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Program Specific Terms and Conditions

Request for Proposals (RFP) 1127 Foster/Adoptive Parent Certification and Approval Process Software

The New York State (NYS) Office of Children and Family Services (OCFS) is procuring a contractor to provide a statewide Software as a Service (SaaS) toolset that assists with both recruiting prospective foster and/or adoptive parents and shepherding them through the initial certification/approval and annual foster parent reauthorization processes. This will replace a manual process. The software will allow the State to implement a more consistent, automated process to help support federal Family First Prevention Services Act (FFPSA) needs and goals of reduced use of congregate care settings and increased use of foster and adoptive families for children who must be removed from their homes of origin. The cloud-based software and associated web portal developed by the contractor will be implemented statewide for all counties and voluntary authorized agencies that do this work in NYS. The contract awarded in response to this RFP will be for up to seven years and 6 months. If the existing contractor receives the award, OCFS reserves the right to terminate their current contract to avoid any overlap of services under this procurement. If the selected awardee is a new contractor, a transition period is anticipated from 3/1/2025 – to 9/7/2025. At the conclusion of the transition period, the new, operational period will begin on 9/8/2025. The anticipated end date of the contract is 8/31/2032.

LOCAL SHARE MATCH REQUIREMENT:

- There is no required local share match.

DESIGNATED PAYMENT OFFICE:

All reports, claims for reimbursement, and claims to account for the advance payment (if applicable), must be logged and completed online in the Contract Management System (CMS).

ADMINISTRATIVE CAPS:

Federal Awards:

- OCFS will reimburse the federally approved indirect cost rate for federally funded contracts up to any statutory caps required by the funding streams and in accordance with the terms and conditions of the federal award. A copy of the federally approved indirect cost agreement, with narrative, addendum, and an expiration date must be submitted as part of the proposal.
- If your agency does not have a federally approved indirect cost agreement, and your agency is a non-federal entity that has never received a negotiated indirect cost rate, except for a governmental department or agency unit that receives more than \$35 million in direct federal funding, you may elect to charge a de minimis rate of 10% of Modified Total Direct Costs (MTDC). Please see federal regulations at [2 CFR 200.414\(f\)](#) for the applicable legal requirements for this option.

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- MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subcontractor. MTDC excludes 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.
- Use of a federally approved indirect cost rate, or the de minimis rate, as described above, if applicable, must be in accordance with all applicable federal rules to include [2 CFR Part 200](#).
- No additional Administrative Expenses will be allowed beyond the federally approved indirect cost rate or, if applicable, the de minimis rate.
- All costs claimed under the contract must be directly attributable to the project. State Finance Law and Generally Accepted Accounting Principles require that any expense incurred over more than one funding source or program must be charged proportionately, and the method of allocation must be documented, and such documentation must be provided to OCFS upon request.

ALLOWABLE AND NON-ALLOWABLE COST:

All allowable and non-allowable costs for federal awards can be found in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements and are located under 45 CFR Part 75. In accordance with 45 CFR §75.101 Applicability, this program must comply with 45 CFR Part 75 in its entirety.

The lists below are not comprehensive. Any questions should be directed to OCFS.

Allowable Costs include but are not limited to:

- Staffing, fringe benefits.
- Project equipment and furniture.
- Computers and appropriate software for the project.
- Supplies, mailing, and printing costs of project-related flyers/pamphlets and/or educational materials.
- Staff travel costs at the approved State travel rate. State rates are available at the following web address: <http://www.osc.state.ny.us/agencies/travel/travel.htm>
- Telephone installation and monthly billing.
- Consultants retained by a formal agreement.
- Rental of space.
- Training.

Non-Allowable Costs include but are not limited to:

- Major capital expenditures such as acquisition, construction, or structural renovation of facilities.
- Out of state travel, unless approved by the OCFS Program Manager.

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- Interest costs, including cost incurred to borrow funds.
- Costs of organized fundraising.
- Legal fees to represent agency/staff.
- Advertising costs, except for recruitment of project personnel, project outreach, and recruitment of participants.
- Entertainment costs, including social activities for program and staff.
- Cost for preparation of continuation agreements or contracts and other proposal development costs.
- Costs for dues, incorporation fees, conferences, or meetings, unless necessary in connection with the project.
- Lunch or meals at meetings or training programs.

This contract is funded in part with FFPSA Adoption and Legal Guardianship Incentive Program CFDA #93.603, is subject to change depending on future availability of funds and is subject to any applicable federal regulations.

Funds made available through this grant shall be used to supplement and not supplant other Federal, State, tribal, and local public funds expended to provide services and activities that promote the objectives of this procurement.

ADDITIONAL PROGRAM REQUIREMENTS:

- The contractor will help NYS fulfill FFPSA program goals and funding requirements by providing software and a web portal to facilitate the promotion of the safety, permanency, and well-being of children in foster care and adoptive families; and providing training on these newly automated processes to the child welfare workforce.