

Responses to Questions for RFP # 1096  
Child Fatality Review Team (CFRT)

Q1	<p><b>The RFP Section 4, on page 15, last bullet states:</b> Teams may review the child fatality either concurrently, during an open CPS and/or law enforcement investigation or retrospectively, after the CPS and/or law enforcement investigation is done, but minimally within one year of notification of the child’s death.</p> <p><b>Our Team cannot review any deaths until the Police and District Attorney office has cleared them for discussion which can take longer than a year and is how we’ve been functioning. The language in RFP is confusing ‘minimally’? Then what is the maximum? We cannot always review within 1 year. Please clarify and please confirm that over 1 year is acceptable when needed.</b></p>
A1	<p>When CFRTs review their cases retrospectively (after CPS and/or law enforcement investigation is done) these reviews will take place within one year of notification of the child’s death, or as soon as possible.</p>
Q2	<p><b>Does the following website: NYS Contract Reporter # 2096736</b> <a href="https://www.nyscr.ny.gov/agency/adsView.cfm?numID=2096736">https://www.nyscr.ny.gov/agency/adsView.cfm?numID=2096736</a> <b>Contain the same documents and links as the OCFS website link given?</b></p>
A2	<p>The CFRT RFP documents that are posted on the NYS Contract Reporter website are identical to those posted on the OCFS public website at <a href="https://ocfs.ny.gov/main/contracts/funding/">https://ocfs.ny.gov/main/contracts/funding/</a>.</p>
Q3	<p><b>Do the applicants have to have an account on the NYS contract reporter page in order to be able to apply?</b></p>
A3	<p>An account on the NYS Contract Reporter website is not required to apply. You may download all necessary documents from <a href="https://ocfs.ny.gov/main/contracts/funding/">https://ocfs.ny.gov/main/contracts/funding/</a>. However, please know that user accounts for the NYS Contract Reporter website are issued free of charge to any interested member of the public who wish to view government funding opportunities at: <a href="https://www.nyscr.ny.gov/newAccount.cfm">https://www.nyscr.ny.gov/newAccount.cfm</a>.</p>
Q4	<p><b>Page 31 of the RFP requests submission of the ADMINSTRATIVE proposal. It states that it should be submitted as PDF AND MS word. My understanding is that this section is composed of many different online forms. How is this to be submitted as one merged Word document if each form is formatted differently?</b></p>
A4	<p>The MS Word and PDF documents may each be submitted as a combined document or as separate documents. If submitting your completed forms as multiple individual documents, it is recommended to package the forms together into a zip file or attach and submit all the forms together in a separate email to help keep your submission organized. Applicants are encouraged to use good judgement when submitting their proposals. Please use descriptive subject lines for your email submissions and clearly label all document attachments.</p>
Q5	<p><b>Historically the application has been submitted by the LDSS but we simply pass the funds on to our Child Advocacy Center. Can the CAC apply directly to OCFS or does DSS need to be applicant?</b></p>
A5	<p>Yes, not-for-profit organizations may submit the application on behalf of the Child Fatality Review Team. Please refer to RFP Section 3.1 Minimum Qualifications – Eligible Offerors which states, “Eligible offerors must be a not-for-profit organization or local government agency located in the county proposed to be served.”</p>

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<b>Q6</b>	<b>How do we obtain a signed Attachment 3 – Mandated Member Letter of Commitment from OCFS?</b>
A6	Per Section 3.1 Minimum Qualifications – Required Team Membership, all prospective applicants should submit their partially completed letter that indicates the name of the CFRT Team Lead Applicant Organization via email to <a href="mailto:RFP@ocfs.ny.gov">RFP@ocfs.ny.gov</a> . It is encouraged that this be done as early as possible. It is also recommended to provide some basic information about your proposed team in the body of the email, which includes a list of the counties proposed to be served. OCFS signature on the Attachment 3 will not be unreasonably withheld. The OCFS Bureau of Contract Management will return signed letters of commitment back to the requestor. All correspondence will be conducted by the <a href="mailto:RFP@ocfs.ny.gov">RFP@ocfs.ny.gov</a> email address. Please ensure this email address is not blocked by your organization’s spam filter by adding OCFS to your address book and/or safe sender list. If a response is not received from OCFS within a reasonable timeframe, it is permissible to contact us with a follow-up message.