must include a program coordinator with a minimum of a master’s level degree in social work, psychology, or human services. Would a master's in Early Childhood Education meet the minimum requirements?
A30	No, this would not satisfy this requirement.
Q31	Section 4.1 I. A. Program Staffing: • Program design must include a program coordinator with a minimum of a master’s level degree in social work, psychology, or human services. • The program coordinator is responsible for supervision of the program operation and staffing 1.) Does the Coordinator position need to be full time? 2.) Is there a possibility of a waiver for a Bachelor level coordinator with multiple years of experience operating an OCFS Kinship program?
A31	1.) No. 2.) No.

Responses to Questions for RFP # 1068
Permanency Resource Centers

Q32	<p>Section 4.1 I. A. Program Staffing: “Program design must include a program coordinator with a minimum of a master’s level degree in social work, psychology, or human services. The program coordinator is responsible for supervision of the program operation and staffing.”</p> <p>1.) Can the program coordinator be a role that is shared with other programs that current exist in an agency? 2.) Can this role be a shared supervision/coordination? 3.) Or is this requirement for a full time “supervisor-type” program coordinator position for the program only?</p>
A32	<p>1.) Yes. 2.) Yes. 3.) No, the program coordinator is not required to be assigned 100% to this program.</p>
Q33	<p>If there are staff with a bachelor’s degree and over 10 years of experience in the foster care/adoption field can those credentials be considered for a program coordinator, if they currently fill that role, if they do not possess a master’s degree in one of these fields?</p>
A33	<p>No.</p>
Q34	<p>Section 4.1 I. A. Program Staffing: Can the master’s degree requirement be revised to include an alternate bachelor’s degree with extensive experience?</p>
A34	<p>No.</p>
Q35	<p>Section 4.1 I. A. Program Staffing: RFP states the program coordinator must possess a minimum of a master’s level degree in social work, psychology, or human services. Would OCFS provide waivers based on years of experience for a person who does not currently possess a master’s degree?</p>
A35	<p>No.</p>
Q36	<p>Section 4.1 I. A. Program Staffing: Can a supervisor with their master's degree oversee the program coordinator who has their bachelor's degree and 14 years of experience working with kinship families?</p>
A36	<p>No.</p>
Q37	<p>p. 17, Section 4.1 I. A. Program Staffing – bullet 3: Can current case managers in the program be allowed a waiver if they do not meet the educational criteria set forth in program staffing?</p>
A37	<p>No.</p>
Q38	<p>Section 4.1 I. A. Program Staffing – bullet 1: Regarding the master’s level degree requirement for the program coordinator: Could experience in the field and experience with the target population replace the master’s degree requirement if the program coordinator’s supervisor possesses a master’s degree in social work, psychology, or human services?</p>
A38	<p>No.</p>
Q39	<p>Section 4.1 I. D. Bullet 1: How fast can OCFS approve client contact via online platform, if requested by a client? Is there a repercussion for the program if a client requests a Zoom the day before our scheduled monthly meeting and OCFS has not approved that contact?</p>
A39	<p>Refer to A29. The primary service delivery method should be in person contacts. Should the need arise, or the client request the use of a virtual platform, efforts should be made to request and receive permission from OCFS. If this is not possible, efforts to provide service delivery in person should be documented in the client file.</p>

Responses to Questions for RFP # 1068
Permanency Resource Centers

Q40	Section 4.1 I. D. Bullet 4: 1.) Does OCFS offer a “discharge summary” form? 2.) Is documentation of a phone call or text message acceptable for the post-case closure contact?
A40	1.) OCFS authorized program forms will be offered, or a program can use an established form with OCFS approval, if it captures the same information. 2.) This is to be determined.
Q41	Section 4.1 I. D. Paragraph 2: How fast can OCFS approve a case to remain open after 12 months? A four-month window is not a best practice if we must close a case pending OCFS approval only to reopen it when that comes through. For example, if the family loses a parent at the 11th month, is there any repercussion for the program if we continue providing service until OCFS permission is granted?
A41	The program should be conveying this information to OCFS as soon as possible, should there be reasons for a case to remain opened or be re-opened after closure.
Q42	p. 18, Section 4.1 I. D. Required Documentation – bullet 1: Do you have to get approval for virtual home visits if requested by the client or is the approval for the virtual format?
A42	If there is a request for/plan to provide service delivery virtually, the program must communicate this request to OCFS.
Q43	p. 18, Section 4.1 I. D. Required Documentation – bullet 4: Under the correspondence required for documentation would all emails and texts be required to be documented or only ones that staff deem significant?
A43	All correspondence is required to be documented.
Q44	p. 19, Section 4.1, OCFS Approval – paragraph 1: Will there be a list of criteria for families that can remain in the program beyond 12 months and/or a process to request extensions?
A44	Yes. As stated in RFP Section 4.1 OCFS Approval, the process to request an extension involves providing justification to the OCFS program manager before the end of the 8 th month of service. Examples of criteria are given at the end of that paragraph.
Q45	p. 19, Section 4.1, OCFS Approval – paragraph 1: Can families stay in the program but not be counted if they are not approved for an extension?
A45	Yes, a program may allow such families to remain in the program, however OCFS funds cannot be used to support participation of families with closed cases.
Q46	p. 19, Section 4.1, II. Support Groups – bullet 1: When you talk about training peer support group leaders are you talking also about training care givers?
A46	Yes.
Q47	p.19, Section 4.1, II. Support Groups – bullet 1: What types of transportation are acceptable to get care givers to support group?
A47	Transportation will vary by region, but may include metro cards, bus passes, ride shares, taxis, etc.
Q48	Section 4.1 II. page 19: The RFP states that programs must offer caregiver support groups at a minimum of 1 time per month and accessible within each county served by the program. Does this mean programs must provide this activity to <u>each</u> county <u>each</u> month (total 4 caregiver support groups per month if the program proposes to serve 4 counties) or do programs only have to provide 1 caregiver support group activity per month and ensure participants across the 4 counties are able to access that one activity? If the latter, how does the state define whether the activity is accessible?

Responses to Questions for RFP # 1068
Permanency Resource Centers

A48	The RFP states “Applicant’s staff must conduct a minimum of one support group meeting a month that must be accessible to caregivers in each county or each borough of NYC served by the PRC program”. Please outline the plan to offer support groups that are accessible to caregivers from each of the counties or each borough of NYC proposed to be served. The applicant should demonstrate how they will provide support groups that meet desired outcomes and program requirements. The minimum requirement as stated in the RFP is one support group meeting a month for caregivers and one support group meeting a month for children that are accessible to all participants in the counties proposed to be served.
Q49	Section 4.1, II. Support Groups – bullets 1 & 2: The RFP states that support groups must be accessible to caregivers/children in each county. Does this mean in-person support groups must be held in each county? Or can participants join support groups held in other nearby counties?
A49	Please refer to A48 in this document.
Q50	Section 4.1, II. Support Groups (Page 19) – first bullet: This section calls for PRC staff to conduct "a minimum of one support group meeting a month that must be accessible to caregivers in each county or each borough of NYC." Does this mean there must be a support group in each County and each Borough?
A50	Please refer to A48 in this document.
Q51	Proposed Program Description: Paragraph D. 4. discusses required support groups for caregivers. Should the support groups be conducted by professional program staff, or should all caregiver support groups be peer-to-peer support groups?
A51	Some can be peer-to-peer and some can be led by staff, or a combination of both.
Q52	Section 4.1 II. Bullet 1: Could the program offer both in-person support groups and online sessions? We have far more success with our families attending Zoom meetings than in-person meetings.
A52	Yes, while in-person programming is preferred, awardees can seek prior OCFS approval to provide services virtually.
Q53	Section 4.1 II. Bullet 1: RFP indicates that Support Groups must be accessible to caregivers in each county. Can OCFS provide a definition of “accessible”?
A53	Refer to A48.
Q54	Section 4.1, III. Education (page20): Are we allowed to use Powerful Tools for Caregivers (there is one geared towards kinship caregivers specifically) as a curriculum for the educational sessions?
A54	Yes
Q55	p. 20, 4.1, III. Education – bullet 1 Do trainings have to be provided by the program directly or can partnerships or linkages to resources be used? Who is the target population for attendance? Is this for parents or is this for community workers so that we might be trying to make relationships with other programs working with Adoptive, guardianship and Kinship families?
A55	Partnerships or linkages to resources may be used. The target population for this grant are the members of the public receiving services.
Q56	Section 4.1, III. Education – paragraph 1: The RFP states that community education sessions must be accessible in each county. Does this mean they must be held in person in each county? Or can participants join sessions held in other nearby counties?
A56	Please see A48 in this document.

Responses to Questions for RFP # 1068
Permanency Resource Centers

Q57	Section 4.1, III. Education: Can community education sessions be held virtually?
A57	Please see A52 in this document.
Q58	Section 4.1, III. Education and IV. Family Engagement (Page 20): For the required educational sessions and family engagement activities to be provided three times within each quarter, it is stated that they must be "accessible within each county". Although it does not state "accessible to families in each county", considering the support group ambiguity above, we ask the same question. Are we required to offer educational sessions and family engagement activities three times each quarter in every county or three times each quarter in a location where families from multiple counties in the contract can attend?
A58	Please see A48 in this document.
Q59	Section 4 parts III and IV, page 20: The RFP states that programs must offer community educational sessions and family engagement activities at a minimum of 3 times per quarter and accessible within each county served by the program. Does this mean programs must provide those activities to <u>each</u> county 3 times per quarter (12 community educational sessions and 12 and family engagement activities per quarter if the program proposes to serve 4 counties) or do programs only have to provide 3 of each of those activities per quarter and ensure participants across the 4 counties are able to access the activities? If the latter, how does the state define whether such activities are accessible?
A59	Please see A48 and A53 in this document.
Q60	Section 4.1, IV. Bullet 1: RFP indicates at least three family engagement activities per quarter, accessible within each county, must be offered. Can OCFS provide a definition of "accessible"?
A60	Please see A53 in this document.
Q61	Section 4.1, V: Refers to a requirement to have a follow up interaction with each family at both six and 12 months after the case is closed. 1. When should cases be closed? 2. Should cases be left open for a specific time period? 3. Is case closing left to the discretion of the provider?
A61	1.) Applicants should describe their understanding of when a case should or could close. 2.) Refer to 4.0 Program Requirements subsection: OCFS Approval for this information. 3.) Yes, and programs should seek guidance from OCFS if there are questions about closing a case.
Q62	Section 4.1, V. Bullet 1: The program currently covers five non-contiguous counties. Can we apply for the five contiguous counties that we serve with all our other programs?
A62	Yes, applicants must propose to serve at least 4 counties (or all 5 boroughs of NYC). Please also see A2 an A3 in this document.
Q63	Section 4.1, V. Bullet 5: Our agency prohibits staff from transporting minor children. Can the program require transport by the family to/from these respite outings?
A63	Yes, the agency may also pay transportation costs for participants, if funds are allocated in the applicant's approved budget.

Responses to Questions for RFP # 1068
Permanency Resource Centers

Q64	<p>Section 4.1, V. Maintenance and Family Preservation (Page 21 – Bullet 5): "Applicant's program must have the capacity to provide respite outings as needed ... and should relieve the primary caretaker(s) for at least one hour". Please note: Respite is not part of the 8 required Performance Targets (Attachment #5). So we have the following questions in regard to this desired outcome:</p> <p>a) What is meant by "have the capacity" (vs. must provide); are we required to provide respite outings? b) What is meant by "as needed"? c) Is respite at the request of a caregiver and scheduled based upon their request and provided individually? Or can the program set a schedule of group respite outings that families can use as respite?</p>
A64	<p>a) Yes, applicants must provide respite. b and c) The applicant will determine the need and how to implement.</p>
Q65	<p>Section 4.1, VI. Bullet 7: Could the OCFS Participant Satisfaction Survey be delivered and compiled through an online portal such as Survey Monkey to facilitate the anonymous response and data tracking?</p>
A65	<p>Yes.</p>
Q66	<p>Section 4.1, VI Desired Outcomes, Program Objectives, and Performance Targets (Pages 22-23): There appear to be discrepancies between the listed outcomes in the RFP and the listed performance outcomes required in Attachment #5 - Performance Targets. Performance Targets for guardianship families (outcome targets 1, 2, and 3) and for adoptive families (outcome targets 4, 5, and 6) are the exact same outcomes of the current adoption and guardianship contracts. There are only two Performance Targets for kinship families including Outcome 8: "By participating in offered family engagement sessions, # families will report a reduction of stress in the household." We were assuming all services are to be provided to guardianship, adoptive, and kinship families. However, OCFS's Performance Targets do not seem to be fully aligned with RFP expectations, as indicated below:</p> <p>a) In RFP, "children are safely maintained in the home and culture and relationships are preserved" - there are matching Attachment #5 - Performance Targets for guardianship, adoption, and kinship families (Outcome Targets 1, 4, and 7) b) In RFP, "families are connected to community services" - there are matching Attachment #5 - Performance Targets for guardianship and adoptive families (Outcome Targets 2 and 5), but not kinship families. Will we be required to provide 2+ referrals to kinship families and, if so, how do we set targets and report our accomplishments? c) In RFP, "minimum of three community educational sessions per contract quarter" - there are matching Attachment #5 - Performance Targets for guardianship and adoptive families (Outcome Targets 3 and 6), but not kinship families. Will we be required to provide education to kinship families and, if so, how do we set targets and report our accomplishments? d) In the RFP, "minimum of three family engagement activities per contract quarter" - there is a matching Attachment #5 - Performance Target for kinship families (Outcome Target 8), but not guardianship and adoptive families. Are we required to provide family engagement activities to guardianship and adoptive families and, if so, how do we set targets and report our accomplishments?</p>
A66	<p>This is a new procurement, so consideration of expectations from other grants should not be considered. Outline your proposed Performance Targets for all populations in the application and how you plan to measure how the targets are met.</p>

Responses to Questions for RFP # 1068
Permanency Resource Centers

Q67	Section 4.1, VII. Bullet 5: Is the annual OCFS Conference limited to one staff member, or may the entire Team attend?
A67	At least one staff member per program will be required to attend; additional attendees will be based on conference capacity.
Q68	Section 4.2, paragraph 1: Will OCFS provide technical assistance in developing compliant web-based information?
A68	No, not currently.
Q69	Section 5.1 Technical Content/Work Plan G. Commitment to Diversity, Equity, and Inclusion: What are examples of ways to show we have this in our program or agency as a whole?
A69	Please refer to the bullets of RFP Section 5.1.G. There are two questions in this section. The first requires submission of a staff recruitment plan for meeting this goal or to describe current program staff characteristics and target population statistics to demonstrate how staff are racially, ethnically, and linguistically representative of the populations your organization proposes to serve. For the second question, Section 5.4, G2. Provides examples of what can be submitted to document organizational capacity established <u>by the BIPOC leader to</u> accomplish diversity, equity, and inclusion. <u>Applicants</u> can also outline any other ways the applicant's program and agency demonstrate commitment to diversity, equity, and inclusion.
Q70	Section 5.1 Technical Proposal Content/Work Plan – (Page 25 – bottom paragraph): It is noted that "OCFS reserves the right to add additional bonus points to the final score/rating for proposals that are responsive to Section 2.2 OCFS Statewide Considerations [page 7 of RFP]. RFPs that include the applicants' ability to receive additional bonus points will state such in Section 6.3 Bonus Points RECC." However, in Section 6.3 on page 53 of the RFP under the word "6.3 Bonus Points" it says "Not Applicable." Will there be bonus points awarded?
A70	No, points are being awarded as defined in Section 5.4 of the RFP.
Q71	Where can we charge the administrative expenses in the attached template? In the RFP, it says we can charge up to 15% but where on the budget template do we include those charges?
A71	Administrative expense will be indicated throughout your Attachment 1 – Budget Template with "(A)" or this can be charged to B8 "Other Expenses". Other with an Indirect Cost line by providing proof of an indirect cost methodology up to the 15%.
Q72	What's the maximum fringe allowed for this program?
A72	Please refer to RFP Section 5.2.A.2 Personal Services – Fringe Benefits.
Q73	How can we break down the indirect costs, or rate, up to 15%?
A73	Indirect cost breakdown can be provided by providing proof of allocation methodology.
Q74	Page 38, f. Administrative Expenses: <ul style="list-style-type: none"> • A. For Federally Funded Awards - Not applicable at this time. • B. For State-Funded Awards - Total administrative costs are limited to 15% of the total grant award as established by OCFS policy. OCFS reserves the right to adjust this limit at its sole discretion. • Total administrative expenses are limited to 15% of the grant award, less expenses for equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subcontract in excess of \$25,000. <p>a.) Is this all-state funding or is it Federal or partially Federal? b.) If Federal, please provide the Catalog of Federal Domestic Assistance (CFDA) #. c.) Do we need to have a Federally approved indirect cost rate to apply for up to the 15% or just internal documentation of the calculation?</p>

Responses to Questions for RFP # 1068
Permanency Resource Centers

A74	<p>a) This RFP is state funded. b) Not applicable. c) You are not required to have a federally approved indirect cost rate agreement. The applicant need only provide documentation of the calculation for up to 15% admin costs. Refer to A73 in this document.</p>
Q75	<p>Section 5.4 Proposal Content – Administrative Questions items 3-6 (pages 41-42): On page 41 under “Primary Contact Information” it noted that “The primary contact should be the applicant’s executive director or other authorized individual who will receive official written and electronic notifications from OCFS regarding this procurement.” In addition to the Primary Contact’s Information, the proposal asks for a Second, Third, Fourth, and Fifth person’s contact information and identifies these four individuals as “another authorized individual who will receive official electronic notifications from OCFS regarding this procurement.” Is it required to provide four additional contacts in addition to the primary contact?</p>
A75	<p>No, it is not required. However, it is encouraged to provide contact information for as many individuals as possible to ensure communications are adequately received by your organization. If your organization does not possess five appropriate contact people, please enter “n/a” as your responses in those fields, as applicable.</p>
Q76	<p>On Eligibility (Administrative) question 7s, you ask for the organization’s Unique Entity Identifier created in SAM.gov. Grants Gateway only allows for NUMBERS for this UEI and our organization’s UEI is a mix of numbers and letters. How do we type in this information?</p>
A76	<p>Please disregard Administrative Question 7s as a response is not required. This information is not applicable to this RFP.</p>
Q77	<p>Page 53, Third Paragraph: The six OCFS regions are Region 1 - Buffalo, Region 2 - Rochester, Region 3 - Syracuse, Region 4 - Albany, Region 5 – Westchester, and Region 6 – New York City. Please refer to the regional coverage map (Attachment 7) for the counties within each region. Applicants must agree to provide required services to families in a minimum of four counties in NYS or all five boroughs of NYC. Do all four counties being served in the proposal need to be within one of the six OCFS regions or can they cross over OCFS regions?</p>
A77	<p>Please see A22 in this document.</p>
Q78	<p>Does NYS OCFS consider the Saint Regis Mohawk Tribe its own county? Or, do you consider it part of Franklin County?</p>
A78	<p>St. Regis Mohawk Tribe is a state-recognized tribe and is treated as a separate county.</p>
Q79	<p>Section 7.10.2 MWBE Business Participation Opportunities – OCFS–Established Goals (Page 64 – first paragraph): it says, “For purposes of this solicitation, OCFS hereby established an overall goal of 0% for MBE participation and 0% for WBE participation.” Is the percentage listed correct?</p>
A79	<p>Yes, the MWBE goals for this procurement are 0%. Applicants are encouraged to utilize MWBE participation where possible and/or practical, but this is not required.</p>