

Responses to Questions for RFP # 1159
Kinship Caregiver Support Programs

Q1	Must applicants in NYC have a physical location in one the two boroughs to be served?
A1	Yes, applicants must identify the primary site address where the proposed KCSP services will be provided within one of the counties or boroughs proposed.
Q2	<u>For questions H6 and H7 on the Application Template</u>, how are these to be answered -- by checking the "Yes" box to the right of the question, or by typing "Yes" in the answer field below the question?
A2	Please type your responses for H6 and H7 on Attachment 2 – Application Template in the field below the question where it indicates, “Type response to H6 (or H7) here.” You may also check the Yes box but it is not necessary.
Q3	<u>For question H8 on the Application Template</u>, how is this to be answered -- by typing the request amount in the box that says "Number Field" to the right of the question, or by typing the request amount in the answer field below the question?
A3	Please type your response for H8 on Attachment 2 – Application Template in the field below the question where it indicates, “Type response to H8 here.” You do not need to also enter the amount in the “Number Field” box.
Q4	When attaching support documents to an email message as part of the second part of the application process, should documents be included as separate attachments or combined into 1 PDF that includes all the attachments?
A4	Either method is acceptable.
Q5	Should emailed attachments be labelled in a specific way? (For example, with the name of the applicant and the title of the attachment, etc.)
A5	Per RFP Section 5.4 Proposal Content – Email Submission, please ensure all documents are clearly identified and labeled. A descriptive title such as “Attachment 2 – Application” or “OCFS-2647” is helpful. It is not necessary to include the applicant’s name for each document as it will already be in the email.
Q6	Could an applicant in NYC submit multiple applications that include the same borough and receive awards for proposals that serve the same borough? For example, could an applicant submit one application to serve Brooklyn / Queens and a second application to serve Brooklyn / Bronx, if the applicant could demonstrate enough of a need in Brooklyn?
A6	Yes, however applicant may propose to serve Brooklyn, Queens and the Bronx in one application.
Q7	a) Will KCSP clients be able to attend support groups sponsored by the PRC program? b) Can we count those as joint or co-facilitated groups?
A7	a) Yes. b) Yes.
Q8	Will KCSP be awarded to counties with already existing PRC programs?
A8	Yes.
Q9	Where are the cases referred to organizations from?
A9	Per RFP Section 4.1.D. Case Management and Referral, case management services for program participants include information and referral services and referral to legal services. Refer to 5.1, B Target Population where applicant must describe intended recipients - applicant should identify plan for outreach, collaboration and coordination within counties to be served.

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Q10	What is the expected average case load per county?
A10	This is for the applicant to determine based on the counties proposed to be served.
Q11	Is the \$175,000 per county or total (covering the 2 required counties)?
A11	\$175,000 is the total maximum annual award amount for all counties and/or boroughs proposed to be served.
Q12	If the case load is too large for 1 FTE case manager, is there potential for increased funding?
A12	OCFS is not able to guarantee additional funding.
Q13	<u>For the staffing structure (Page 17), could the staffing structure include a F/T MSW Counselor / Case Manager who spends 50% of time on Counseling, and 50% of the time on Case Management, plus a P/T (0.5 FTE) Case Manager? (This would reflect a case management / counseling staff structure of 1.5 FTEs, covering 1 FTE time of Case Management and 0.5 FTE time of Counseling -- the same as the minimum staff requirements).</u>
A13	Yes.
Q14	<u>p. 17 – Section C. – Program Staffing</u> Can the Program Coordinator and Mental Health Professional positions be combined to total one 100% FTE position?
A14	Yes.
Q15	<u>p. 24 -- Section E. -- Desired Outcomes, Program Objectives, and Performance Targets -- Bullet Points 5, 6, 7 and 8:</u> Must caregiver support groups, support groups for children, community educational sessions, and family engagement activities occur in each county to be considered “accessible”? What constitutes “accessible” as it pertains to this RFP?
A15	Support groups, education sessions, and engagement activities must be accessible to participants in the counties and/or boroughs proposed to be served. It is up to the program to determine what is accessible.
Q16	<u>p. 24 -- Section E. -- Desired Outcomes, Program Objectives, and Performance Targets -- Bullet Points 5, 6, 7 and 8</u> If we are required to provide caregiver support groups, support groups for children, community educational sessions, and family engagement activities 3 times per quarter per county, does that mean if we serve 2 counties that we are to provide each activity 6 times per quarter?
A16	No. Please refer to Section 4.0. Program Requirements in the RFP for minimum requirements; Section D. Case Management and Referral; and Section E. Desired Outcomes, Program Objectives and Performance Targets, which explains expectations for support groups.
Q17	<u>p. 29-30 – Section f. – Administrative Expenses – Bullet Point 5:</u> Can we claim 15% as indirect without itemizing in the budget?
A17	Applicant may use an indirect cost line in B8 Other category to capture administrative expenses. This is contingent on applicant’s eligibility and must be reviewed on an individual basis.

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Q18	<u>p. 46 – Administrative Questions – 7p:</u> Does the Attachment 1-Budget Template get attached to the questionnaire (step 1)?
A18	No, the step 1 online form does not allow uploads or attachments. The online form contains only the RFP Section 5.4 Eligibility Questions and Administrative Questions. All attachments including the budget are submitted in step 2 via email submission. Please refer to RFP Section 5.4 Proposal Content for additional information.
Q19	<u>Pg 10 3.1, Second Bullet-</u> If we apply for more than one grant, do we need a site address for each of the groups of counties we apply for a grant? E.g., if we apply for two grants of two counties each, do we need two separate office locations - one for each grant?
A19	No. Applicants must identify the primary site address where the proposed KCSP services will be provided within only one of the counties or boroughs proposed.
Q20	<u>Pg 17, Sec 4.1 C Program staffing, bullet 4</u> Can the clinician be per diem if this would best meet the needs of families and allow for flexibility as long as they are providing the clinical services required, or do they need to be 20 or 40 hours and salaried? Also, could a full-time worker be shared if the agency applied for more than one grant between grants?
A20	The clinician's time spent on the contract is to be determined by the applicant.
Q21	<u>Pg 19 Required Documentation Bullet 5, last sub bullet.</u> What is the frequency required for Participant Satisfaction Survey? Is it quarterly or only at discharge or yearly if the participant is extended beyond a year?
A21	The Participant Satisfaction Survey is completed at discharge, prior to case closure. See RFP Section 4.1.D. Case Management and Referral, subparagraph titled Required Documentation.
Q22	<u>Pg 20 Family Engagement 2nd bullet-</u> If you apply for more than one grant, and counties neighbor, can two grants share family engagement events if they are accessible to all participants?
A22	Yes.
Q23	<u>Pg 21 Mental Health support- 1st bullet-</u> If you have more than one grant and counties neighbor, can two grants share support groups as long as they are accessible to all participants. This can allow for greater participation and an increased richness in the questions, opportunities and relationships that can develop.
A23	Yes.
Q24	<u>Pg 21-22- top paragraph of pg 22.</u> Discusses non-recurring expenses and paying for referral to legal services (this might be the initial consultation??). Is there any ability to pay for legal services? A common problem we hear from our guardianship and kinship families is that birth family will frequently take the custodial family to court and our kinship families feel tapped out financially as they try and protect the emotional needs of the children in their care.
A24	No, this funding may not be used to pay for legal services. Programs may provide referrals to legal services only.

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Q25	Page 17 section c program staffing - Do the mental health professionals need to be licensed? Do the mental health professionals need to be fulltime or can they be per-diem?
A25	Licensure is not a requirement. Please refer to Q20. Per RFP Section 4.1.C. Program Staffing, "Program design must include a minimum of one qualified mental health professional with a master's degree in social work or another mental health related field. This professional must have experience working with children and/or families, can be part- or full-time, and must have the capacity to provide one-on-one, group, and family counseling for program participants, without the need for private insurance reimbursement."
Q26	On pg. 15 of the RFP, it states, "RFP must include plan for sustainability" - Will Kinship dollars be renewed after the 5-year term or does that statement indicate that Kinship monies will not be renewed after the 5-year term and is it expected the programs find an alternative source of funding after the 5-year term? If the statement is not indicating that, what does it indicate/refer to?
A26	OCFS is not able to guarantee future funding opportunities. All applications must include a plan for sustainability that extends beyond the duration of the contract term to continue to support current participants.
Q27	<u>In Q E2, the RFP asks the responder to demonstrate BIPOC leadership and also identify efforts of developing organizational capacity for DEIB activities. Is OCFS requesting info only when the DEIB activities were developed and led by the BIPOC leader? In our case, we have BIPOC leadership responsible for the division in which this project will be embedded AND separately non-BIPOC leadership responsible for leading DEIB activities, in conjunction with BIPOC & non-BIPOC leadership and staff across the agency.</u>
A27	Yes, per RFP Section 5.1.E. Commitment to Diversity, Equity, and Inclusion, question E2 is only applicable if the organization's highest ranking individual is BIPOC. Some organizations may have more than one individual that satisfies this requirement if multiple individuals report directly to the organization's board of directors.
Q28	How long prior to the RFP email submission, can the Online Form be submitted? i.e., Could the Online Form be submitted on 6/4/24 and the RFP email submission be submitted on 6/12/24?
A28	Yes, that would be acceptable. There is no specific requirement for timing of steps 1 (online form) and 2 (email submission) so long as both steps are completed prior to the deadline specified in the RFP Section 1.2 Calendar of Events. Step 1 (online form) should be submitted first, as that is how you obtain your application number.

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Q29	On pg. ten (10) of the RFP, it states, “All prequalification documents must be submitted in SFS.” - Is this statement in reference to becoming prequalified in SFS ~OR~ is it in reference to other prequalification documents that need to be submitted to SFS prior (or on) the RFP due date? If it’s in reference to other prequalification documents, what documents are you referring to?
A29	RFP Section 3.1 Minimum Qualifications states applicants must be prequalified, if not exempt, on the application deadline (preferred) or be prequalified within 30 days of the award letter date if selected for funding. This is in reference to becoming prequalified or, if already prequalified in SFS, maintaining your prequalification status. RFP Section 3.2 Prequalification Process explains New York State requires not-for-profit organizations to complete the Vendor Prequalification process for proposals to be evaluated. After becoming prequalified in SFS, not-for-profit organizations will have the responsibility to keep their information current by updating on an annual basis.
Q30	On pg. 47 of the RFP, it states, “If a proposal requires files to be sent in multiple emails, indicate the email number in the body of the email.” – In what case would the proposal require files to be sent in multiple emails? Is there a requirement for this? From my review and understanding of the RFP, as well as on pg. 57, which states, “Email should contain multiple documents...”, it doesn’t look like multiple emails are required, necessarily, but multiple documents are (i.e... Attachment 1, Attachment 2..., OCFS-2633 form, OCFS-2634 form..., etc.); can you confirm if my statement is correct or not (that multiple emails are not required for submission of Kinship RFP 1159).
A30	Yes, one email will suffice if all required documents are attached. However, an organization’s email server may have file size limitations and therefore multiple emails may be needed. If the size of the documents attached to your email are too large, then your email might not be delivered. If an organization discovers they forgot to attach a required document, then a subsequent email indicating 2 of 2 would be acceptable. All email submissions must be received prior to the submission deadline. Per RFP Section 5.4 Proposal Content – Email Submission, “Applicants are responsible for verifying all documents are complete, correct, viewable, and comply with the requirements of the RFP. Failure to submit the required documentation outlined in the RFP may result in the disqualification of your application.”
Q31	Re: Form OCFS-4821, this has previously been filled out, and we have the correct active staff under the CMS system. Is this form required regardless of that? In what instance is the form required?
A31	Yes, OCFS-4821 is a required form per RFP Section 5.4 Proposal Content – Email Submission. Please submit and indicate the correct staff are already on file.
Q32	a. Are there any specific trainings that OCFS requires staff to participate in? b. If so, what is the cost of the training?
A32	a. No, there are not any specific trainings that OCFS requires. The last bullet of RFP Section 4.1.C. Program Staffing, applicants must describe your required agency trainings based on staff roles and how they will include training for the provision of trauma-informed services, diversity, equity, and inclusion awareness. b. N/A

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Q33	a. Do formal arrangements include legal custody, adoption and guardianship? b. Serving children 0-21 in all arrangements? (Legal custody/guardianship ends at 18
A33	a. No, formal arrangements refer to custody only. b. This RFP may also serve informal kinship families, meaning those without legal custody or court involvement.
Q34	a. Is counseling a requirement for the families to partake in or optional? b. Does counseling need to be available in home? Telehealth? c. Does family counseling pertain to just the household the child is residing in or birth parents as well? d. Can the counseling be used as a transition to a different more permanent counselor as they can only be seen when in the program?
A34	a. Optional b. This is for the applicant to determine. c. This is for the applicant to determine. d. Yes
Q35	Can CFTSS (PSR/CPST?) services be used as respite?
A35	Respite services must be accessible to all Kinship Caregiver Support program participants without additional eligibility requirements. Please refer to RFP Section 4.0 Program Requirements.
Q36	Peer to Peer support groups – a. Is there a requirement as to how many need to be held? b. When they need to start? c. Does this replace current support groups offered?
A36	Please refer to RFP Section 4.1.D. Case Management and Referral - Mental Health Support for peer-to-peer support group requirements. a. Once a month b. Contract start date. c. No: KCSP groups are the same as peer to peer support groups.
Q37	Respite outings – a. Planned activities quarterly/monthly? b. In each county? C. Capping amount of spots available for each outing?
A37	Please refer to RFP Section 4.1.D. Case Management and Referral - Mental Health Support for respite requirements. a. Minimum of one hour, as needed. b. As needed per caregiver's needs. c. To be determined by the program.
Q38	Is funding guaranteed for all 5 years?
A38	No, funding is based on availability of funds, as per NYS Division of Budget.